

Casual Facility Hire Application ** High Risk **

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**Incomplete Applications will not be processed.
Bookings must be made a minimum of 6 weeks in advance**

CONTACT DETAILS

** Please provide two names **	
Person/Organisation Mailing Address _____	
1st Contact: Name: _____ Position: _____ Tel: (home) _____ (work) _____ (mobile) _____ Fax: _____ Email: _____	2nd Contact: Name: _____ Position: _____ Tel: (home) _____ (work) _____ (mobile) _____ Fax: _____ Email: _____

BOOKING INFORMATION

A1	Name of building you wish to use? _____																				
A2	What Room or Area within this Facility will you require? _____																				
A3	Do you require use of a Kitchen or Courtyard with this Facility? Yes <input type="checkbox"/> No <input type="checkbox"/>																				
A4	Please list dates, times and purpose (set up, clean up, event type etc) that you require access to this facility.																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"><u>Day</u></th> <th style="width: 15%;"><u>Date</u></th> <th style="width: 20%;"><u>Time In</u></th> <th style="width: 20%;"><u>Time Out</u></th> <th style="width: 30%;"><u>Purpose</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	<u>Day</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>Purpose</u>															
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B1	Will you be charging entry for this booking? Yes <input type="checkbox"/> No <input type="checkbox"/>	Entry Cost	\$
	If yes, Please advise details of inclusions in entry costs.		
B2	Have you organised a Function of this nature before? <i>(Please Provide Details)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B3	Are you selling or providing food at this event?	Yes / No <i>(Please circle)</i>	Selling? <input type="checkbox"/> Free of Charge? <input type="checkbox"/>
B4	Are you selling or consuming alcohol at this event? <i>(please provide copy of liquor licence and plan of licence area.)</i>	Yes / No <i>(Please circle)</i>	Selling? <input type="checkbox"/> Consuming? <input type="checkbox"/>

C1	Will there be any temporary structures or seating erected ie: fencing, marquees, bouncy castles, staging, lighting etc <input type="checkbox"/> If yes, please provide details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
** You will be required to submit a site plan for C1 **			
This will also have to include the type of any structures, including materials and dimensions.			
C2	Will there be any noise creating devices ie. Speakers, live bands, loud machinery etc? If yes provide details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C3	Will your event generate rubbish?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, A) I will remove all of the rubbish using private arrangements <input type="checkbox"/>		
	OR B) I will contact waste services on 9405 5200 to arrange hire of additional bins for the event. (I understand there is a fee for this service). <input type="checkbox"/>		

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D1	What is the main purpose of this Function?		
D2	Please state the number of attendees in each age group.	Under 13 # _____	Under 18 # _____
		18-25 yrs # _____	Over 25 # _____
D3	What management strategy will be in place during the function to ensure it is run safely and appropriately?		
D4	Please describe the form of invitation you are using to advise guests of function.		
D5	Does the organiser ensure that there is no inappropriate advertising or promotions in respect to this function?		
D6	What steps will the organiser take to ensure that liquor is not sold, supplied or consumed by juveniles attending this function?		
D7	Will there be any special transport arrangements for juveniles that leave the premises? If so, what are they?		

HIGH RISK BOOKING CONDITIONS

Information for High Risk Bookings

- Photographic Identification must be provided of person who is booking the party and must be over 18 years of age.
- You are required to complete a Party Registration form – WA Police (visit <http://www.police.wa.gov.au/Yoursafety/Hostingaparty/tabid/1353/Default.aspx>)
- Bond payable will be no less than **\$2600.00**. Bonds are refunded by cheque within 14 business days.
- Loss of Facility Bond for the booking will occur should instances of anti-social behaviour occur and the cost of the call out fee to the hirer, if the need arises. Any costs incurred due to damages, breakage or not leaving the premises in a clean and tidy condition will be taken from the bond and any additional costs shall be charged to the hirer.
- The Provision of Security is compulsory for this function. The City requires a copy of the security firms booking by the hirer for the function as well as paid receipt. The function must have one crowd controller per 50 persons and Security staff are to remain at the premises for at least 30 minutes after the function has closed to ensure all guests have left the area.
- No glass is permitted – all drinks must be served supplied in cans, casks or plastic cups.
- Ranger Services have the authority to close any function if any parts of the conditions are breached.
- It is the responsibility of the organiser to ensure all patrons leave the venue and its surrounds immediately after the function.
- Alcohol may be approved for this booking but it will be the organiser's responsibility to ensure that no person under the age of 18 is consuming alcohol.
- The fees cover the hire of the room, kitchen, toilets and use of chairs and tables. The City does not supply table linen, cutlery, crockery, glasses or **cleaning equipment**.

Confirmation will not be given until all relevant paperwork is received by the City of Wanneroo.

I have tentatively booked the times above and am aware of the fees that will apply to this booking. I understand I cannot access the facility outside the times that have been approved.

I am over the age of 18 and hereby acknowledge having read a copy of the 'Conditions of Hire – Community Facilities' form and agree to abide by the conditions therein.

I understand the information supplied to me as listed above. I understand my booking is not approved until such time I receive confirmation in writing.

Signature: _____ Position: _____

Print Name: _____ Date: _____