

Information for High Risk Bookings

Your event or function has been assessed to be High Risk. For this event to be considered, you will need to complete a High Risk Application and answer all relevant questions.

To assist in the completion of the form, please use the checklist below:

- All pages of the High Risk Application are to be completed in full
- All contact details to be completed including the alternate contact name
- Please ensure you have included a copy of your Photographic Identification with your application.
- Enclose a copy of the Party Registration Form from the Party Safe Booklet (available from most Police Stations)
- If using a park, then the Parks/Operations needs to be completed as well. (this section is not required for functions within a centre.
- All venue hire details are to be completed in full including site plans if necessary.
- Rangers and Security – Crowd control is expected and police notification is imperative
- High Risk Booking section – all components to be completed.

Hirers please note:

- 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.
- 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. The function must have one crowd controller per 50 persons.
- Bond payable will be no less than **\$1590.00**
- 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.
- It is the responsibility of the organiser to ensure all patrons leave the venue and it's 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.
- You may also be required to attend an appointment with City of Wanneroo Staff prior to approval being granted.
- If the booking is granted then written correspondence will be forwarded to you prior to the event. Please do not arrange for invitations to be sent until you have received your confirmation. **Confirmation will not be given until all relevant paperwork is received by the City of Wanneroo.**

I understand the information supplied to me as listed above. I have completed the High Risk Application and have submitted it to the City of Wanneroo for approval. I understand my booking is not approved until such time I receive confirmation in writing.

Signature

Print Name (*In Full*)

Date:

Mobile Contact:

Name of Centre

Please sign and return this for with your Application