



Regular Hire Application 2020

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:

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 \$10 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





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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 alcohol be consumed? Yes No
*If yes, you will need to obtain a Liquor Consumption Permit from Recreation Services.
Please Note: Alcohol is strictly prohibited on any Park/Public Open Space area unless authorised by City of Mandurah.*

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

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

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 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.





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BOOKING REQUIREMENTS	
Facility:	Area required:
First booking date:	Last booking date:
Start time (including set-up):	Finish Time (including clean-up):

JANUARY 2020

FEBRUARY 2020

MARCH 2020

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		

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	

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

APRIL 2020

MAY 2020

JUNE 2020

M	T	W	T	F	S	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

M	T	W	T	F	S	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2020

AUGUST 2020

SEPTEMBER 2020

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
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31					1	2
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2020

NOVEMBER 2020

DECEMBER 2020

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

M	T	W	T	F	S	S
30						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

M	T	W	T	F	S	S
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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			

School Holidays

Public Holidays



Disclaimer

Written advice will be provided once your booking has been confirmed. Please note that submitting this application does not secure a booking.

Disclaimer

I agree that I have read and will abide by the City of Mandurah's terms and conditions of hire

Signature: _____

Date: _____

Regular Hire of Public Open Space - Acknowledgment

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.

