

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 Address: _____

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

Community Group – not for profit

Commercial

Junior – 75% of members under 18 years of age

Private Function

Senior – 75% of members over 55 years of age

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



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. <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.

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/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

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

FEBRUARY 2023

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 2023

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	22	23	24	25	26	27
28	29	30	31			

APRIL 2023

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 2023

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				

JUNE 2023

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 2023

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

AUGUST 2023

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 2023

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 2023

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

NOVEMBER 2023

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 2023

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

