Reserve Function Booking Form

Special functions, wedding ceremonies in City parks and foreshores

Office Use Only	
Receipt #:	

CONTACT DETAILS

Name: _____

Address: _____

_____

Contact phone numbers: _____

Email: _____

Type of activity: _____

Date of requested: _____

Time of booking: Start: _____ Finish: _____

Number of attendees: _____

Please note that it is illegal to consume alcohol in a public open space.
All City of Rockingham Reserves are alcohol free areas.

RESERVE REQUIRED

- ☐ Bell Park, Rockingham Beach Road, Rockingham
- ☐ Centenary Park, Charthouse Road, Safety Bay
- ☐ Churchill Park, Rockingham Beach Road, Rockingham
- ☐ City Park, Chalgrove Avenue, Rockingham
- ☐ Don Cuthbertson Reserve, Elanora Drive, Cooloongup
- ☐ Emerald Park, Rockingham Beach Road, Rockingham
- ☐ Fantasy Park, Rand Avenue, Waikiki
- ☐ Harmony Park, Navigator Drive, Singleton
- ☐ Harrington Waters Reserve, Harrington Waters Drive, Waikiki
- ☐ Lagoon Reserve, Albenga Place, Secret Harbour
- ☐ Lions Park, Arcadia Drive, Shoalwater
- ☐ Point Peron Reserve, Point Peron Road, Peron
- ☐ Ridge Boulevard Reserve, Ridge Boulevard, Baldivis
- ☐ Rivergums Reserve, Callistemon Gardens, Baldivis
- ☐ Rotary Park, Esplanade, Palm Beach
- ☐ The Harbour Playground, Palisades Boulevard, Secret Harbour
- ☐ Townsend Road Reserve, Townsend Road, Rockingham
- ☐ Tuart Park Reserve, Bluestone Parkway, Secret Harbour
- ☐ Veterans Memorial Park, Endeavour Drive, Port Kennedy
- ☐ Village Green, Flinders Lane, Rockingham
- ☐ Waterfront Parkway Reserve, Waterfront Parkway, Rockingham
- ☐ Other reserve / foreshore: _____

Specific location: _____

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BOOKING INFORMATION

Are you providing food for this booking: ☐ Yes ☐ No

Please provide a brief description of the type of food (e.g., sausage sizzle, buffet, finger food):

Will there be any temporary structures or seating erected, i.e., marquees, staging, lighting etc? If yes, provide details: ☐ Yes ☐ No

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Will there be any noise creating devices, i.e., speakers, live bands, loud machinery etc? If yes, provide details: ☐ Yes ☐ No

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Will your event require any holes or tent pegs driven into the ground? If yes, provide details and a site plan: ☐ Yes ☐ No

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Will there be a bouncy castle / amusement at this booking? If yes, please provide a Non-Food Stalls and Amusement Permit application completed by the amusement company*

**Approval will be required from the City's Health Services Department* ☐ Yes ☐ No

Will you require any heavy vehicle or truck access to the park*? ☐ Yes ☐ No

**Approval will be required from the City's Parks Department*

Provide details of any other equipment you may be bringing onto the park / reserve:

The City of Rockingham's Environmental Health Services may contact you if you answered yes to any of the above questions to provide you with additional information.

Signature _____ Date _____

- **Prior to confirmation of booking, an administration fee of $50 is required to be paid**
- **Written confirmation will be provided once your booking has been confirmed**
- **Please note this application does not secure a booking**