

# COMMUNITY FACILITY REGULAR HIRE APPLICATION FORM

Please email the completed form to [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au). Alternatively you can post to Customer Service, City of Rockingham, PO Box 2142, ROCKINGHAM, WA 6967.

## Hirer / Group Information

Type of hire: \_\_\_\_\_

Name of hirer: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

Email: \_\_\_\_\_

Public Liability :  Yes\*  No Value: \_\_\_\_\_

Fee charged:  Yes  No Value: \_\_\_\_\_

No of participants: \_\_\_\_\_ ABN: \_\_\_\_\_

Hire category:  Non-commercial\*\*  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

Venue:	Rooms (capacity):	Day and Time:
Baldivis Recreation Centre	<input type="checkbox"/> Sports Hall (300)	_____
	<input type="checkbox"/> Multipurpose Room (30)	_____
Golden Bay Coastal Community Centre	<input type="checkbox"/> Main Hall (245)	_____
	<input type="checkbox"/> Meeting Room 1 (50)	_____
	<input type="checkbox"/> Meeting Room 2 (25)	_____
	<input type="checkbox"/> Playgroup Room (60)	_____
Hillman Hall	<input type="checkbox"/> Main Hall (100)	_____
	<input type="checkbox"/> Meeting Room (20)	_____
McLarty Hall	<input type="checkbox"/> Main Hall (160)	_____
Port Kennedy Community Centre	<input type="checkbox"/> Main Hall (200)	_____
	<input type="checkbox"/> Multi-purpose Room (40)	_____
	<input type="checkbox"/> Meeting Room (12)	_____
Secret Harbour Community Centre	<input type="checkbox"/> Main Hall (245)	_____
	<input type="checkbox"/> Multi-purpose Room (58)	_____
	<input type="checkbox"/> Playgroup Room 1 (50)	_____
	<input type="checkbox"/> Playgroup Room 2 (50)	_____
	<input type="checkbox"/> Meeting Room (4)	_____

Warnbro Community Recreation Centre

Main hall (100)

Multipurpose room (45)

Crèche (30)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please circle dates in calendar if multiple days are required.

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**Additional Information**

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

### Booking details continued

Please provide a description of your activity:

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

### Food and alcohol

Do you intend to sell food?  Yes  No

If yes, please provide details:

Do you intend to serve alcohol?  Yes  No

Do you intend to sell alcohol?  Yes  No

If yes, please provide details:

### User group data

Age range of participants  0-15  16-25  26-35  
 36-50  51-65  66+

How did you hear about us  Used before  Poster / ad  City website  
 Social media  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 the City of Rockingham's terms and conditions of hire

Signature \_\_\_\_\_ Date \_\_\_\_\_