

**Office Use Only**

Receipt #:

## CONTACT DETAILS

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

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:

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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):

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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*

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

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

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

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Will there be a bouncy castle/amusement at this function? If yes, please provide a Non-Food Stalls and Amusement Permit Application completed by the amusement company\*  Yes  No  
*\*Approval will be required from the City's Health Services Department*

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Will you require any heavy vehicle or truck access to the park\*?  Yes  No  
*\*Approval will be required from the City's Parks Department*

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Other equipment you may be bringing into the facility:

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*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

