

Office Use Only
Receipt #:

CONTACT DETAILS

Name: _____

Address: _____

Ph: (home) _____

Ph: (mobile) _____

Ph: (work) _____

Email: _____

Are you registered as a business? Yes No

Business name and ABN: _____

Are you an incorporated body, sporting body, association or profit making organisation? Yes No

If yes, no insurance under the City of Rockingham policy will be provided and you will need to submit a copy of your Public Liability Insurance with this application

Are you a not-for-profit organisation? Yes No

If yes, please provide a copy of your Certificate of Incorporation

BOOKING INFORMATION

What do you wish to hire? Park Building

Name of facility (park or building name) you wish to use: _____

What room or area within this facility do you require? _____

Do you require use of a kitchen or courtyard with this facility? Yes No

Type of activity: _____ Age group: _____

Number of attendees: _____

Date requested: _____

Start time: _____ Finish time: _____

Total time requested: _____
(Time must include set up and pack away time)

Will you be charging entry for this booking? Yes No Entry Cost \$ _____

If yes, please advise details of inclusions in entry cost:

Are you providing food at this event? Yes No

Will this food be sold or provided free of charge? Sold Free of charge

Please provide a brief description of the type of food (eg sausage sizzle, buffet, finger food etc):

Are you selling or consuming alcohol at this event? Yes No
 Selling Consuming

Please provide a copy of the liquor licence and plan of licenced area

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

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

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

Will there be a bouncy castle at this function? If yes, please provide a copy of the hiring company's public liability insurance. 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*

Other equipment you may be bringing into the facility:

Please note that the City does not permit amusement rides, bouncy castles, smoke or bubble machines within buildings

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

DISCLAIMER

I agree that I have read the City of Rockingham Community Halls and Centres Terms and Conditions of Hire and agree to abide by the Community Halls and Centres Terms and Conditions of Hire – Casual Hire and be responsible for payment of all fees and charges associated with this hire.

Signature

Date

