

Rockingham Arts Centre

Hire application form 2023/2024



Please email the completed form to artscentre@rockingham.wa.gov.au.
Alternatively you can post to Rockingham Arts Centre Officer, City of Rockingham,
PO Box 2142, Rockingham, WA 6967.



rockingham.wa.gov.au

Hire is only available to art-focused activities. The City reserves the right to deny bookings they feel do not match this criteria.

Hirer/Group Information				
Type of hire	Regular	Casual		
Name of hirer				
Organisation				
Address				
Contact number	Primary	Secondary		
Email				
Public Liability	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.

*** Commercial hirers are those who hold an ABN and charging for a service. Commercial hirers will need to hold current public liability insurance.

Booking details					
Room	Hire type	Date/s	Start time	End time	
Multipurpose Room 50 standing 30 seated at tables	Hourly				
	Half Day				
	Full Day				
	Evening				
				Start date	End date
			Short term exhibition (4pm Thursday to 12pm Monday)		
			One week exhibition (Wednesday to Sunday) \$100		
Studio Room 4 standing/seated	2-6 month term				
	6+ months term (max. 12 months)				
Gallery	Minimum two week booking NOTE: Exhibition program application only				

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

Booking details continued

Please provide a description of your activity:

Will you be charging entry for this booking?

Yes

No

If yes, please advise what participants will receive as part of their entry cost:

Will there be any noise creating devices? (*i.e. speakers, live bands, loud machinery, etc.*)

Yes

No

If yes, provide details of these devices:

Provide details of any equipment you intend to bring into the facility:

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

Food and alcohol

Do you intend to sell food?

Yes

No

If yes, please provide a brief description of the type of food (buffet, finger food etc.):

Do you intend to serve alcohol?

Yes

No

If yes, will you have a certified RSA person to serve?:

Yes

No

Do you intend to sell alcohol?

Yes

No

If yes, please provide details and include a copy of the liquor licence:

*Written confirmation 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 the City of Rockingham Community Centres and Halls – Terms and Conditions of Hire and agree to abide by these conditions and be responsible for payment of all fees and charges associated with this hire.

Signature:

Date: (dd/mm/yy)