

Carnival Application 2025/2026



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 Dr, Frenchs Forest NSW 2086

Office use only	
Form ID	4073
Last updated	December 2025
Business Unit	Sports & Recreation

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 to access or correct your personal information

Part 1: Contact details

Organisation/school name			
Name of carnival organiser			
Full address for invoicing purposes			Postcode
Mobile			Alternative phone
Email			
Alternative email eg. school			

Part 2: Facility availability

Type of carnival	Days	Carnival times
Half day carnivals	Monday to Friday	8.30am – 12pm or 12.30pm – 3.30pm
Full day carnivals	Monday to Friday	8.30am – 2.30pm *start time between 8.30am – 9.30am
Night carnivals (50 metre only)	Reviewed on application	7pm – 9.45pm
Weekend carnivals	Reviewed on application	Reviewed on application

Part 3: Dates requested

Preference	Date(s) requested	Carnival type eg. half/full day, night/weekend	Start and finish times	Estimated attendance (swimmers/spectators)
1			-	/
2			-	/
3			-	/

To assist us in allocating you a carnival within your realistic timeframe, please indicate:

The latest date your carnival can be held (eg 3 days prior to your Zone/Area carnival)	
For schools, what Zone/Area/State region are you in?	
List any days or dates that are unsuitable in this period	
Note: The Centre will allocate an alternative date if your first three choices are unavailable	

Part 4: Regular Carnival

Please tick the required options for 25 metre regular carnivals: \$648/hour	
Shallow end	Deep end
Includes: <ul style="list-style-type: none">• Set up and breakdown• Public address system with portable microphones• Electronic start system• Push button timing (1 time keeper only/lane)*• LED scoreboard	
*Time keeper to be provided by the school/organisation	

Part 5: Regular Double End Carnival

Please tick for 50 metre regular double end carnival: \$879/hour	
Includes: <ul style="list-style-type: none">• Set up and breakdown• Public address system with portable microphones• Electronic start system• Push button timing (1 time keeper only/lane) at shallow end and deep end*• LED scoreboard	
*Time keeper to be provided by the school/organisation	

Part 6: Elite Carnival

Please tick the required options for elite carnivals	
25 metre \$801/hour	50 metre \$957/hour
Includes: <ul style="list-style-type: none">• Set up and breakdown• Public address system with portable microphones• Electronic start system• LED scoreboard• Touchpad timing equipment (two time keepers only/lane) available on shallow end*• Certified operator **	
*Time keeper to be provided by the school/organisation	
**ALL Elite Carnivals require a certified operator. For contact details of an operator please email WASA on schools@warringahswimming.asn.au	
A program of events must be forwarded to the Centre one week prior to the carnival date.	

Part 7: Admisson charges

Participants \$3.60	
Counted on arrival and included on the invoice	Pay on arrival
Spectators \$4.50	
Counted on arrival and included on the invoice	Pay on arrival

Part 8: Facilities required

Please tick the facilities you require and specify times where required.			
Warm-up lanes *Night carnivals start 7pm			
Yes	No	No. of lanes	25m carnival \$31.00/lane/hour
Yes	No	No. of lanes	50m carnival \$63.00/lane/hour
Warm-up start time		Warm-up finish time	
Meeting room			
Yes	No	\$36.70/hour	
Dive pool only *Available during carnival time only, not during warm-up.			
Yes	No	\$41.70/hour	
1m springboard and dive pool *Reviewed on application			
Yes	No	\$41.70/hour	
Other requirements (tick where required)			
Do you require a table in the forecourt?		Yes	No
Will your carnival program include relay events or shallow end starts?		Yes	No
<ul style="list-style-type: none"> • If yes or no (to relays or shallow end starts), you are also required to complete the Shallow Water Entry Form on page 5. • Primary & secondary schools – please ensure the Principal signs off on the Shallow Water Entry Form. • Associations/organisations eg Warringah PSSA Zone, please ensure the President or Committee Representative signs off on the Shallow Water entry form after consultation with school principals in the Zone. 			

Part 9: Application checklist

For us to confirm your booking, please return ALL below documents to: wacbookings@northernbeaches.nsw.gov.au
• Completed Carnival Application (page 1 - 3)
• Completed Carnival Terms & Conditions Agreement Form (page 4)
• Completed Shallow Water Entry Form (page 5)
• A current Public Liability Insurance certificate, minimum \$20 million cover

Part 10: Carnival Terms and Conditions – Specific Points & Agreement Form

Please ensure you have selected the correct carnival for your requirements

The following statements are contained in Part 12 Carnival Terms & Conditions.

Please ensure that you thoroughly peruse all documentation, however we wish to bring these specific points to your attention.

- NO free swimming or non-competitive events/novelty races will be permitted due to WH&S Issues.
- NO portable diving blocks at the shallow end, in accordance with Warringah Aquatic Centre Risk Assessments and RLSSA Guidelines for Safe Pool Operations.
- Those wishing to remain in the Centre for a recreational swim after the carnival has concluded will require parental supervision and they will also need to pay the appropriate entry fees at reception prior to entering the public pool space.
- Prior to the commencement of your event the Emergency Procedures must be conveyed to all competitors, officials and spectators by the carnival organiser.
- If you have requested a Warm Up session, the Centre's requirements state that only 10 swimmers/25 metre lane or 20 swimmers/50 metre lane. Swimmers are to execute feet-first entry, no sprint starts.
- At no time are swimmers to exit the pool over the blocks or touchpads, they are to use the sides/stairs.
- All primary schools are to provide a Water Safety Officer to supervise each event. They are to be in the appropriate attire to enter the water at any time. Those that are in the water assisting must be either an adult or lifesaving competent student.
- Marshalling will be in accordance with Warringah Aquatic Centres Set Up Procedure (ie: 4 rows of 8 chairs across or 8 rows of 4 chairs across). Children will not be permitted to sit on the ground or stairwells or block any changeroom or other access way.
- All schools are to provide supervision from the top of each grandstand, toilet/change room, kiosk, exit doors and all access doors.
- No balloons, crepe paper, tinsel, streamers, zinc, body paint, cellotape, poles, hot water urns, cooking equipment, horns or sirens will be permitted.
- In any event, only one swimmer is to be in a lane at any given time.
- Roll marking is not permitted on pool deck or in the front foyer, it is suggested that you call your roll on the grass area outside the facility on arrival and/or departure.
- Participants/spectators are to remain in the stands until the commencement of either your warm up, if applicable, or carnival to avoid congestion on pool deck
- Whilst chanting and playing music is allowed, if it hinders or impacts the safety or comfort of customers and/or staff, management reserves the right to stop it.
- No banging of perspex screens on grandstand concourse.
- Grandstands to be cleared of all personal belongings and rubbish etc.

Please complete and return this form with your application to: wacbookings@northernbeaches.nsw.gov.au

Name of school/organisation			
Name of representative(s) who will be personally present and responsible for the group (must be minimum of 18 years of age)			
Contact details on the day	Mobile		Alternative phone
	Email		
Estimated total number of participants and officials:		Estimated total number of spectators:	
If any information provided changes prior to the booking, it is the responsibility of the Hirer to inform the Centre.			
I have read and accept the Carnival Terms & Conditions.			
Signed			
Print name		Date	
Position			

Part 11: Shallow Water entry form

With the development of the Aquatic Guidelines – Safe Water Entry for Competition – Competitive Dive Starts by Royal Life Saving Society Australia (RLSSA) and Department of Education & Training (DET) in 2006, we now have very clear guidelines to ensure the safe water entry for all competitors during competition and minimise the risk of injury associated with shallow water diving.

Shallow water entry is permissible at Warringah Aquatic Centre (WAC), provided the principal and carnival organisers agree and have considered the following points when giving their permission.

- The shallow end of the Warringah Aquatic Centre indoor pool is 1.01 metres in depth and the pool deck is 300mm above water level.
- As per Swimming NSW, "In water depths greater than 1.0m and less than 1.2m - concourse or platform dive (providing concourse or platform is not more than 0.4m above the water surface"
- As per RLSSA, "In water depths greater than 1000mm and less than 1200mm competitive dive starts may be permitted from a maximum height above water of 400mm"

For further information on the Aquatic Guidelines – Safe Water Entry for Competition – Competitive Dive Starts please refer to www.education.nsw.gov.au/content/dam/main-education/en/home/edm-links/School_Swimming_Carnival_Supervision_Guide.pdf

The [RLSSA Guidelines for Safe Pool Operations](#) may also provide you with further background information.

We thank you for your co-operation and support as we endeavour to make your event as safe as possible for all concerned.

Kind regards,

Warringah Aquatic Centre Management

Northern Beaches Council

Please complete and return this form with your application to: wacbookings@northernbeaches.nsw.gov.au

I hereby have read the above information and will complete the steps as outlined in the **Aquatic Guidelines – Safe Water Entry for Competition – Competitive Dive Starts** before our upcoming swimming carnival.

Please indicate your decision by ticking one of the boxes below :

We **WILL** allow students to dive in at the shallow end

We **WILL NOT** allow the students to dive in at the shallow end

Principal/carnival organiser name (print)

Principal/carnival organiser signature

Date

School/Zone name

Prior to signing off on this form we strongly suggest that for Zone carnivals the host school principal or carnival convener ensures that all competitors are competent in conducting a shallow entry dive.

- **If conducting relays or shallow end starts, you are also required to complete the Shallow Water Entry Form.**
- **Primary & secondary schools – please ensure the Principal signs off on the Shallow Water Entry Form.**
- **Associations/organisations eg Warringah PSSA Zone, please ensure the President or Committee Representative signs off on the Shallow Water entry form after consultation with school principals in the Zone.**

Part 12: Carnival Terms and Conditions (reviewed June 2024)

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 (Doc ID: 2021/816501). Your co-operation is appreciated.

Please read the Carnival Terms & Conditions below before signing Part 10: Carnival Terms and Conditions – Specific Points & Agreement Form.

ACCESS AND EGRESS

1. Entry to the Centre for participants, officials and spectators is permitted 30 minutes prior to commencement of your carnival start time.
2. Main entry doors are to be kept clear at all times, roll call is either to be conducted seated in the grandstands or out on the oval.
3. Stairwells, walkways, doors & exits are to be kept clear at all times. The stairwells are to be used for accessing marshalling areas, change room amenities, upper grandstands and the Centre entrances and exits.
4. 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 Senior Lifeguard is required to determine whether additional space is available.
5. Warm-up time and lanes can only be guaranteed if it has been pre-booked.
6. Hirers may use only the areas of the Centre that have been booked for their use.
7. Car parking – Please be advised that Aquatic Reserve car park has a 3 hour parking limit between the hours of 8am 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.)
8. Arrangements for special access for equipment drop off/pick up may be made at the time of booking.
9. Chairs, tables or similar items of equipment are not permitted on the upper level walkways, for safety reasons.

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
- Diving/jumping in shallow water
- Skateboards
- Alcohol and drugs
- Food at pool level
- Bombing or back flips
- Glass
- Offensive or dangerous behaviour
- Zinc cream
- Crepe paper/tinsel/streamers
- Poles
- Cellotape
- Pushing
- Playing on lane ropes
- Smoking
- Hot water urns
- Litter
- Cooking equipment

Please note: Whilst chanting and playing music is allowed, if it hinders or impacts the safety or comfort of customers and/or staff, management reserves the right to stop it. Children under the age of 10 years must be closely supervised by a person 16 years and 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 participants and spectators whilst in the facility.
2. Northern Beaches Council is committed to safeguarding children and young people. Please refer to **Northern Beaches Council Safeguarding 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.
3. Acceptable conduct of participants and spectators throughout the booking.
4. Safe and orderly conduct by participants and spectators whilst entering and departing the facility, including the car park area.
5. Participants and spectators are to be supervised in change rooms, grandstand areas and kiosk area.
6. Participants and spectators are to remain seated in the allocated grandstand areas unless proceeding to marshalling area or public amenities.
7. Participants are to be marshalled in the area designated by the Centre.
8. Officials are to use the tables' set up in the area stipulated by the Centre for Recording/Timekeeping and Refreshments to avoid congestion on the pool deck.
9. There is to be no standing on seats or sitting on the blue rails in the grandstands.
10. No leaning on the railing or banging on the clear Perspex.
11. All participants and spectators must not enter prohibited areas including staff room, plant room, studio and storage bays.
12. Participants and spectators are to remain in the booked areas only and must not wander into other areas such as BBQ area, outdoor pool or outside the facility.
13. In the case of school groups; ensuring that they meet their responsibilities under any existing ministerial guidelines.
14. All teachers supervising school groups using the Centre will be admitted free at the time of their school's use of the Centre. Accompanying teachers are to remain within close proximity of the students at all times, both on pool deck and in the grandstands.
15. During warm up, only 20 swimmers per 50 metre lane or 10 swimmers per 25 metre lane. At no time is there to be sprint starts only feet first entries and exit from the pool via the stairs/sides not over the touch pads or dive blocks.

SUPERVISION AND SAFETY IN THE POOL

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

1. Diving from the shallow end of the pool will only be permitted when the principal and/or the carnival organisers have given their permission, in accordance with RLSSA Guidelines for Safe Pool Operations, on Part 11: Shallow Water Entry Form. Note: Compliance with RLSSA Guidelines for Safe Pool Operations must be adhered to in all aquatic activities.
2. Water safety during the booking. Note: Warringah Aquatic Centre will have a minimum of one lifeguard available for backup at all times. A shift manager will also be overseeing the Centre.
3. Participants in the water are to be constantly monitored by at least one official provided by the school/organisation that is qualified and/or able to perform deep-water rescues and is appropriately attired to do so.
4. Prohibiting access to the moveable bulkhead (boom) unless the Senior Lifeguard on duty has granted specific approval. It is not to be used as a thoroughfare.

5. For 25 metre carnivals, there is to be a maximum of one timekeeper per lane on the boom at all times and participants are to walk in front of the timekeeper when proceeding to their start position.
6. 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.
7. Novelty races & free/leisure swim are not permitted in your carnival program, due to WHS issues.
8. If you include non-competitive swimmers in your carnival, you must ensure that adequate support is provided for them i.e. a supervisor must be on deck and follow each race and a support person must be in the water with each swimmer at all time and that person must be an able swimmer and shoulder height should exceed the depth of 1.5mtrs.

CLEANING/DAMAGE

Hirers are responsible for:

1. Ensuring that novelty items are prohibited on the pool deck level. If items become an issue, hirers will be asked to remove them from the Centre.
2. 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).
3. Ensuring that no glass or plastic cups are permitted (it is suggested that foam or paper cups be used).

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 Bookings 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:

- a. Individuals or families bringing food or beverages into the Centre for their own consumption.
- b. Carnival/special events officials catering for themselves only (this does not include competitors).
- c. School teachers attending school carnivals catering for themselves (this does not include competitors).

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. 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.

UNFORESEEN CIRCUMSTANCES

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.

CATASTROPHIC FIRE DANGER DAYS

On days rated by the RFS (NSW Rural Fire Service) as Catastrophic Fire Danger days, Warringah Aquatic Centre will be closed.

FEES AND CHARGES

1. Centre fees are set annually by Northern Beaches Council and usually 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 Centre 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 requested in writing. These must be submitted to the Bookings Office. Telephone cancellations or alterations will not be accepted. Cancellation/alteration requests must be signed by the person who made the original request and will not be deemed effective until received by the Bookings Office. All requests are subject to management approval.
4. For any alterations to your carnival we require seven (7) days written notice.
5. If written notification of cancellation is received 30 days or more prior to your carnival confirmation, no cancellation fee will be incurred. After this time, cancellations may incur a fee.

FUTURE CARNIVAL APPLICATIONS

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

EMERGENCY PROCEDURES

1. In the event of an emergency please follow the instructions of the appointed Wardens (also refer to the Emergency Action Plan).
2. Prior to your event commencing the Emergency Warning Message must be announced by the carnival organiser on the PA system for all competitors/spectators.

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.

