

**REGULAR PUBLIC OPEN SPACE HIRER
APPLICATION 2022**

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 Address: _____

	Name	Title	Contact No.	Email
Contact #1				
Contact #2				
Person responsible for these bookings:				
Contact Phone No (business hours):			Email:	
Type of Activity:				

- | | |
|--|---|
| <input type="checkbox"/> Community Group – not for profit

<input type="checkbox"/> Junior – 75% of members under 18 years of age

<input type="checkbox"/> Senior – 75% of members over 55 years of age | <input type="checkbox"/> Commercial

<input type="checkbox"/> Private Function

<input type="checkbox"/> School Group |
|--|---|

Insurance (tick one)

- Hiring more than 12 times in a calendar year – you **will** need Public Liability insurance of \$20 million
- Hiring 12 times or less in a calendar year – you may need Public Liability Insurance – see below:

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*.

Regardless of the above, if your event is open to the Public, you will need a current PLI.

Is Public Liability insurance needed?

- Yes – **Copy MUST BE attached with your application before it can be processed.**
- No



Will you be selling food? Yes No

If Yes, Health Services will require a minimum of 2 weeks' notice after Temporary Food Stall Application is received.

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

Will you be setting up a marquee?
If yes, provide details and a site plan Yes No

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

Will you require vehicle access to the reserve Yes No
Note: Vehicles are prohibited unless prior consent from Council is obtained. Conditions apply.

If yes, how many vehicles will be on the reserve/public open space at one time? _____

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 _____

Please provide details on how the vehicle access will be managed:

Note: The weight of some vehicles may damage significant infrastructure, footpaths or vegetation in these cases vehicle access may not be approved.

Facility Keys

A completed *Key Register form* 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 via invoice monthly in arrears.



FACILITY/AREA REQUIRED: _____

First Booking Date: _____ **Last Booking Date:** _____

Start Time: (including set up): _____ **Finish Time:** (including clean up): _____

JANUARY 2022

M	T	W	T	F	S	S
31					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

FEBRUARY 2022

M	T	W	T	F	S	S
	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 2022

M	T	W	T	F	S	S
	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 2022

M	T	W	T	F	S	S
				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 2022

M	T	W	T	F	S	S
30	31					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

JUNE 2022

M	T	W	T	F	S	S
		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			

JULY 2022

M	T	W	T	F	S	S
				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 2022

M	T	W	T	F	S	S
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 2022

M	T	W	T	F	S	S
			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 2022

M	T	W	T	F	S	S
31					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

NOVEMBER 2022

M	T	W	T	F	S	S
	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 2022

M	T	W	T	F	S	S
			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	

Public Holidays

School Holidays

Circle all dates required on the calendar

