

Community Facility Regular Hire – Application Form

Please email the completed form to customer@rockingham.wa.gov.au. Alternatively you can post to Customer Service, City of Rockingham, PO Box 2142, ROCKINGHAM, WA 6967

Hirer / Group Information

Type of hire: _____

Name of hirer: _____

Organisation: _____

Address: _____

Contact No: Primary: _____ Secondary: _____

Email: _____

Public Liability : Yes* No Value: _____

Fee charged: Yes No Value: _____

No of participants: _____ ABN: _____

Hire category: Non-commercial** Commercial

**Please provide a copy of your public liability certificate of currency when you submit this form*

***You will be required to demonstrate your status as a non-commercial hirer*

Booking details

Venue:	Room (capacity):	Day and time:
Baldivis Recreation Centre	<input type="checkbox"/> Sports hall (300)	_____
	<input type="checkbox"/> Multipurpose room (30)	_____
Golden Bay Coastal Community Centre	<input type="checkbox"/> Main hall (245)	_____
	<input type="checkbox"/> Meeting room 1 (50)	_____
	<input type="checkbox"/> Meeting room 2 (25)	_____
	<input type="checkbox"/> Playgroup room (60)	_____
Hillman Hall	<input type="checkbox"/> Main hall (100)	_____
	<input type="checkbox"/> Meeting room (20)	_____
McLarty Hall	<input type="checkbox"/> Main hall (160)	_____
Port Kennedy Community Centre	<input type="checkbox"/> Main hall (200)	_____
	<input type="checkbox"/> Multipurpose room (40)	_____
	<input type="checkbox"/> Meeting room (12)	_____
Rockingham Arts Centre	<input type="checkbox"/> Exhibition space (80)	_____
	<input type="checkbox"/> Multipurpose room (60)	_____
	<input type="checkbox"/> Studio room (15)	_____

Secret Harbour Community Centre	<input type="checkbox"/> Main hall (245) _____ <input type="checkbox"/> Multipurpose room (58) _____ <input type="checkbox"/> Playgroup room 1 (50) _____ <input type="checkbox"/> Playgroup room 2 (50) _____ <input type="checkbox"/> Meeting room (4) _____	
Warnbro Community Recreation Centre	<input type="checkbox"/> Main hall (100) _____ <input type="checkbox"/> Multipurpose room (45) _____ <input type="checkbox"/> Crèche (30) _____	

Please circle dates in calendar if multiple days are required

July 2019							August 2019							September 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October 2019							November 2019							December 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

January 2020							February 2020							March 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

April 2020							May 2020							June 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	31					1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				

Additional information

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

Booking details continued

Please provide a description of your activity: _____

Please provide details of any specialist equipment you intend to use: _____

Food and alcohol

Do you intend to sell food? Yes No

If yes, please provide details: _____

Do you intend to serve alcohol? Yes No

Do you intend to sell alcohol? Yes No

If yes, please provide details: _____

User group data

Age range of participants	<input type="checkbox"/>	0-15	<input type="checkbox"/>	16-25	<input type="checkbox"/>	26-35
	<input type="checkbox"/>	36-50	<input type="checkbox"/>	51-65	<input type="checkbox"/>	66+
How did you hear about us	<input type="checkbox"/>	Used before	<input type="checkbox"/>	Poster / ad	<input type="checkbox"/>	City website
	<input type="checkbox"/>	Social media	<input type="checkbox"/>	Other:	_____	

Written advice 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 and will abide by the City of Rockingham's terms and conditions of hire

Signature _____ Date _____