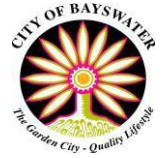




# Hall Booking Application Form (Casual)



Office Use Only		
Phoenix #	Key Bond \$	Venue Bond \$
ECM #	Invoice \$	
Key Sheet <input type="checkbox"/>	Date	Initials
Venue	Date	Time

Please complete and return application form to:  
The RISE, 28 Eighth Ave, Maylands, WA 6051  
Tel. 9272 0992 or email – [recreation.services@bayswater.wa.gov.au](mailto:recreation.services@bayswater.wa.gov.au)

## Essential Information:

1. The information you provide on this application form is important. We require accurate information to ensure the correct allocation of booked halls.
2. Submitting an Application Form does not guarantee the hire of the hall. You will receive a Confirmation Letter to confirm your booking, however, access to the hall is not permitted until full payments have been received.
3. This application form must be returned to the City of Bayswater **no later than 14 days prior to your booking date**. Late applications may result in us not being able to process your booking in time.
4. Your signature is required on the attached Acknowledgment Form to confirm that you understand and accept the conditions of hire of our halls.

Applicant Details <i>(Please print clearly)</i>	
Activity Description:	
Organisation/Hirer Name: <i>(Invoice issued and bond returned to this name)</i>	
Best Contact Person:	
Postal Address: <i>(Bond returned to this address)</i>	
Suburb:	Post Code:
Contact No:	
Email:	
How did you hear about our Halls?	
<input type="checkbox"/> Facebook <input type="checkbox"/> Return Customer <input type="checkbox"/> Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other	
Is your Organisation an incorporated body?      Yes      No	

### The Drill Hall

Room Required:  Main Hall & Kitchen  Meeting Room

Date required:

*(Please include day of the week)*

Booking Times:

*(Must include setup & pack down times)*

Approximate number of people attending:

Are you charging guests an entry fee to your function? Yes No

### Les Hansman Community Centre

Room Required:  Mezzanine Room  Meeting Room

Date required:

*(Please include day of the week)*

Booking Times:

*(Must include setup & pack down times)*

Approximate number of people attending:

Are you charging guests an entry fee to your function? Yes No

### Bayswater Community Centre

Room Required:  Main Hall & Kitchen  Dining Room & Kitchen  Full Facility

Date required:

*(Please include day of the week)*

Booking Times:

*(Must include setup & pack down times)*

Approximate number of people attending:

Are you charging guests an entry fee to your function? Yes No

### Morley Community Centre

Room Required:  Main Hall & Kitchen  Harry Hall Activity Room  Full Facility

Date required:

*(Please include day of the week)*

Booking Times:

*(Must include setup & pack down times)*

Approximate number of people attending:

Are you charging guests an entry fee to your function? Yes No

### Sound & Music

Will there be music or amplified sound at your function?      Yes      No

If **Yes**, do you hold the required licence from the APRA?      Yes      No  
*(please attach a copy of your current licence)*

If **No**, do you intend to acquire this licence before your function?      Yes      No

### Insurance

Do you or your organisation currently hold Public Liability Insurance?

If **Yes**, what is the amount of your cover: \$              million  
*(Please include a copy of your Certificate of Currency with your completed Application Form)*

If **No**, do you intend to purchase cover before the commencement of your function?      Yes      No

### Security

Do you intend to have a private security company monitor your function?      Yes      No

If **Yes**, name of Security Company:

Security Licence number of Company:

### Food & Alcohol

Will you be serving food at your function?      Yes      No

What meal type will you be serving?

Sit down meal     Cocktail style     Tea/Coffee/Cake     Other \_\_\_\_\_

Do you intend to have alcohol at your function?      Yes      No

If **Yes**, will you be charging guests for alcohol?      Yes      No

#### Please Note:

- If you intend to sell alcohol, or include the cost of alcohol in the price of tickets, you must obtain the appropriate Liquor License from the Department of Racing, Gaming and Liquor.
- Drinks must not be served in glass containers, including stubbies, bottles, jugs, etc;

### Catering

Name of Caterers:

Caterers contact details:

### Bonds

Hall & Key Bonds will apply *(The amount of the bond is dependent on the booked hall and nature of the function)*

## Acknowledgment & Acceptance

### Applicant's Declaration

I hereby acknowledge that I have read and understood the conditions in both this 'Casual Function Hall Booking Application Form', and the information contained in my Booking Confirmation Letter, and accept full responsibility to abide by these terms. I accept that failure to comply with these conditions may result in the cancellation of my booking, additional charges, or the retention of my bond.

I verify that I am in a position to accept these conditions on behalf of the function/organisation that I represent. I will ensure that all guests are aware of the information contained in the specified documents, as well as their responsibilities when using the facilities.

I declare that the information contained in this 'Casual Function Hall Booking Application Form' is true and correct.

By signing this Application Form below, you are agreeing to pay for all bookings as accepted and invoiced by the City of Bayswater, before the commencement of my booking.

### Applicant Details *(Must be 18 years of age or over)*

Name:

Date:

Signature:

### Secondary Contact Person *(In relation to your booking. Must be 18 years of age or over)*

Name:

Date:

Signature: