

## CASUAL APPLICATION TO HIRE A FACILITY, RESERVE OR PUBLIC OPEN SPACE

City of Mandurah Recreation Services  
Phone: 9550 3601 Fax: 9550 3737

3 Peel Street, Mandurah (PO Box 210)  
Email: [recreationsservices@mandurah.wa.gov.au](mailto:recreationsservices@mandurah.wa.gov.au)

### Contact Details

Are you booking a facility as an individual or on behalf of a company/organisation?

Individual

Company or Organisation

Name of person making the booking: \_\_\_\_\_

Name of organisation/business: \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Are you registered as a business?

Yes

No

*If yes, no insurance under the City of Mandurah policy will be provided and you will need to submit a copy of your Public Liability Insurance with this application. Please refer to point 15 on insurance.*

If yes, please provide ABN: \_\_\_\_\_

Are you an incorporated body, sporting body, government agency, school, association or profit making organisation?

Yes

No

*If yes, no insurance under the City of Mandurah policy will be provided and you will need to submit a copy of your Public Liability Insurance with this application. Please refer to point 15 on insurance.*

Are you not For profit organization?

Yes

No

*If yes, please provide a copy of your Certificate of Incorporation and submit a copy of your Public Liability Insurance with this application. Please refer to point 15 on insurance*

Are you a registered charity?

Yes

No

*If yes, please provide proof of charitable status with the application and submit a copy of your Public Liability Insurance with this application. Please refer to point 15 on insurance*





## CASUAL APPLICATION TO HIRE A FACILITY, RESERVE OR PUBLIC OPEN SPACE

### Booking Details

Name of Facility/Reserve/POS being hired: \_\_\_\_\_

Date of hire \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

***Please be advised that set up & clean up time must be included on the booking form.***

***Hall must be vacated by 1:00am including cleaning time. Please refer to point 6 in Terms of Conditions of Hire.***

Description of Function/Activity \_\_\_\_\_

***Please note the City will not support the use of its facilities for any activity or purpose that promotes unlawful conduct or encourages actions that are discriminatory, offensive or contrary to the City's values. The City reserves the right to cancel a booking, even at short notice, in these circumstances. Refer to point 34 in Terms of Conditions of Hire.***

Estimated Attendance No's: \_\_\_\_\_ Adults (over 18's) \_\_\_\_\_ Children (under 18)

Are you providing food at this function/activity? Yes No

If yes, will this food be sold or provided free of charge? Sold Free of Charge

***Selling food, Health Services will require a minimum of 2 weeks' notice after Temporary Food Stall Application is received. Please refer to point 28 in the Terms of Conditions of Hire.***

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

Will ALCOHOL be consumed? Yes No

***Please note that an Alcohol Consumption Permit can only applied for within a Public Open Space for the purpose of a 'toast' at a Wedding Ceremony for a maximum of one hour during the booking time.***

Wedding Toast booking time requested (maximum 1 hour) \_\_\_\_\_

***Please note for all wedding ceremonies in a Public Open Space a maximum time of 4 hours including set up and clean up will be permitted, pending availability.***

*Note: A fee of will be charged and a permit issued to the above applicant.*

Will ALCOHOL be sold? Yes No

*Note: If liquor is to be sold, a second permit must be obtained from the Department of Racing, Gaming and Liquor. <http://www.rgl.wa.gov.au> . Copy to be provided to Recreation Services before booking is approved. Please refer to point 12 in conditions of hire.*

*If alcohol is being sold, please provide a copy of the liquor license and plan of licensed area. Licensed security is mandatory for 18<sup>th</sup> and 21<sup>st</sup> birthday functions. Please refer to point 7 in the Conditions of Hire. The party is required to be registered with WA police by going to [www.police.wa.gov.au](http://www.police.wa.gov.au).*





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# RECREATION

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Will you be having music or excessive noise via a DJ, Band, PA system or other? Yes  No

Please provide details below of what you are planning on having during your booking:

Will there be any temporary structures or seating erected? e.g. marquees, staging or lighting - Provide details below: Yes  No

Will there be amusement activities such as bouncy castle, petting zoo, inflatable slides etc.? Yes  No

***If Yes – A detailed site map, a copy of the operators Public Liability Insurance and a copy of the Class 1 Worksafe Certificate or Worksafe Plant Registration relating to the activity/amusement is required with this application. Please refer to point 26 in the Terms of Conditions of Hire.***

Will you require vehicle access to the reserve? Yes  No

*Note: Vehicles are prohibited unless prior consent from City of Mandurah is obtained. Conditions apply.*

How many vehicles will be on the reserve (maximum of 2 vehicles)? \_\_\_\_\_

*Note: The above does not include the carpark of facility*

Will the person completing this application be responsible for the vehicle access? Yes  No

If No, please provide details on who will be responsible for the management of vehicle access?

Name \_\_\_\_\_ Contact Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Disclaimer

I agree that I have read the City of Mandurah's Terms and Conditions of Hire and agree to abide by these and be responsible for payment of all fees and charges associated with this hire and *ensure that appropriateliability and other insurances are in place for the activities to be conducted.*

Signature \_\_\_\_\_ Date \_\_\_\_\_





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# RECREATION

## PAYMENT AND BOND REFUND INFORMATION

Once your Application has been processed you will be emailed a rental contract to be checked, signed and returned to [recreationservices@mandurah.wa.gov.au](mailto:recreationservices@mandurah.wa.gov.au).

You will also be sent invoices for payment which will need to be paid by either:

- CASH, CHEQUE, CREDIT CARD OR EFTPOS

All of the above payment methods can be made at the City of Mandurah Recreation Services counter between Monday to Friday from 1.00pm – 4.00pm (3 Peel St Mandurah)

**We are also able to take credit card details over the phone by calling 9550 3601.**

### BOND RETURNS

All bond returns will be processed within **21 days** after the date of your booking and can only be refunded to you nominated bank account – please complete the following information required below to make the refund process more efficient. *Failure to supply details will delay bond refund.*

**BSB#** \_\_\_\_\_ **ACC #** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

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

Please note the account name must be the same as the name of the person or organisation that the booking has been made out to. Any change to this must be discussed with the Recreation Services Booking Officer on 9550 3601.

### I have read and understand the information above

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

Signature: \_\_\_\_\_

### **Office Use Only:**

Booking ID No. (LINKS) \_\_\_\_\_ Date of Booking: \_\_\_\_\_

Hirers Name (Group or Individual): \_\_\_\_\_

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

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

Contact Phone Number: \_\_\_\_\_ Bond Amount Paid: \_\_\_\_\_

Venue: \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date Paid: \_\_\_\_\_ Date Bond Processed: \_\_\_\_\_

Deduction Amount (if applicable): \_\_\_\_\_ Amount Bond Returned: \_\_\_\_\_

Comments: \_\_\_\_\_

