

MARY DAVIES LIBRARY AND COMMUNITY CENTRE
CASUAL HIRE APPLICATION FORM



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	
Organisation name (if applicable):	
First name:	Surname:
Address:	
Suburb:	Postcode:
Postal Address:	
Mobile:	Home/business phone:
Email:	
ABN (if applicable):	
Hire Category: Not for Profit (evidence required)	Community Commercial Private
Public liability insurance: Yes No	Amount: \$

Booking Details	
Event description:	
Date :	
Start time of hire:	Finish time of hire:
Number of guests/participants:	
Room/space required	
Carnaby Hall (whole space including kitchen) Carnaby Hall 1 (including kitchen) Carnaby Hall 2 Corella Meeting Room and Art Space Ibis IT Training Room	Boobook Children's Activity Room Wagtail Meeting Room Combined Honeyeater and Wattlebird Rooms Wattlebird Meeting Room (including kitchenette) Honeyeater Meeting Room
Please provide details of any specialist equipment you intend to bring in to use:	

Food and Alcohol

Do you intend to sell food: Yes No If 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 an RSA (Responsible Service of Alcohol) certificate
- One licenced security guard is required per 50 guests (0-49 guests = 0, 50-99 = 1, 100-149 = 2 etc.)
- If selling alcohol, a permit from the Department of Racing, Gaming and Alcohol will be required

Music

Do you intend to have a DJ or live music: Yes No If yes, please provide details

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 permitted in the centre and no candles unless battery operated:

Yes

Date:

Type in your name to confirm all details are correct