

**\*\*This application is to be completed in conjunction with the  
Casual Facility Hire Application\*\***  
TM-10/12296

**Organisation (If Applicable)** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Day:** \_\_\_\_\_

**\*\*HIGH RISK BOOKING\*\***

**PLEASE COMPLETE ALL FOLLOWING SECTIONS IF YOUR BOOKING HAS BEEN  
ASSESSED TO BE HIGH RISK  
(see Casual Facility Hire application).**

**All High Risk Functions must complete this form.**

**To ensure your event is assessed in a reasonable time frame;  
please include as much detail as possible.**

**Should further information be required, a representative from the City of Wanneroo  
may contact you for additional information.**

**Please note that correspondence approving or declining this Booking will be  
forwarded to you in writing from the City of Wanneroo.**

**Bookings must be made a minimum 6 weeks in advance**

**Copies of this correspondence will be forwarded to the  
City of Wanneroo Rangers and the WA Police.**

D1	What is the main purpose of this Function?	
D2	<p>You will need to provide photographic evidence of the person listed as the contact for this booking. This identification is to show proof of age and MUST be presented prior to this booking being confirmed.</p> <p><i>(Please note that this person is required to be present for the entire duration of the event. They should also be willing to provide their contact mobile phone number during the event)</i></p>	<p>Have you included a copy of your Photographic Identification?</p> <p>Yes/No (Please Circle)</p>
D3	<p>Please state the number of attendees in each age group.</p> <p><input type="checkbox"/> Under 13 # _____</p> <p><input type="checkbox"/> 18 – 25 years # _____</p> <p><input type="checkbox"/> Under 18 # _____</p> <p><input type="checkbox"/> Over 25 # _____</p>	
D4	<p>Security / Crowd Controllers are compulsory for this function. The function must have one crowd controller per 50 persons. Security is to ensure that no juveniles are to take alcohol onto the premises or consuming alcohol at the function.</p> <p>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.</p> <p>The City requires a copy of your booking with the Security Company's a minimum of 2 weeks prior to the function.</p>	<p>Have you included a copy of security booking?</p> <p>Yes/No (Please Circle)</p>

D5	<p>You are required to complete a Party Registration Form from the Party Safe Booklet –</p> <p><a href="http://www.police.wa.gov.au/Services/CommunitySupport/CrimePrevention.asp?Partysafe">http://www.police.wa.gov.au/Services/CommunitySupport/CrimePrevention.asp?Partysafe</a> and lodge it with the District Incident Management Unit (IMU).</p> <p>A copy of the completed form is to be forwarded to the City's Leisure Services Department a minimum 2 weeks prior to the function.</p>	<p>Have you included a copy of the completed Party Registration form?</p> <p>Yes/No (Please Circle)</p>
D6	<p>What management strategy will be in place during the function to ensure it is run safely and appropriately?</p>	
D7	<p>Please describe the form of invitation are you using to advise guests of the function?</p>	
D8	<p>Does the organiser ensure that there is no inappropriate advertising or promotions in respect to this function?</p>	
D9	<p>What steps will the organiser take to ensure that liquor is not sold, supplied or consumed by juveniles attending the function?</p>	
D10	<p>Will there be any special transport arrangements for juveniles that leave the premises? If so, what are they?</p>	

**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' form as attached and agree to abide by the conditions therein. I acknowledge that the costs incurred due to breakage, damages or not leaving the premises in a clean and tidy condition will be taken from my bond and any additional costs shall be rendered by myself or the organisation named above. Please make cheques payable to the "City of Wanneroo".**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Tentatively Booked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Administration Officer	_____
High Risk Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Id Number	_____
Additional Conditions Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Proof of Age Sighted?	_____
Party Safe Registration Rec'd	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received	_____
Security Confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy Attached?	_____