

Please email the completed form to ghcc@tourismrockingham.com.au. Alternatively, you can post to 19 Kent Street, Rockingham, WA 6168. For further information contact Rockingham Tourism on 9592 3464.

Hirer / Group Information

Type of hire:	<input type="checkbox"/> Regular	<input type="checkbox"/> Casual
Name of hirer:	_____	
Organisation:	_____	
Address:	_____	
Contact No:	Primary: _____	Secondary: _____
Email:	_____	
Public Liability :	<input type="checkbox"/> Yes*	<input type="checkbox"/> No Value: _____
Fee charged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No Value: _____
No of participants:	_____	ABN: _____
Hire category:	<input type="checkbox"/> Non-commercial**	<input type="checkbox"/> Commercial

*Please provide a copy of your public liability certificate of currency when you submit this form

**You will be required to demonstrate your status as a non-commercial hirer

Booking details

Room (capacity):	Day, date and time
<input type="checkbox"/> Main hall (350)	_____
<input type="checkbox"/> Multipurpose room (100)	_____
<input type="checkbox"/> Meeting room (24)	_____
<input type="checkbox"/> Exhibition area foyer	_____

Please provide a description of your event/activity:

Please provide details regarding set up/pack up times:

- Set up time: _____
- Event time: _____
- Pack up time: _____

Please provide details of any specialist equipment you intend to use:

Regular Hirer

(Please provide details regarding days and dates for all events here)

Food and alcohol

Do you intend to serve or sell food?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

Do you intend to serve alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to sell alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

Additional information

(Storage requirements, one-off booking details, etc.)

User group data

Age range of participants	<input type="checkbox"/>	0-15	<input type="checkbox"/>	16-25	<input type="checkbox"/>	26-35
	<input type="checkbox"/>	36-50	<input type="checkbox"/>	51-65	<input type="checkbox"/>	66+
How did you hear about us	<input type="checkbox"/>	Used before	<input type="checkbox"/>	Poster / ad	<input type="checkbox"/>	City website
	<input type="checkbox"/>	Social media	<input type="checkbox"/>	Other: _____		

Written advice will be provided once your booking has been confirmed. Please note that submitting this application does not secure a booking.

Declaration

I agree that I have read and will abide by Tourism Rockingham's terms and conditions of hire <input type="checkbox"/>	
Signature _____	Date _____