

MARY DAVIES LIBRARY AND COMMUNITY CENTRE  
REGULAR HIRE APPLICATION FORM - 2019



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:**

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:**

Date (select dates in calendar overleaf if multiple dates are required):

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 a description of your activity:

Please provide details of any specialist equipment including live music or DJs that you intend to bring in to use:

| January 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| M            | T  | W  | T  | F  | SA | SU |
|              | X  | 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 |
| X            | 29 | 30 | 31 |    |    |    |

| February 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| M          | T  | W  | T  | F  | SA | SU |
|            |    |    |    | 1  | 2  | 3  |
|            | X  | 5  | 6  | 7  | 8  | 9  |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 | 31 |

| April 2019 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 | X  | X  | X  |
| X          | 23 | 24 | X  | 26 | 27 | 28 |
| 29         | 30 |    |    |    |    |    |

| May 2019 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |

| July 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| M              | T  | W  | T  | F  | SA | SU |
| X              |    |    |    |    |    | 1  |
| 2              | 3  | 4  | 5  | 6  | X  | 8  |
| 9              | 10 | 11 | 12 | 13 | 14 | 15 |
| 16             | 17 | 18 | 19 | 20 | 21 | 22 |
| 23             | 24 | 25 | 26 | 27 | 28 | 29 |

| October 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |

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
- 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

### Declaration:

I agree that I have read and will abide by the City of Rockingham's Terms and Conditions of Hire.

Yes

Date:

Type in your name to confirm all details are correct