

Regular Facility Hirer Application 2025

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.

Closing Date: Friday 7th November 2024

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:			Number of members:	

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> Community Group – not for profit | <input type="checkbox"/> Charity | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Junior – 75% of members under 18 years of age | <input type="checkbox"/> Private Function | |
| <input type="checkbox"/> Senior – 75% of members over 55 years of age | <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



Alcohol

Will alcohol be consumed? Yes No

If yes, you will need to obtain a Liquor Consumption Permit from Recreation Services.

Will alcohol be sold? Yes No

If yes, you will need to obtain an Occasional Liquor License from Department of Racing, Gaming and Liquor. See <http://www.rgl.wa.gov.au>

Will you be having music or excessive noise? Yes No

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). If there is a change in keyholder Recreation Services must be informed in writing within 7 days.

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. All Hirers are required to pay their account monthly on receipt of invoice, by the due date.

Guidelines and Procedures for Regular Hirers

1. Terms & Conditions of Hire must be read prior to completing the Regular Hirer Application.
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 2 business days 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: recreationsservices@mandurah.wa.gov.au*

I being the duly authorised representative of the applicant in endorsing this application accept full responsibility for the above booking and will ensure compliance with the Booking Guidelines and Procedures, Terms and Conditions and Local Laws.

Signature Date



Facility/Area Required: _____

First Booking Date: _____ Last Booking Date: _____

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

JANUARY 2025							FEBRUARY 2025							MARCH 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
APRIL 2025							MAY 2025							31	JUNE 2025					
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
JULY 2025							AUGUST 2025							30	SEPTEMBER 2025					
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	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 2025							NOVEMBER 2025							DECEMBER 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	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				

School Holidays

Circle all dates required on the calendar above

Public Holidays

