

# Reserve Function Booking Form

Special functions, wedding ceremonies in City parks and foreshores



Office Use Only	
Receipt #:	

## Contact Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Date of requested: \_\_\_\_\_

Time of booking: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

**Please note that it is illegal to consume alcohol in a public open space.  
All City of Rockingham Reserves are alcohol free areas.**

## Collection Notice

The City of Rockingham is collecting your personal information for the purposes of processing your reserve hire application. It may also be used for secondary purposes which would be reasonably expected. Your personal information will not be disclosed to any other party without your consent unless required or authorised by law.

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

To access, correct or learn more about how we handle personal information please contact [privacy@rockingham.wa.gov.au](mailto:privacy@rockingham.wa.gov.au) or visit [rockingham.wa.gov.au/privacy](http://rockingham.wa.gov.au/privacy).

## Reserve Required

- Centenary Park, Charthouse Road, Safety Bay
  - City Park, Chalgrove Avenue, Rockingham
  - Don Cuthbertson Reserve, Elanora Drive, Coo loongup
  - Emerald Park, Rockingham Beach Road, Rockingham
  - Fantasy Park, Rand Avenue, Waikiki
  - Harmony Park, Navigator Drive, Singleton
  - Harrington Waters Reserve, Harrington Waters Drive, Waikiki
  - Lagoon Reserve, Albenga Place, Secret Harbour
  - Lions Park, Arcadia Drive, Shoalwater
  - Point Peron Reserve, Point Peron Road, Peron
  - Ridge Boulevard Reserve, Ridge Boulevard, Baldivis
  - Rivergums Reserve, Callistemon Gardens, Baldivis
  - Rotary Park, Esplanade, Palm Beach
  - Shipwreck Cove, Solstice Grove, Golden Bay
  - The Harbour Playground, Palisades Boulevard, Secret Harbour
  - Townsend Road Reserve, Townsend Road, Rockingham
  - Tuart Park Reserve, Bluestone Parkway, Secret Harbour
  - Veterans Memorial Park, Endeavour Drive, Port Kennedy
  - Waterfront Parkway Reserve, Waterfront Parkway, Rockingham
  - Other reserve / foreshore: \_\_\_\_\_
- Specific location: \_\_\_\_\_



Email form to: [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au)

Phone: 9528 0333

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## Booking Information

Are you providing food for this booking:  Yes  No

Please provide a brief description of the type of food (e.g., sausage sizzle, buffet, finger food):

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Will there be any temporary structures or seating erected, i.e., marquees, staging, lighting etc? If yes, provide details:  Yes  No

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Will there be any noise creating devices, i.e., speakers, live bands, loud machinery etc? If yes, provide details:  Yes  No

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Will your event require any holes or tent pegs driven into the ground? If yes, provide details and a site plan:  Yes  No

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Will there be a bouncy castle / amusement at this booking? If yes, please provide a Non-Food Stalls and Amusement Permit application completed by the amusement company\*

*\*Approval will be required from the City's Health Services Department*

Yes  No

Will you require any heavy vehicle or truck access to the park\*?

*\*Approval will be required from the City's Parks Department*

Yes  No

Provide details of any other equipment you may be bringing onto the park / reserve:

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**The City of Rockingham's Environmental Health Services may contact you if you answered yes to any of the above questions to provide you with additional information.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- **Prior to confirmation of booking, an administration fee of \$53 is required to be paid**
- **Written confirmation will be provided once your booking has been confirmed**
- **Please note this application does not secure a booking**

