

# Rockingham Arts Centre

Hire application form 2024/2025



Please email the completed form to [artscentre@rockingham.wa.gov.au](mailto: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](http://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 are 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	
<b>Multipurpose Room</b> 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			
<b>Studio Room</b> 4 standing/seated	1 month term				
	2-6 month term				
	6+ months term (max. 12 months)				
<b>Gallery</b>	Minimum two week booking NOTE: Exhibition program application only				

Additional Information <small>(Storage requirements, one-off booking details, etc.)</small>

## 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 (*i.e. 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)