

Ballarat Aquatic & Lifestyle Centre

EVENT INFORMATION PACK



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Introduction

Ballarat Aquatic and Lifestyle Centre (BALC) offers world-class facilities in the heart of regional Victoria and is the perfect venue for your next swimming carnival, state or national event.

Featuring a 50m and 25m pool, grandstand seating for up to 500 spectators, state-of-the-art electronic timing technology, ample on-site car parking and pool deck Café, enquire now about hosting your next public or professional swim event at BALC.

Bookings

For all event bookings, please fill out the Booking Application Form found under '[Facility Hire and Bookings](#)' on the BALC website.

A staff member from our bookings team will be in contact with the event organiser to confirm your booking.

All events must have a Person in Charge ('PIC') nominated at all times. Any changes to a nominated PIC must be reported to the Customer Service Coordinator at BALC prior to the booking date. The PIC must be familiar with the Emergency Action Plan as outlined in this booklet.

Before the event can commence the event organiser and all PIC's will be required to attend a meeting with the Operations Team Leader or Duty Manager to ensure understanding of health and safety standards and emergency management procedures within the Centre.

This meeting also provides the opportunity for the PIC to conduct a risk assessment for the event should they be required by the group. Any damages incurred during the event will be charged accordingly.

Conditions of Entry

Please note that the PIC is responsible for the behavior and supervision of event participants and spectators. Please ensure that all patrons are aware of BALC's Conditions of Entry as follows:

- Smoking is not permitted within the Centre or its grounds.
- Photography is prohibited at all times unless prior consent is received from Centre Management.
- Any persons under the influence of drugs or alcohol will not be permitted into the Centre.
- Patrons must behave in a manner that is safe and respectful at all times. Abusive, disruptive and/or offensive behavior and language will not be tolerated.
- Patrons are required to follow staff directions at all times.
- Personal belongings must be placed in lockers. BALC does not accept liability for any theft, loss or damage to personal property left within the Centre.

Centre Management reserve the right to refuse entry and evict any patron that is not abiding by the above conditions.

At the BALC we have implemented the Watch Around Water Policy, as follows:

Children UNDER 5 must be accompanied into the water and remain within arm's reach at all times. Children UNDER 10 must be clearly and constantly visible and remain directly accessible.

When attending BALC with a group, the following ratios are required:

- Children UNDER 5 years - one adult per two children
- Children UNDER 10 years - one adult per four children

Trading Hours

The BALC operates as follows:

Monday to Friday 6am to 9pm

Saturday 6am to 6pm

Sunday 8am to 6pm

Public Holidays 8am to 4pm

ANZAC Day 1pm to 9pm

Closed Christmas Day & Good Friday

If an event is required outside of these trading hours please speak with the bookings team.

Catering

The BALC Café is onsite and has an extensive range of food and drink options. However, we understand that event patrons may wish to bring their own food. This is allowed on the basis of:

- Food is non-commercial
- Alcohol is strictly prohibited
- Food is for individual consumption and not for distribution.

General Information

Access to the event for all participants and spectators is to be via the courtyard gates so as to minimise disruption to BALC's usual operations.

It is recommended that all officials/staff for the event arrive at BALC 30 to 60 minutes prior to event commencement to ensure all procedures and equipment are in place.

Please note that although BALC is responsible for the set-up, event organisers/PIC are responsible for the operation of timing equipment. If any further equipment is required, please discuss with the Customer Service Coordinator before the event.

IMPORTANT: Hirers will be charged a 1 hour pre-event set-up and a 1 hour post-event pack-up fee at the rate of the pool hire for each event. An additional \$50 per hour will be charged for additional cleaning required post event.

Emergency Action Plan

Emergency Phone: 000

BALC address: Prince of Wales Park, Gillies Street North, Ballarat VIC 3350

Nearest cross street: Sturt Street & Gillies Street

The event organiser and PIC's are required to read the following overview of the BALC Emergency Action Plan prior to the meeting with the Operations Team Leader or Duty Manager. The meeting will include a briefing regarding emergency management.

Minor Incidents

- Any minor incident (such as general first aid) shall be attended to by the lifeguard or Duty Manager
- Person in charge (PIC) may be required to assist with supervision of the patient.

Major Incidents

- Any major incident will take precedent over other activities and as such the event may need to be suspended while the emergency is attended to.
- A major incident is considered as life threatening for any individual (includes suspected drowning, suspected spinal injury, cardiac incident or similar) and may require all participants to evacuate the water while the lifeguards/Duty Manager attend to the incident.
- PIC may be required to assist as deemed necessary by the lifeguards and/or Duty Manager.

Provision of First Aid

BALC is responsible for providing first aid within the Centre, with facilities, equipment and qualified staff available at all times.

Rescue and First Aid Equipment

Please refer to the attached copy of the Centre Plan which outlines the following:

- First aid rooms – identified by the appropriate signage.
- Emergency equipment – including fire hose reels and fire extinguishers (water, Co2, dry chemical powder, fire blankets.
- First aid equipment – to be strictly used by BALC staff only. Includes AED (Automated External Defibrillator), oxygen & resuscitation equipment, spinal injury equipment, deep water rescue equipment and general first aid supplies.

All of the above equipment is subject to daily checks by BALC staff and is maintained according to relevant legislation.

Emergency Services

Important: In the event of a major emergency phone 000. If this occurs, the Duty Manager must be notified immediately. In a minor emergency situation the Duty Manager will consult with the PIC to ascertain the most appropriate course of action. However, please note that the Duty Manager may contact emergency services without first consulting the PIC if they deem it appropriate.

Evacuation

In the event of an emergency, there are two forms of evacuation that may be required:

1. Partial Evacuation: Evacuation of designated area within the Centre.
2. Full Evacuation: Evacuation of the entire Centre.

In the unlikely event of either evacuation an announcement will be made to inform staff and patrons of the evacuation. Please note: It's important that all program participants and staff follow the instructions of BALC staff at all times. Assembly areas are outlined as per the below table. For exact locations please refer to the site map.

Assembly Areas

Assembly areas are outlined as per the table below.

Name	Point/Area
Primary	North West grassed area near Northern car park
Secondary	Hockey fence

Emergency Exits	
Main entry	Outdoor area - doors 1,2,3 and 4
50m Pool North exit - doors 1 & 2	50m Pool South exit
South Pool Hall exit	South Corridor exit
Gymnastics Hall	Children's Centre
West Corridor	

Terms and Conditions

Bookings & Cancellation- Applications are made by completing and submitting the Online Facility Booking Form. Bookings are accepted up to twelve (12) months in advance. The booking confirmation will be emailed to the nominated contact person in the booking form; bookings do not take effect until a confirmation of your booking has been provided to you via email. If preferred dates are unavailable, the nominated person will be contacted to discuss an alternative.

Notice of cancellation must be given in writing at least twenty-four hours (24) prior to the booking date.

The Ballarat Aquatic and Lifestyle Centre may at its absolute discretion cancel all or part of the hire agreement by giving the hirer at least ten (10) working days' notice in writing. The Hirer acknowledges this right and agrees to irrevocably waive all rights to pursue any claim it may otherwise have in respect of any such cancellation.

The cost of your booking will be provided in the confirmation letter. Hire fees will be charged in accordance with Council's Fees and Charges and payment is required for the required hire period and entries set out in the booking. Hirers will be charged a 1 hour pre-event set-up and a 1 hour post-event pack-up fee at the hourly rate of the pool hire for each event.

Payment of Fees & Charges- Payment can be paid on the day of booking. Alternatively, an invoice can be generated by the City of Ballarat and needs to be paid within thirty (30) days.

Cleaning- General and normal cleaning is included in the hire of the room. The client may incur additional charges where an event has created cleaning requirements, which is considered to be over and above normal cleaning.

Certificate of Currency- A current Public Liability Certificate may be requested as evidence of Public Liability coverage to Ballarat Aquatic and Lifestyle Centre. Hirer's will be advised if insurance coverage is required.

Disclaimer of Liability and Indemnity- The Hirer agrees to indemnify and keep indemnified Ballarat Aquatic & Lifestyle Centre, its servants and agents from and against all actions, proceedings, claims, demands, costs, losses (including but not limited to consequential losses), damages, liabilities and expenses (except those arising from the negligent acts or omissions of the centre or its servants, agents and employees), which may be brought against Ballarat Aquatic & Lifestyle Centre, its servants and agents (including claims made by parties other than the hirer) as a result of the Applicant's or its agents, servants or invitees attendance at the Centre, and the hirer hereby releases and discharges Ballarat Aquatic & Lifestyle Centre, their servants and agents from all such actions, proceedings, claims, demands, costs, losses, damages, liabilities and expenses.

Smoking- The City of Ballarat has a “No Smoking Policy” on all Council grounds whereby smoking is not permitted at the Centre, including all buildings and grounds.

Venue Access- Guests are permitted to park inside the Centre grounds in the car park facility adjacent the Centre. Entry is made via the main front entrance however, the 50m pool entrance will be made available for all major events.

Consumption of Alcohol- The consumption of alcohol is strictly prohibited in all buildings and surrounding grounds.

Damage to Property or Equipment- On any occasion that centre property and equipment is damaged or stolen due to the actions of the hirer or it guests, such costs associated with repairing or replacing the property or equipment will be the responsibility of the hirer. While all due care is taken when handling the property of the organisers no responsibility will be accepted by Ballarat Aquatic & Lifestyle Centre e in relation to damage to or loss of property before, during and after a function.

Advertising- The hirer cannot erect or display, within the Centre and its surrounding grounds, any advertisement or signage without written consent from the Manager.

Media- Do not permit radio or television broadcast, motion pictures or other film, recording, audio or video tapes made of any activities or events in the Centre without prior written approval from Management and the relevant licensing authorities

Additional Structures- Do not erect any marquee, hut, stall or similar structure in or adjacent to the Centre or within its grounds without prior written permission from City of Ballarat.

Qualifications- Ballarat Aquatic and Lifestyle Centre is committed to the safety of all participants when visiting and participating in activities at the Centre. Hirers must ensure that employees and volunteers conducting programs on behalf of the Hirer hold valid qualifications applicable to the activity being conducted.

Swim Club Coaches, the minimum qualifications requirements are: AUSTSWIM Teacher of swimming and Water Safety or equivalent, CPR and WWCC – Working With Children Check.

Physiotherapists, Exercise Physiologists and any Health professionals must have valid accreditation and insurance and must complete the Health Professionals Visiting BALC Online Sign In Form on every visit. Entry fees must be paid at reception on every visit by the Health Professional and their client.

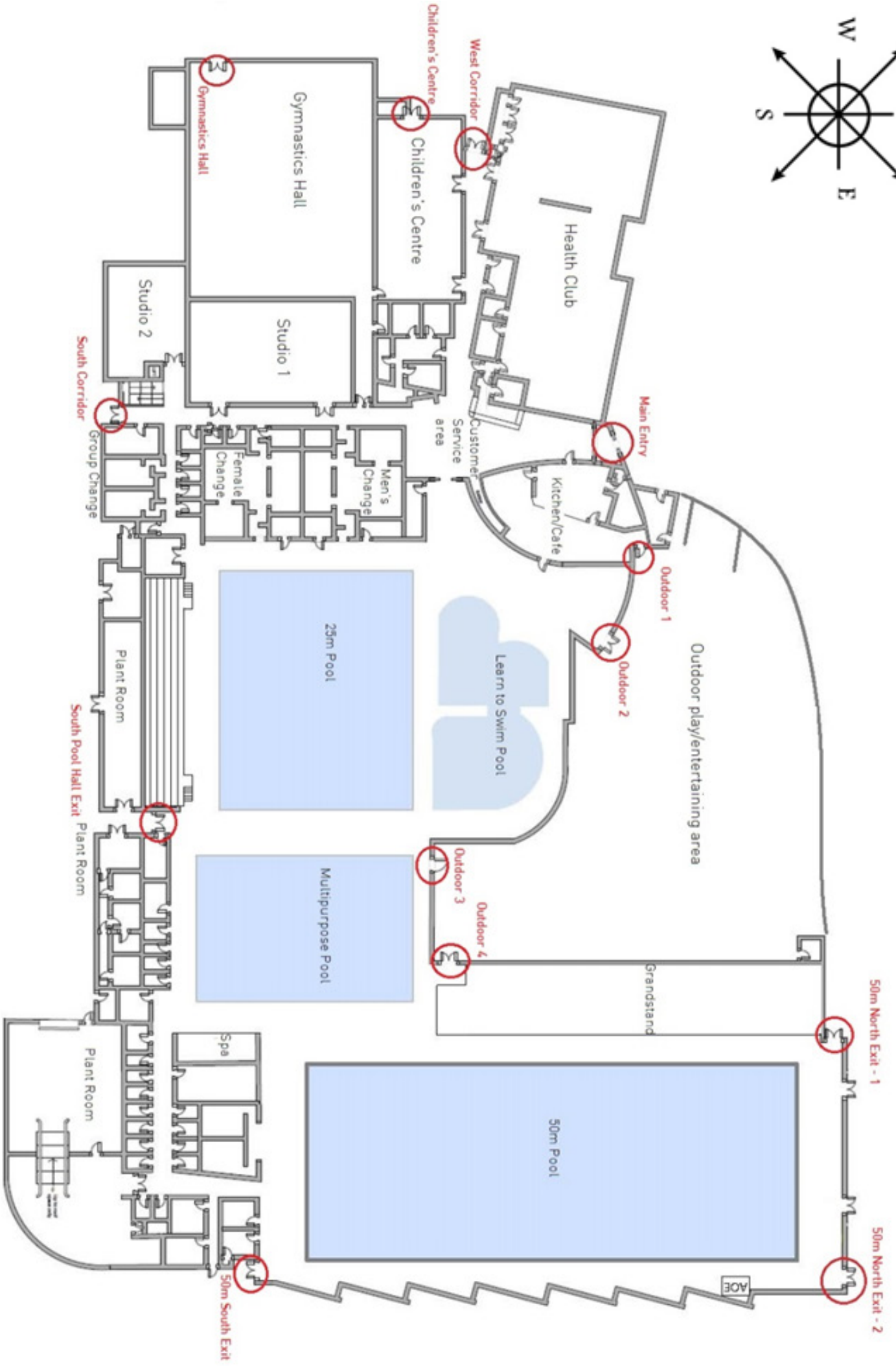
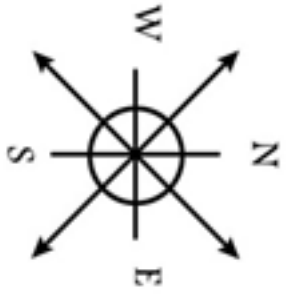
Unauthorised Coaching and Training Policy- Only qualified Ballarat Aquatic and Lifestyle Centre (BALC) staff, or organisations/individuals approved by BALC management, can supervise individualised or group training, coaching or teaching services at BALC. Examples of approved organisations/individuals include clubs that have recurring booking for training, or allied health workers providing therapy to patients. Anyone suspected of providing these services without prior approval will be asked to leave and may have access to BALC suspended.

Active Supervision- Ballarat Aquatic and Lifestyle Centre [Watch Around Water Policy](#).

Privacy- Your personal information is being collected by the Ballarat Aquatic and Lifestyle Centre on the Facility Application form, as part of Council for the purpose of the use of Centre facilities. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at <https://www.ballarat.vic.gov.au/privacy>

Conditions of Entry- Hirers must read through Ballarat Aquatic and Lifestyle Centre's [Conditions of Entry](#).

Emergencies- Hirers and participants are to follow the directions of the Duty Manager and Centre staff during an emergency or evacuation.





Prince of Wales Park
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