

# Film/Photography Shoot Application



northern  
beaches  
council

Warringah  
Aquatic Centre  
Frenchs Forest

If you need help lodging your form, contact us	
Email	wacbookings@northernbeaches.nsw.gov.au
Phone	8495 5001
Warringah Aquatic Centre, Aquatic Drive, Frenchs Forest NSW 2086	

Office use only	
Form ID	4027
Last updated	December 2025
Business unit	Recreation Business

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Enquiries	Please contact Warringah Aquatic Centre Bookings on 8495 5001

## Part 1: Contact Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
Full name			
Organisation (If Applicable)			
Address			Postcode
Mobile	Alternative phone		
Email			
Signature			Date

## Part 2: Dates Requested

List all dates				

## Part 3: Facilities and Times Required

Please tick the facilities you require and complete the table				
25m SHALLOW lanes	No. of lanes		Times	
25m DEEP lanes	No. of lanes		Times	
50m lanes	No. of lanes		Times	
Dive pool (4m deep)	Times			
Meeting room	Times			
Studio	Times			

## Part 4: Additional Details

Please provide a brief description of the film/photography shoot

**Please submit this form to wacbookings@northernbeaches.nsw.gov.au once completed.**

## Part 5: Film/Photography Terms and Conditions (Reviewed December 2025)

Warringah Aquatic Centre (the Centre) is owned and managed by Northern Beaches Council. These Terms & Conditions apply from the above date, and supersede all previous conditions and agreements. They have been developed to ensure the safety of all our patrons and in accordance with Risk Assessment 2021/816501. Your co-operation is appreciated.

Please read the Filming/Photography Terms and Conditions below before signing Part 6: Hirers Declaration.

### ACCESS AND EGRESS

1. Entry to the Centre for those involved with the shoot/event, is at the time specified in your written Contract.
2. Main Entry Doors, stairwells, walkways, doors and exits are to be kept clear at all times (free from towels, clothing, chairs and other obstructions).
3. During the allocated booking time, access to the water is limited only to the booked water space confirmed. If additional space/time is required, consultation with the Shift Manager is required to determine whether or not additional space is available.
4. Hirers may use only the areas of the Centre that have been booked for their use.
5. Car parking – Please be advised that Aquatic Reserve car park has a 3 hour parking limit between the hours of 8.00am and 3.30pm, Monday to Friday. Hirers do not have authority to park in unauthorised areas. (These areas are regularly patrolled by council rangers and you may incur a parking fine.)
6. Arrangements for special access for equipment drop off/pick up may be made at the time of booking. Only essential vehicles may use the access road to the rear of the Centre and park at the rear of the Centre. However, the road must remain clear at all times to allow access for emergency vehicles. Only essential vehicles are to park within the Centre boundaries.
7. For safety reasons, no chairs, tables or similar items of equipment are permitted on the upper level walkways, unless prior arrangements are made with the Bookings Office or Shift Manager on duty.
8. Only essential crew should be in the Centre in order to provide as little disruption as possible to patrons.
9. The Hirer is aware of prior commitments with clients, which must be honoured. Entry and exit will be via the rear and south western doors. All other doors are for the use of patrons to the Centre at all times. Any digression from these conditions will be at the discretion of the Centre staff on duty.
3. Acceptable conduct of all parties involved in the shoot/event throughout the booking.
4. Safe and orderly access and egress from the Centre by all parties involved in the shoot/event, including the car park area.
5. Ensuring that all parties involved in the shoot/event do not enter prohibited areas including staff room, plant room, studio and storage bays, (unless authorisation has been given from the Shift Manager on duty).
6. Ensuring that all parties involved in the shoot/event remain in the booked areas only and do not wander into other areas such as playground, BBQ area, and outdoor pool or outside the facility.
7. Should the under-water viewing windows or plant room areas be required, prior approval is needed and only with supervision or ongoing communication at all times. Failure to comply could result in the shoot being cancelled. It is a facility requirement that a Centre staff member is to accompany the client and conduct a Safety Induction and either provide 2-way radio to enable the client to communicate with a Centre staff member, or in some instances the Centre staff member is to be in the immediate company of the client, at all times during the shoot.
8. Diving from the shallow end of the pool will not be permitted, in accordance with RLSSA Guidelines for Safe Pool Operations. Note: Compliance with RLSSA Guidelines for Safe Pool Operations must be adhered to in all aquatic activities.
9. Water safety during the booking. Note: Warringah Aquatic Centre will have a minimum of one lifeguard available for backup at all times.
10. Prohibiting access to the moveable bulkhead (boom) unless the Shift Manager on duty has granted specific approval. It is not to be used as a thoroughfare.
11. Ensuring that the diving boards/ dive pool are strictly out-of-bounds unless booked specifically for diving events, or other purposes which have been approved at the time of making the booking.

### OTHER USERS OF THE CENTRE

Please note: Hirers do not have exclusive use of the whole Centre.

The hirer is responsible for ensuring that participants and spectators respect the rights and amenity of other users of the Centre.

### CONDITIONS OF ENTRY

Please note: These conditions apply to all users of the Centre

The hirer is responsible for ensuring that all participants and spectators observe the Centre's conditions of entry, listed below, and all other terms and conditions stated in this document.

All Centre users are entitled to enjoy their desired activity in a pleasant, healthy and safe environment. Therefore, the following are not permitted:

- Running
- Food at pool level
- Glass
- Zinc cream
- Poles
- Pushing
- Smoking
- Litter
- Diving/jumping in shallow water
- Alcohol and drugs
- Bombing or back flips
- Offensive or dangerous behaviour
- Crepe Paper / Tinsel / Streamers
- Cellotape
- Playing on lane ropes
- Skateboards
- Hot Water Urns
- Cooking Equipment

Children under the age of 10 years, must be closely supervised by an adult (16 years & over). Users must comply with all reasonable requests made by Centre staff. Failure to comply may result in expulsion from the Centre.

### SUPERVISION AND SAFETY

It is the hirers responsibility to ensure the following are adhered to:

1. The safety of all parties involved in the shoot/event whilst in the facility
2. Northern beaches Council is committed to safeguarding children and young people. Please refer to [Northern Beaches Council safe guarding policy](#). It is your organisations responsibility to implement its own Child Safe policies and practices which create a safe environment for children. For more information visit the [Office of the Children's Guardian website](#).

### CLEANING/DAMAGE

Hirers are responsible for:

1. Ensuring that the booked area is left in a clean and tidy condition and that no damage has occurred (if extra cleaning or maintenance is required, your organisation will be expected to meet all costs incurred by Council).
2. All rubbish is to be removed by the Hirer on completion of their booking.

### LIGHTING

Any adjustments to minimum essential lighting within the building will be at the discretion of the Centre staff on duty. They will ensure all stairways and access areas are sufficiently illuminated for safety.

### FIRST AID

The Centre is responsible for providing:

1. A First Aid room and equipment. Access to this room is for Centre staff only unless Centre staff attending to a patient has given specific permission.
2. First Aid services for an accident within a reasonable response time. (Once an appropriately qualified member of the Centre's staff has arrived at an accident, the member of staff will be primarily responsible for provision of first aid services).

All Hirers are to advise in writing to the Booking Office of any participants with any medical conditions e.g. allergies, asthma, epilepsy, physical disability.

A child under the age of 10 years must be accompanied by a parent/carer or responsible adult when receiving First Aid.

### CATERING

The kiosk has sole catering rights to the Warringah Aquatic Centre and no sale or distribution of food can occur without the prior approval of the Centre's Manager.

Exemptions are made for individuals or families bringing food or beverages into the Centre for their own consumption.

## INSURANCE

The hirer must effect and maintain public liability insurance with an insurer acceptable to Council for not less than \$20,000,000 in respect of any single event, or such lesser amount as approved by Council in writing. A copy of the current policy is to be lodged with this application.

Not more than 24 hours after the hirer becomes aware of any event which may give rise to an insurance claim against, or which might affect rights under, the hirer's public liability insurance policy, the hirer must:

- (a) notify Council in writing of the claim; and
- (b) give Council any further information regarding the claim as Council may require.

## FEES AND CHARGES

1. Centre fees are set annually by Northern Beaches Council and normally apply from 1 July to 30 June the following year. Fees and charges applied to a booking will be those current at the time the usage occurs and therefore may vary from those quoted previously.
2. Due to the busy nature of the Centre, it is important that bookings finish on time. If the booking runs over the allocated booking time without prior permission from the administration office or the shift manager on duty at the time, the full hourly fee applies to each hour or part thereof in excess.

3. All cancellations or alterations to bookings must be made in writing. These must be submitted to the Booking Office. Telephone cancellations or alterations will not be accepted. Cancellation/alterations must be signed by the person who made the original request, and will not be deemed effective until received by the Booking Office. All requests are subject to management approval and may incur a fee.
4. For any alterations and cancellations to bookings we require seven (7) working days written notice.
5. Full payment is required by the due date. Payment methods will be indicated on the Confirmation. Once signed, the Confirmation will become your Contract.

## FUTURE FILMING/PHOTOGRAPHY APPLICATIONS

Failure to comply with these terms and conditions may affect future applications for bookings.

## EMERGENCY PROCEDURES

In the event of an emergency, please follow the instructions of the appointed Wardens (Also refer to the Emergency Action Plan).

<b>UNFORESEEN CIRCUMSTANCES</b> The Centre reserves the right to alter or cancel bookings at short notice due to late bookings for major events or other unforeseen circumstances. Should this occur, every effort will be made to accommodate your booking at an agreed time.	<b>CATASTROPHIC FIRE DANGER DAYS</b> On days rated by the RFS (NSW Rural Fire Service) as Catastrophic Fire Danger days, Warringah Aquatic Centre will be closed.
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## Part 6: Hirers Declaration

Organisation name			
Name of representative(s) who will be personally present and in charge of the group (must be minimum of 18 years of age)			
Mobile		Alternative Phone	
Email			
Estimated number of crew			
If any information provided changes prior to the booking, it is the responsibility of the hirer to inform the Centre.			
<b>I have read and accept the Filming/Photography Terms and Conditions.</b>			
Signed			
Print Name		Date	

## Part 7: Application Checklist

<b>For us to review your request, please return ALL below documents to: <a href="mailto:wacbookings@northernbeaches.nsw.gov.au">wacbookings@northernbeaches.nsw.gov.au</a></b>	
Completed Film/Photography Shoot Application (page 1)	
Completed Hirers Declaration (page 3)	
A current Public Liability Insurance certificate, minimum \$20 million cover	

# Emergency Action Plan

## Warringah Aquatic Centre

### Report

#### If you see a fire/emergency

- Call triple '000' if outside of hours.
- Notify WAC lifeguard staff.

### Evacuation

- If safe, shut down processes and/or equipment.
- Follow the instructions of WAC staff. Escort visitors if required.
- Be ready to evacuate using nearest safe exit.
- Leave now, escorting visitors and people with disabilities.
- Proceed calmly to the evacuation assembly area as directed.

