

# Children's Pool Party Booking Form - The Pods

|                                       |                       |
|---------------------------------------|-----------------------|
| Name                                  |                       |
| Address                               |                       |
| Postcode                              |                       |
| Email                                 |                       |
| Home Tel. No                          | Mobile Tel. No        |
| Child's Name                          | Child's Date of Birth |
| Day and date of party (first choice)  | Time                  |
| Day and date of party (second choice) | Time                  |
| Numbers attending party. Adults       | Children              |

**Pool Parties available:** Saturday 3pm - 4pm or 4pm - 5pm. Sunday 3pm - 4pm

## Please select your requirements

- Teaching Pool** with toys, floats and small inflatables (maximum 35 swimmers) **£70**
- Main Pool** with toys, floats and small inflatables (maximum 140 swimmers) **£140**
- Main Pool** with giant inflatable obstacle course (maximum 50 swimmers) **£165**
- Both Pools** with toys, floats and small inflatables (maximum 175 swimmers) **£210**
- Both Pools** with giant inflatable obstacle course in main pool and toys and floats in teaching pool (maximum 85 swimmers) **£235**
  
- Please tick if you would like **Churchill Catering** (01724 291922) to contact you to discuss catering options
- Please tick if you would like **permission to take photographs** during the party

We may wish to contact you with details of promotional offers –  
if you **do not** wish to receive information about our products and special offers please tick here

Payment by card will be taken over the telephone by a member of the bookings team at the time your booking is confirmed to you.

**Please note that a minimum of 21 days written notice of cancellation must be given for all pool party bookings.**

I apply for use of facilities detailed above in accordance with the scale of charges and conditions of hire, and agree to pay North Lincolnshire Council in full at the time my booking is confirmed to me. I understand that I am bound in every respect by the rules and regulations of the Leisure Centre.

Data Protection Act 1998 - I understand that the information provided in this form will be processed and stored in accordance with the principles of the Data Protection Act 1998 and that I should inform the Leisure Centre of any changes to my personal details. I confirm that I consent to my information being processed and stored for the purpose of my child's party application.

I acknowledge that I (the hirer) have been given a copy of the terms and conditions and hereby agree to comply with the terms set out within.

|            |
|------------|
| Signature  |
| Print name |
| Date       |

Please return your completed booking form to:  
**The Pods, Ashby Road**  
**Scunthorpe, DN16 1AA**  
or email  
✉ [bookings.pods@northlincs.gov.uk](mailto:bookings.pods@northlincs.gov.uk)  
☎ 01724 291912



Booking Confirmation issued to Customer:

|          |
|----------|
| Date     |
| Initials |

## 1.0 General responsibility of the Hirer

- 1.1 The hirer shall ensure that users comply with QR092 General Regulations and Conditions of Hire and Use (which will be deemed to be incorporated in these conditions), and the hirer shall be liable to the company for breach thereof.
- 1.2 It is the responsibility of the hirer to inform the lifeguards of any weak or non-swimmers and of any medical conditions suffered within the group prior to entering the swimming pool.
- 1.3 It is the responsibility of the hirer to supervise all children when out of the pool area and a minimum of two adults are required to remain on site for the duration of the booking.
- 1.4 The hirer is responsible for the care of all the children present at the party. The following supervision ratio is in place to maintain safety in the swimming pool:
  - An adult must accompany every child under the age of four on a one to one basis.
  - An adult must accompany children aged between four and seven inclusive with no more than two children to one adult.
  - An adult is someone aged 17 years and over
- 1.5 A photography permit must be completed before any photographs or filming may take place – the hirer must obtain permission from the Duty Manager and complete a photography permit form. It is the hirer's responsibility to seek permission from parents/ guardians to photograph their child during the booking.
- 1.6 In the interest of Health and Safety all guests must attend a compulsory safety briefing at the beginning of each pool party. This briefing will cover guidelines relating to the use of the inflatable.
- 1.7 The hirer will have sole use of their selected pool for the duration of their party. However, the Centre reserves the right to hire the remaining pool for another party which may take place at the same time as yours.

## 2.0 Payment

- 2.1 In order to secure the booking, full payment will be requested at time of confirmation.
- 2.2 The preferred payment option is credit or debit card. However, payment can be made by cash or cheque (payable to North Lincolnshire Council) direct to the Centre. Bookings awaiting payment by cash or cheque will be held for a period of 24 hours only before being released to rebook.
- 2.3 The booking form and terms and conditions must be signed by the hirer.

## 3.0 Booking Confirmation

- 3.1 The Centre will provide written confirmation of the party booking within 7 days of receipt of a booking form and on receiving full payment.
- 3.2 Submission of a booking form is not a guarantee that the date or time is available or the booking has been accepted.
- 3.3 In the event that the hirer's requirements cannot be met, the Centre will contact the hirer to make alternative arrangements.

## 4.0 Cancellation by the Hirer

- 4.1 Cancellations or amendments to the booking must be received in writing at least 21 days in advance of the party. The hirer will then receive a full refund minus a £25 administration charge.
- 4.2 In the event of cancellations given resulting in less than 21 days' notice, no refund will be made.
- 4.3 If the hirer fails to turn up and has not cancelled by the appropriate method, no refund will be made.
- 4.4 If the party needs to be rearranged due to illness, a £25 administration fee will be taken. The rescheduled party must take place within 3 months.

## 5.0 Cancellation by the Centre

- 5.1 In exceptional circumstances where the party has to be cancelled for reasons entirely beyond the Centre's control, the hirer will be informed at the earliest opportunity. A full refund or alternative date will be offered.
- 5.2 The Council reserves the right to cancel a booking at any time and offer a reasonable alternative date or issue a full refund without any liability for consequential or indirect loss. In extreme circumstances cancellations may occur at very short notice.
- 5.3 The Centre Manager reserves the right to refuse an application or cancel or terminate any booking without giving a reason for doing so. The Centre will not incur any liability from such refusal, cancellation or termination. Any payments made will be refunded.

## 6.0 Health and Safety

- 6.1 The hirer must abide by the swimming supervision ratios detailed in clause 1.4.
- 6.2 Weak or non-swimmers should wear a floatation aid (i.e. armbands/ life vest) and remain in shallow water.
- 6.3 Appropriate swimwear must be worn in the pool. A copy of this guideline can be found in the Centre's pool programme leaflet.
- 6.4 In the event of fire, flooding, public disturbance, terrorist activity or any other threat to the public, the centre staff will be responsible for evacuating the building.
- 6.5 The hirer will be responsible for the safety and security of all personal items brought onto the premises.
- 6.6 Violent, aggressive or abusive behaviour from anyone under any circumstances will not be tolerated, and the Centre reserves the right to terminate the party at any time if any personal safety is under threat. The Centre does not take responsibility for ejecting any unwanted persons from the venue. The hirer will be advised of any problems arising in this respect.
- 6.7 The hirer will provide adequate supervision of guests, including children at the venue, and will be liable for any loss of or damage to any of the Centre's property and personal belongings brought by guests to the centre. Lockers are available (£1 returnable coin) in the changing rooms to store any valuables or personal items.
- 6.8 A risk assessment is in place for pool parties. A copy is available on request from the bookings team.

## 7.0 Supply of Food

- 7.1 With the exception of a birthday cake, no food is to be brought onto the premises.
- 7.2 All catering (with the exception of a birthday cake) must be arranged directly through Churchill Catering (01724 291922). Own catering is not permitted. It is the hirer's responsibility to arrange this with Churchill's
- 7.3 Party food will be served on the upper level of the café.
- 7.4 A time of 45 minutes is allocated for party food to be eaten. Suitable clothing and footwear should be worn. Two adults (aged 17 years and over) must stay with the party.

## 8.0 Interpretation

- 8.1 The term 'manager' includes any officer of the Centre authorised to perform any particular duty. The Centre means the whole of the facility and any part thereof under the jurisdiction of The Pods. The hirer means the person or organisation hiring any part of the Centre or the facilities. Persons under the age of 17 will not be accepted as a hirer.

## 9.0 Data Protection Act 1988

- 9.1 Under the Data Protection Act 1998 your signature on the booking form signifies your consent to the Centre using your personal information in accordance with the Data Protection Act for the following purposes: Internal Promotions, Marketing and Mail Shots, unless you have opted not to by ticking the box on the front of the booking form.