

MARY DAVIES LIBRARY AND COMMUNITY CENTRE  
HIRE APPLICATION FORM 2023-2024



Please email the completed form to [mdlcccontact@rockingham.wa.gov.au](mailto:mdlcccontact@rockingham.wa.gov.au) .

Alternatively you can post to:

Community Centre Officer, Mary Davies Library & Community Centre,  
PO Box 2142, ROCKINGHAM, WA 6967

<b>CONTACT DETAILS</b>	
<b>Please note the Organisation or Personal name below must match the name of the bank account that you would like your bond refunded into.</b>	
Organisation name (if applicable)	
First name:	Surname:
Address:	
Suburb:	Postcode:
Postal Address:	
Mobile:	Home/Business Phone:
Email	
ABN (if applicable)	
Hire Category:	<input type="checkbox"/> Non-Commercial <input type="checkbox"/> Commercial
Public Liability Insurance:	Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$

<b>BOOKING DETAILS</b>	
Date (select single or multiple dates in calendar below as required)	
Start Time of Hire:	Finish Time of Hire:
Number of Guests/Participants:	

<b>Room/Space Required</b>	
Carnaby Hall (Hall 1 & 2 including kitchen)	Combined Honeyeater and Wattlebird Meeting Room (including kitchenette)
Carnaby Hall 1 (including kitchen)	Wattlebird Meeting Room (including kitchenette)
Carnaby Hall 2	Honeyeater Meeting Room
Corella Meeting Room and Art Space	Wagtail Room
Boobook Children's Activity Room	
Please provide a description of your event / activity:	
Please provide details of any specialist equipment including live music or DJs that you intend to bring in to use:	

July 2023						
M	T	W	T	F	SA	SU
31					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

August 2023						
M	T	W	T	F	SA	SU
	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						
M	T	W	T	F	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
X	26	27	28	29	30	

October 2023						
M	T	W	T	F	SA	SU
30	31					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

November 2023						
M	T	W	T	F	SA	SU
		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						
M	T	W	T	F	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
X	X	27	28	29	30	31

January 2024						
M	T	W	T	F	SA	SU
X	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	X	27	28
29	30	31				

February 2024						
M	T	W	T	F	SA	SU
			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						
M	T	W	T	F	SA	SU
				1	2	3
X	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	X	X	X

April 2024						
M	T	W	T	F	SA	SU
X	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	X	26	27	28
29	30					

May 2024						
M	T	W	T	F	SA	SU
		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						
M	T	W	T	F	SA	SU
					1	2
X	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

Calendar	School Holidays are greyed out	Dates with an 'X' are not available
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## FOOD AND ALCOHOL

Do you intend to sell food?

No

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 a RSA (Responsible Service of Alcohol) Certificate
- If selling alcohol, a permit from the *Department of Local Government, Sport and Cultural Industries* will be required

## 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 or lit candles are to be brought into the Centre.

Yes

Signature

Date

Please email the completed form to [mdlcccontact@rockingham.wa.gov.au](mailto:mdlcccontact@rockingham.wa.gov.au)