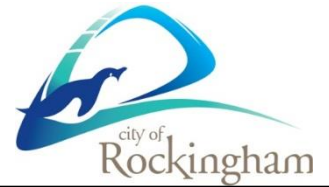


MARY DAVIES LIBRARY AND COMMUNITY CENTRE
HIRE APPLICATION FORM – 2022/2023



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: Please note the organisation or personal name below must match the name of the bank account that you'd like your bond refunded into.	
Organisation name (if applicable):	
First name:	Surname:
Address:	
Suburb:	Postcode:
Postal Address:	
Mobile:	Home/business phone:
Email:	
ABN (if applicable):	
Hire Category: A Non-Commercial Commercial	
Public liability insurance: Yes No	Amount: \$

Booking details:	
Date (select single or multiple dates in calendar overleaf as required):	
Start time of hire:	Finish time of hire:
Number of guests/participants:	
Room/space required:	
Carnaby Hall (whole space including kitchen): <input type="checkbox"/>	Boobook Children's Activity Room: <input type="checkbox"/>
Carnaby Hall 1 (including kitchen): <input type="checkbox"/>	Combined Honeyeater and Wattlebird Meeting Room (including kitchenette): <input type="checkbox"/>
Carnaby Hall 2: <input type="checkbox"/>	Wattlebird Meeting Room(including kitchenette): <input type="checkbox"/>
Corella Meeting Room and Art Space: <input type="checkbox"/>	Honeyeater Meeting Room: <input type="checkbox"/>
Ibis IT Training Room: <input type="checkbox"/>	Wagtail Room: <input type="checkbox"/>
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 2022						
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 2022						
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 2022						
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
X	27	28	29	30		

October 2022						
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

November 2022						
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 2021						
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	X	28	29	30	31	

January 2023						
M	T	W	T	F	SA	SU
30	31					X
X	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

February 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					

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

May 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				

June 2023						
M	T	W	T	F	SA	SU
			1	2	3	4
X	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.

Any dates with an "X" are not available.

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
- If selling alcohol, a permit from the Dept of Racing, Gaming and Alcohol 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: