

BALDIVIS SOUTH COMMUNITY CENTRE HIRE APPLICATION FORM 2023-2024



Please email the completed form to mdlcccontact@rockingham.wa.gov.au .

Alternatively you can post to:

Community Centre Officer, Mary Davies Library & Community Centre,
PO Box 2142, ROCKINGHAM, WA 6967

CONTACT DETAILS

Please note the Organisation or Personal name below must match the name of the bank account that you would like your bond refunded into.

Organisation name (if applicable)

First name:

Surname:

Address:

Suburb:

Postcode:

Postal Address:

Mobile:

Home/Business Phone:

Email

ABN (if applicable)

Hire Category:

Non-Commercial

Commercial

Public Liability Insurance: Yes

No

Amount \$

BOOKING DETAILS	
Date (select single or multiple dates in calendar below as required)	
Start Time of Hire:	Finish Time of Hire:
Number of Guests/Participants:	

Room/Space Required	
Banksia Hall (whole space including kitchen) Grevillea Room Paperbark Room (children's activity space) Sheoak Room	
Please provide a description of your event / activity:	
Please provide details of any specialist equipment including live music or DJs that you intend to bring in to use:	

July 2023						
M	T	W	T	F	SA	SU
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

August 2023						
M	T	W	T	F	SA	SU
	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 2023						
M	T	W	T	F	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
X	26	27	28	29	30	

October 2023						
M	T	W	T	F	SA	SU
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

November 2023						
M	T	W	T	F	SA	SU
		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 2023						
M	T	W	T	F	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
X	X	27	28	29	30	31

January 2024						
M	T	W	T	F	SA	SU
X	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	X	27	28
29	30	31				

February 2024						
M	T	W	T	F	SA	SU
			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			

March 2024						
M	T	W	T	F	SA	SU
				1	2	3
X	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	X	X	X

April 2024						
M	T	W	T	F	SA	SU
X	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	X	26	27	28
29	30					

May 2024						
M	T	W	T	F	SA	SU
		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 2024						
M	T	W	T	F	SA	SU
					1	2
X	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

Calendar	School Holidays are greyed out	Dates with an 'X' are not available
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FOOD AND ALCOHOL

Do you intend to sell food?

No

Yes

Please provide details (permits may be required)

Do you intend to sell, serve or have BYO alcohol?

Sell

Serve

BYO

No alcohol

If your function involves alcohol the following will apply:

- A member of your group is required to have a RSA (Responsible Service of Alcohol) Certificate
- If selling alcohol, a permit from the *Department of Local Government, Sport and Cultural Industries* will be required

DECLARATION

I agree that I have read and will abide by the City of Rockingham's Terms and Conditions of Hire, including that no helium balloons or lit candles are to be brought into the Centre.

Yes

Signature

Date

Please email the completed form to mdlcccontact@rockingham.wa.gov.au