

CASUAL APPLICATION TO HIRE A FACILITY AND/OR RESERVE

City of Mandurah Recreation Services

Phone: 9550 3601

Fax: 9550 3737

3 Peel Street, Mandurah (PO Box 210)

Email: 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 a not-for-profit organisation? 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



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Booking Details

Name of Facility/Reserve 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. Cleaning must be completed prior to vacating the premises and will not be permitted to occur on the following day unless booked from 6am until 8am. Please refer to point 6 in conditions of hire.

Description of Function/Activity _____

Estimated Attendance No's:

_____ Adults (Over 18) _____ 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
*If **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 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. <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 licence and plan of licenced area.

Licenced security is mandatory for 18th and 21st 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. (Proof required).

Will there be any temporary structures or seating erected, i.e., marquees, staging, lighting, amusement rides etc.? Yes No

If yes, provide details and site map.

Will your booking require any holes or tent pegs being driven into the ground? Yes No

Please refer to point 27 in the Conditions of Hire.

If yes, provide details and a site plan.





CITY OF MANDURAH

RECREATION

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Will there be amusement activities such as bouncy castle, petting zoo, inflatable sides etc.?

Yes

No

If Yes – A site map and a copy of the operators Public Liability Insurance is required with this application. Please refer to point 26 in the Conditions of Hire.

Will you require vehicle access to the reserve

Yes

No

Note: Vehicles are prohibited unless prior consent from Council is obtained. Conditions apply.

How many vehicles will be on the reserve? _____

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 appropriate liability and other insurances are in place for the activities to be conducted.

Signature _____ Date _____



CASUAL APPLICATION TO HIRE A FACILITY AND/OR RESERVE PAYMENT DETAILS & BOND RETURN INFORMATION

Once your Application has been processed you will be emailed a rental contract to be checked, signed and returned to recreationsservices@mandurah.wa.gov.au.

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

- CASH
- CHEQUE
- CREDIT CARD
- 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 – 4.30pm (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 **10 working 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.

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 a Recreation Services Booking Officer on 9550 3601.

I have read and understand the information above

Name: _____ Date: _____

Office Use Only:

Booking ID No. (LINKS) _____

Hirers Name: _____

Venue: _____

Date of Booking: _____

Signature: _____

