

MARY DAVIES LIBRARY AND COMMUNITY CENTRE  
HIRE APPLICATION FORM 2024-2025



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

**CONTACT DETAILS**

**Please note the organisation or personal name below must match the name of the bank account that you would like your bond refunded into.**

Organisation name (if applicable):

First name:

Surname:

Postal address:

Suburb:

Postcode:

Phone:

Email

ABN (if applicable)

Hire category:

Non-commercial

Commercial

Public liability insurance: Yes  
(Regular users only)

No

Amount \$

<b>BOOKING DETAILS</b>	
Date (select single or multiple dates in calendar below as required):	
Start time of hire:	Finish time of hire:
Total number of people:	

<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 the purpose of your booking:	
Please provide details of any equipment or entertainment that you intend to bring into the centre:	

July 20&						
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				

August 202(						
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 20&						
M	T	W	T	F	SA	SU
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
X	24	25	26	27	28	29

October 202(						
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			

November 202(						
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 202(						
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	X	X	27	28	29

January 202)						
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
X	28	29	30	31		

February 202)						
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		

March 202)						
M	T	W	T	F	SA	SU
31					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

April 202)						
M	T	W	T	F	SA	SU
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	X	X	X
X	22	23	24	X	26	27
28	29	30				

May 202)						
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 202)						
M	T	W	T	F	SA	SU
30						1
X	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

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 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)  
Or drop it into the Mary Davies Library and Community Centre.