

# REGULAR FACILITY HIRER – PUBLIC OPEN SPACE APPLICATION 2023

City of Mandurah Recreation Services – 3 Peel Street, Mandurah (PO Box 210)

Phone: 9550 3601 Fax: 9550 3737 Email: recreationservices@mandurah.wa.gov.au

This form is an application only. Your booking is not approved until the City of Mandurah is satisfied with the selections of the application and a contract and confirmation letter is issued. Any late or incomplete applications may inhibit the chance of receiving the requested venues, times and dates.

Name of Club	/Group:											
Postal Addres	s:											
	Name	Title	Contact No.	Email								
Contact #1												
Contact #2												
Person responsi	ible for these bookings:											
Contact Phone I	No (business hours):	Email	:									
Type of Activity:				Membership No's:								
	Community Group – not for p	profit	Commercial									
	Junior – 75% of members un	nder 18 years of age	Priva	Private Function								
	Senior – 75% of members ov	ver 55 years of age	Scho	School Group								
Insurance (t	•											
_ `	more than 12 times in a calend		Š									
ш °	12 times or less in a calendar		•									
If you are a sporting body, club, association, corporation or incorporated body you will need a current PLI.												
If you are a non-commercial, non-profit making and non-incorporated body and hiring 12 times or less, you are covered by the City's Casual Users Liability Insurance.												
Rega	Regardless of the above, if your event is open to the Public, you will need a current PLI.											
Is Pub	Is Public Liability insurance needed?											
Yes –	Copy MUST BE attached wit	h your application bef	ore it can be proc	essed.								
☐ No												





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

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. <a href="http://www.rgl.wa.gov.au">http://www.rgl.wa.gov.au</a> .Copy to be provided to Recreation Services before booking is approved. Please refer to point 12 in conditions of hire.

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

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?





## Facility Keys

A completed *Key Register from* must be completed for all Facility Keys that are currently held by a member of your club/group (see attached).

# **Storage**

A completed *Annual Application for Storage* at a Council Facility form must be completed in regards to all storage you currently have at the Facility (see attached).

#### Accounts

Accounts will be issued monthly in arrears. Hall Hirers are required to pay their account monthly on receipt of invoice.

#### **Guidelines and Procedures for Regular Hirers**

- 1. Conditions of Hire agreement must be read prior to completing the approved application form.
- 2. Any Hirer granted approval to use a City of Mandurah Facility and/or reserve is at no time permitted to sub-lease or make it available for hire to any other individual or group. Unauthorised use or entry to a facility at any time without the written consent from the City of Mandurah may result in legal implications.
- 3. Approval to use a City of Mandurah Facility and/or reserve applies only to the times and dates outlined on your booking contract. You must allow for set-up and clean-up time when completing your application.
- 4. Written notification to cancel or change regular bookings stated on your contract is required from all groups. It is your responsibility to **notify any changes 48 hours prior to the confirmed dates** in writing otherwise you will be charged as per your booking confirmation. **Permanent cancellations require 30 days written notice of intent to discontinue use of facility on a permanent basis**.
- 5. It is the responsibility of the Hirer to leave the facility clean and tidy after each booking. Cleaning must be completed by the time specified on your booking confirmation. All cleaning equipment and products to be provided by the hirer for each facility.
- 6. It is the responsibility of the group/club to ensure the contact details for all people responsible for bookings to be kept updated with Recreation Services ie. When there has been a change of committee. *Email your changes to:* recreationservices@mandurah.wa.gov.au

Ib applicant in endorsing this application accept full responsi compliance with the Booking Guidelines and Procedures,	bility for the above booking and will ensure
Signature	Date

#### NON-EXCLUSIVE RIGHTS ACKNOWLEDGEMENT

I understand that this booking does not give me exclusive use of the area. Shelters, barbecues, tables and chairs or amenities of any kind cannot be booked within City of Mandurah and that power is not supplied at any site within Mandurah.

## CONSUMPTION OF ALCOHOL ACKNOWLEDGMENT

I understand Alcohol is strictly prohibited on any Public Open Space area unless authorised by City of Mandurah.

#### **BOOKING ADMINSTRATION FEE ACKNOWLEDGMENT**

I understand a non-refundable booking administration fee will apply for this booking. Written confirmation will be provided once your booking has been confirmed. Please note this application does not secure a booking.

E: recreationservices@mandurah.wa.gov.au T: 08 9550 3601 3 Peel St, Mandurah WA 6210 PO Box 210, Mandurah WA 6210 mandurah.wa.gov.au





FACILITY/AREA REQUIRED:																				
First Booking Date: Last Booking Date:																				
Start Time: (including set up): Finish Time: (including clean up):																				
Circle all dates required on the calendar JANUARY 2023						FEBRUARY 2023							MARCH 2023							
М	Т	w	т	F	s	s	M	Т	w	Т	F	s	s	М	Т	W	т	F	s	s
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