

PUBLIC OPEN SPACE APPLICATION

Contact Details

Are you booking the Park/Public Open Space as an individual or on behalf of a company/organisation? Individual Company or Organisation

Name of person responsible for the booking: _____

Name of Organisation: _____

Residential or Organisation Address: _____

Postcode: _____ State: _____

Phone: _____ Email: _____

Are you an incorporated body, sporting body, government agency, commercial business, corporation, 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 12 on insurance.

Booking Details

Name of the Park/Garden/Public Open Space you want to hire: _____

Address of Park/Garden/Public Open Space _____

Intended use/Function/Name of activity: _____

Date requested: _____ Estimated attendance numbers: _____

Start time: (including set-up): _____ Finish time: (including clean-up): _____

Note: If you require vehicle access these times must be consistent with the above times.

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

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 be setting up a marquee? Yes No

If yes, provide details and a site plan



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

Will you require vehicle access to the reserve or public open space Yes No

Note: Vehicles are prohibited unless prior consent from Council is obtained. Conditions apply. In addition, Times requested for vehicle access must be consistent with booking times.

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

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 _____

Wedding Ceremonies Only

If you are booking for a wedding ceremony, do you require a permit for the consumption of alcohol for the purpose of a toast only? Yes No

Note: A fee of will be charged and a permit issued to the above applicant. Please refer to point 8 on the consumption of alcohol below in conditions of hire.

If yes, please provide a **one hour time period** for the toast within the booking time specified?

Start time _____ End time _____

If you are booking for a wedding do you plan on decorating the area? Yes No

If yes, Please provide a brief description of the set up (e.g. wedding company decorating, seating, arch ways)



Booking Information

- Council considers maintaining the quality and condition of the City's parks for the use of all community groups a high priority. Please ensure that maintenance issues are brought to our attention e.g. damaged fences, defaced signs, etc.
- It is requested that the Park/Garden/Area hire is left in a clean and tidy condition at the conclusion of your event and that all rubbish be removed from the area
- Written confirmation will be provided once your booking has been confirmed, please note this application does not secure a booking.

DISCLAIMER

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 ADMINISTRATION 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.

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: _____

