

Please email the completed form to [ghcc@tourismrockingham.com.au](mailto:ghcc@tourismrockingham.com.au). Alternatively, you can post to 19 Kent Street, Rockingham, WA 6168. For further information contact Rockingham Tourism on 9592 3464.

### Hirer / Group Information

Type of hire:     Regular                       Casual

Name of hirer: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

Contact No:    Primary: \_\_\_\_\_    Secondary: \_\_\_\_\_

Email: \_\_\_\_\_

Public Liability :     Yes\*                       No                      Value: \_\_\_\_\_

Fee charged:         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*

### Booking details

Room (capacity):	Day, date and time
<input type="checkbox"/> Main hall (350)	_____
<input type="checkbox"/> Multipurpose room (100)	_____
<input type="checkbox"/> Meeting room (24)	_____
<input type="checkbox"/> Exhibition area foyer	_____

Please provide a description of your event/activity:

\_\_\_\_\_

Please provide details regarding set up/pack up times:

- Set up time: \_\_\_\_\_
- Event time: \_\_\_\_\_
- Pack up time: \_\_\_\_\_

Please provide details of any specialist equipment you intend to use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Regular Hirer**

*(Please provide details regarding days and dates for all events here)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Food and alcohol**

Do you intend to serve or sell food?       Yes       No  
 If yes, please provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you intend to serve alcohol?       Yes       No  
 Do you intend to sell alcohol?       Yes       No  
 If yes, please provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additional information**

*(Storage requirements, one-off booking details, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**User group data**

Age range of participants	<input type="checkbox"/>	0-15	<input type="checkbox"/>	16-25	<input type="checkbox"/>	26-35
	<input type="checkbox"/>	36-50	<input type="checkbox"/>	51-65	<input type="checkbox"/>	66+
How did you hear about us	<input type="checkbox"/>	Used before	<input type="checkbox"/>	Poster / ad	<input type="checkbox"/>	City website
	<input type="checkbox"/>	Social media	<input type="checkbox"/>	Other: _____		

Written advice 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 and will abide by Tourism Rockingham’s terms and conditions of hire

Signature \_\_\_\_\_ Date \_\_\_\_\_