Community facility hire – Application form 2026/2027

Please email the completed form to the City's **Bookings Officer** at customer@rockingham.wa.gov.au.
Alternatively you can post it to the City of Rockingham, PO Box 2142, Rockingham, WA 6967.
If you need assistance with completing this form, or have any queries, please contact 9528 0333.

Hirer / Group Information

Type of hire:	☐ Casual Use *(less than 12 bookings per financial year)* ☐ Regular Use *(12 or more bookings per financial year and have public liability insurance*)*			
Name of hirer:				
Organisation:				
Address:				
Contact Phone No:		Email:		
No of participants:		ABN:		
Public Liability:	☐ Yes* ☐ No		Value:	
Hire category:	☐ Commercial *(Government Departments, statutory bodies, companies, businesses, etc)* ☐ Community** *(Not-for-profit organisations, community groups, charities, sporting clubs)* ☐ Function *(Individuals or groups hiring for private events, functions or activities)*			

**Please provide a copy of your public liability certificate of currency when you submit this form.*
***Proof of Not-for-Profit status must be provided to be eligible for the community hire rate.*

Collection Notice

The City of Rockingham is collecting your personal information for the purposes of processing your facility hire application. It may also be used for secondary purposes which would be reasonably expected.

The City may provide your name and contact number to a Caretaker for the purposes of opening and/or closing your confirmed casual facility hire.

If you choose not to provide your personal information, we will be unable to process your facility hire application.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

Booking details:

(Note: The number of chairs and tables at each facility may not accommodate the maximum capacity. If specific quantities are required, please confirm availability prior to booking.)

Venue:	Room (capacity):	Day, date and time:
Baldivis Recreation Centre	☐ Sports hall (245)	
	☐ Multipurpose room (30)	
Golden Bay Coastal Community Centre	☐ Main hall (275)	
	☐ Meeting room 1 (50)	
	☐ Meeting room 2 (25)	
	☐ Playgroup room (60)	
Hillman Hall	☐ Main hall (100)	
	☐ Meeting room (20)	
McLarty Hall	☐ Main hall (160)	
Port Kennedy Community Centre	☐ Main hall (200)	
	☐ Multipurpose room (40)	

Venue:	Room (capacity):	Day, date and time:
Safety Bay Yacht Club	☐ Main hall (145)	
Secret Harbour Community Centre	☐ Main hall (245)	
	☐ Multipurpose room (58)	
	☐ Playgroup room 1 (50)	
	☐ Playgroup room 2 (50)	
	☐ Meeting room (4)	
Warnbro Community Recreation Centre	☐ Main hall (200)	
	☐ Playgroup room (30)	

Please select dates in calendar if multiple days are required (public holidays are indicated)

July 2026

Su	M	Tu	W	Th	F	Sa
			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 2026

Su	M	Tu	W	Th	F	Sa
						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 2026

Su	M	Tu	W	Th	F	Sa
		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			

October 2026

Su	M	Tu	W	Th	F	Sa
				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 2026

Su	M	Tu	W	Th	F	Sa
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 2026

Su	M	Tu	W	Th	F	Sa
		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		

January 2027

Su	M	Tu	W	Th	F	Sa
					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						

February 2027

Su	M	Tu	W	Th	F	Sa
	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 2027

Su	M	Tu	W	Th	F	Sa
	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			

April 2027

Su	M	Tu	W	Th	F	Sa
				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	

May 2027

Su	M	Tu	W	Th	F	Sa
						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 2027

Su	M	Tu	W	Th	F	Sa
		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			

☐ = Public Holidays

= School Holidays

Booking details continued

Please provide a description of your activity:

Will you be charging entry for this booking? ☐ Yes ☐ No

If yes, please advise details of inclusions in entry cost:

Will there be any noise creating devices? ☐ Yes ☐ No

(i.e. speakers, live bands, loud machinery, etc.)

If yes, provide details of these devices:

Provide details of any equipment you intend to bring into the facility:

(please note the City does not permit amusement rides, bouncy castles, smoke or bubble machines within City buildings)

Additional information

(Storage requirements, one-off booking details, grassed area required etc.)

Food and alcohol

Do you intend to sell food? ☐ Yes ☐ No

If yes, please provide a brief description of the type of food (buffet, finger food, etc.):

Do you intend to serve alcohol? ☐ Yes ☐ No

Will people BYO alcohol? ☐ Yes ☐ No

Do you intend to sell alcohol? ☐ Yes ☐ No

If yes, please provide details and include a copy of the liquor licence (if applicable):

Written confirmation will be provided once your booking has been confirmed. Please note that submitting this application does not secure a booking.

Declaration

I agree that I have read the City of Rockingham Terms and Conditions of Hire and agree to abide by these conditions and be responsible for payment of all fees and charges associated with this hire.

Signature _____ Date _____