

Community facility hire – Application form 2025/2026

Please email the completed form to the City's **Bookings Officer** at customer@rockingham.wa.gov.au.
Alternatively you can post it to the City of Rockingham, PO Box 2142, Rockingham, WA 6967.
If you need assistance with completing this form, or have any queries, please contact 9528 0333.

Hirer / Group Information

Type of hire:	<input type="checkbox"/> Regular	<input type="checkbox"/> 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**	<input type="checkbox"/> 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

Venue:	Room (capacity):	Day, date 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)	_____
Safety Bay Yacht Club	<input type="checkbox"/> Main hall (145)	_____

Venue:	Room (capacity):	Day, date and time:
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"/> Playgroup room (30)	_____

Please select dates in calendar if multiple days are required (public holidays are indicated)

July 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 2026						
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 2026						
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

March 2026						
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 2026						
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 2026						
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 2026						
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				

 = Public Holidays
 = School Holidays

Additional information

(Storage requirements, one-off booking details, grassed area required etc.)

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Booking details continued

Please provide a description of your activity:		
<hr/> <hr/>		
Will you be charging entry for this booking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please advise details of inclusions in entry cost:		
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Will there be any noise creating devices? (i.e. speakers, live bands, loud machinery, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide details of these devices:		
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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)		
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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)		
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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):		
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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 _____