



# Reserve / Parklands 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 – [mail@bayswater.wa.gov.au](mailto:mail@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 reserves or parklands.
2. Submitting an Application Form does not guarantee the hire of the reserve or parkland. You will receive a Confirmation Letter to confirm your booking, however, access to the reserves or parklands 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 reserves or parklands.

### **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 reserves or parklands?

Facebook  Return Customer  Website  Word of Mouth  Other

Is your Organisation an incorporated body?      Yes      No

## Requested Reserve or Parkland Area

Reserve/Parkland Required:

*(Map of area you wish to book must be attached for Bond Refund purposes)*

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 event?      Yes      No

## Wedding Ceremony *(A \$100.00 fee applies to issue a Wedding Access Permit)*

Do you require access for a Bridal Vehicle?      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

## Marquees & Shade Structures

Marquees and shade structures using pegs are not allowed under any circumstances. Marquees and shade structures using other methods to anchor down such as water ballast or sand bag must be approved by the City prior to use

Will you be having a Marquee or Shade Shelter?      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:

## Catering

Name of Caterers:

Caterers contact details:

## 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;

## Bonds

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

## Acknowledgement & 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: