

# Hall Booking Application Form (casual)

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

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.
5. Key and Facility Bonds apply, these are due immediately to secure your booking. Bonds are fully refundable pending bond refund inspection and key return. Bond refunds can take up to 21 days to process.

Applicant Details (Please print clearly)	
Activity Description:	
Organisation/Hirer Name: (Invoice issued and bond returned to this name)	
Best Contact Person:	
Postal Address: (Bond returned to this address)	
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	

### 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;

### 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

## Applicants 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: