

# CASUAL/SOCIAL USE OF A COUNCIL VENUE/RESERVE APPLICATION FORM



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:  
 Recreation Services, City of Bayswater, PO Box 467, MORLEY WA 6943  
 Tel. 9272 0992 or email – [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au)

## YOUR ATTENTION TO THE FOLLOWING IS APPRECIATED:

1. The information you provide on this application form is important. We require accurate information to ensure the equitable and full allocation of all venues and/or facilities.
2. An Application does not confirm permission to use. Venues are not permitted to be accessed or used unless full payment of any applicable fees has been received by the City of Bayswater, and you have received a letter confirming your booking.
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 the loss of your booking.
4. Please complete a separate form for each venue/reserve required.
5. Your signature is required on the attached Acknowledgment Form to confirm that you understand and accept the conditions of hire for venues and facilities.

Applicant Details <i>(Please print clearly)</i>	
Name of Applicant:	
Postal Address:	
Suburb:	Post Code:
Telephone: <i>(Work)</i>	<i>(Home)</i>
Mobile:	Fax:
Email:	

If applying on behalf of an organisation/company	
Name of organisation:	
Position held within organisation:	
Is your organisation an incorporated body?	Yes <input type="checkbox"/> No <input type="checkbox"/>

VENUE/RESERVE REQUIRED - Area required within Venue/Reserve <i>(please tick)</i>	
Reserve/Venue Name:	
<input type="checkbox"/> Main Hall	<input type="checkbox"/> Meeting Room
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Whole Centre
<input type="checkbox"/> Other <i>(Please specify)</i>	

*If you are requesting a reserve, please provide a map of the reserve, circling the area that you are requesting.*

<b>ACTIVITY DETAILS</b> - Please answer the following questions relating to your booking requirements	
Date required:	
Type of function:	
Approximate number of people attending:	
Time commencing and concluding:	
Will you be charging guests an entry fee for your function?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide a brief description of your activity (including discussion topic if using venue for a meeting/seminar):	

<b>WEDDING CEREMONY</b> A \$100.00 fee applies to issue a Wedding Access Permit	
Do you require access for Bridal Vehicle?      Yes <input type="checkbox"/> No <input type="checkbox"/>	

*(Licensed wedding vehicle operators only - Public Liability required.)*

<b>SOUND/MUSIC INFORMATION</b>	
Is there going to be music or amplified sound at your function?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If <b>YES</b> , do you hold the required licence from the Australasian Performing Rights Association (APRA)?	
Yes <input type="checkbox"/> <i>(please attach a copy of your current licence details).</i> No <input type="checkbox"/>	
Please detail:	
If <b>NO</b> , do you intend to acquire this licence before the commencement of your activities?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>MARQUEES AND SHADE STRUCTURES</b>	
Marquees and shade structures that use pegs as ground anchors are not permitted under any circumstances; marquees and shade structures that use other methods for anchoring, such as water ballast or sand bags, must be approved by the City prior to use.	
DO YOU WISH TO ERECT A MARQUEE?      Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>INSURANCE/SECURITY INFORMATION</b>	
Do you or your organisation currently hold Public Liability Insurance?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If <b>YES</b> , what is the amount of your cover?      \$      million.	
<i>Please include a copy of your Certificate of Currency with your completed Application Form.</i>	
If <b>NO</b> , do you intend to purchase cover before the commencement of your function? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you intend to have a private security company monitor your function? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If <b>YES</b> , name of Security Company:	
Security Licence number of Company:	

<b>CATERING INFORMATION</b>		
Do you intend to have alcohol at your function?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If <b>YES</b> , will the alcohol be	On sale to guests <input type="checkbox"/>	Strictly BYO <input type="checkbox"/>
<b>NOTE:</b> If you intend to sell alcohol, or include the cost of alcohol in the price of tickets, you must obtain an appropriate Liquor Licence from the Department of Racing, Gaming and Liquor.		
What type of food do you intend serving at your function? <input type="checkbox"/> <del>Q</del> <input type="checkbox"/> <del>^</del> <input type="checkbox"/> <del>A</del> <input type="checkbox"/> <del>A</del> <input type="checkbox"/> <del>A</del> <input type="checkbox"/> <del>A</del> <input type="checkbox"/> <del>D</del>		
<input type="checkbox"/> Sit-down meal <input type="checkbox"/> Buffet <input type="checkbox"/> Cocktail style <input type="checkbox"/> No food provided		
<input type="checkbox"/> Tea/coffee/cake only <input type="checkbox"/> Other (please specify)		
Name of Caterers:		
Contact details:		

### **IMPORTANT INFORMATION**

1. All alcohol consumed within the perimeters of the City's grounds and reserves can only be done so with prior written approval from the City of Bayswater;
2. Drinks must not be served in glass containers, including stubbies, bottles, jugs, etc.;
3. All visitors to the City's grounds and reserves are required to comply with all directions that may be issued on the day by an authorised officer of the City, including Community Rangers;
4. Confetti and rice are not permitted to be used in the City's grounds, gardens and reserves, however, the use of rose petals is permitted;
5. Visitors to grounds and reserves are asked to leave the area free of litter at the conclusion of the event, any litter that does not easily fit into the bins provided must be removed from the reserve; and
6. Grounds, gardens and some reserves are public open space; as such, no inconvenience or nuisance is to be caused to other users of the City's grounds, gardens and reserves.

## HIRE FEES AND BONDS

Depending on the venue requested and the nature of use, hire fees and bonds may apply.

## ACKNOWLEDGEMENT AND ACCEPTANCE

### APPLICANT'S DECLARATION:

I have read, understood and accepted the terms, conditions and general information specified in the 'Application Form for Casual/Social use of a Council Venue/Reserve' which includes the covering letter received by me, in relation to the use of City of Bayswater venues and/or facilities. I agree to comply with the Schedule of Fees and Charges for use that also forms part of these conditions.

Further, I verify that I am in a position to accept these terms and conditions on behalf of the Function/Group/Organisation that I represent. I will to the best of my ability ensure that all guests are aware of the information contained in the specified documents, as well as their responsibilities when using the grounds and facilities.

I declare that the information contained in the 'Application Form for Casual/Social use of a Council Venue/Reserve' is, to the best of my knowledge true and correct.

**By signing this application form, you are agreeing to pay for bookings as accepted and invoiced by the City of Bayswater.**

<b>APPLICANT DETAILS</b> <i>(Must be 18 years of age or over)</i>	
NAME OF APPLICANT:	
ADDRESS:	
SIGNATURE:	DATE

<b>WITNESS:</b> <i>Secondary person in relation to your booking (Must be 18 years of age or over)</i>	
NAME OF WITNESS:	
ADDRESS:	
SIGNATURE:	DATE