

Community facility hire – Application form 2023/2024

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

Hirer / Group Information

Type of hire:	Regular	Casual
Name of hirer:		
Organisation:		
Address:		
Contact No:	Primary: _____	Secondary: _____
Email:		
Public Liability :	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
		Value: _____
No of participants:	_____	ABN: _____
Hire category:	<input type="checkbox"/> 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

	Room (capacity):	Date, day and time:
Baldivis Recreation Centre	<input type="checkbox"/> Sports hall (245)	_____
	<input type="checkbox"/> Multipurpose room (30)	_____
Golden Bay Coastal Community Centre	<input type="checkbox"/> Main hall (275)	_____
	<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"/> Multipurpose room (40)	_____
	<input type="checkbox"/> Meeting room (12)	_____

Secret Harbour Community Centre	<input type="checkbox"/> Main hall (245) _____ <input type="checkbox"/> Multipurpose 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	<input type="checkbox"/> Main hall (200) _____ <input type="checkbox"/> Multipurpose room (33) _____ <input type="checkbox"/> Playgroup room (30) _____

Please select dates in calendar if multiple days are required

July 2023						
Su	M	Tu	W	Th	F	Sa
						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 2023						
Su	M	Tu	W	Th	F	Sa
		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						
Su	M	Tu	W	Th	F	Sa
					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

October 2023						
Su	M	Tu	W	Th	F	Sa
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 2023						
Su	M	Tu	W	Th	F	Sa
			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						
Su	M	Tu	W	Th	F	Sa
					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						

January 2024						
Su	M	Tu	W	Th	F	Sa
	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 2024						
Su	M	Tu	W	Th	F	Sa
				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						
Su	M	Tu	W	Th	F	Sa
					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						

April 2024						
Su	M	Tu	W	Th	F	Sa
	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 2024						
Su	M	Tu	W	Th	F	Sa
			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						
Su	M	Tu	W	Th	F	Sa
						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						

Additional information

(Storage requirements, one-off booking details, grassed area required 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 details of inclusions in entry cost:

Will there be any noise creating devices? ☐ Yes ☐ No
(i.e. speakers, live bands, loud machinery, etc.)

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

Will people BYO alcohol? Yes No

Do you intend to sell alcohol? Yes No

If yes, please provide details and include a copy of the liquor licence (if applicable):

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 _____