



HAY PARK COMMUNITY HALL – CASUAL OR SOCIAL USE

4 Stephen Street, PO BOX 21, BUNBURY WA 6231
Telephone: (08) 9792 7216 Fax: (08) 9792 7184 Email: records@bunbury.wa.gov.au

APPLICANT DETAILS

Organisation (if applicable): _____

Contact Person: _____

Address: _____

Phone: Home: _____ Work: _____ Mobile: _____

email: _____

Alternative Contact: _____ Phone: _____

EVENT BOOKING DETAILS

SINGLE USE

REGULAR USE

1. Event Details: _____

2. Days Requested: _____

3. Date/s Requested: _____

4. Time/s Requested: from _____ to _____ (Include setting up & packing up times)

5. Area Requested: Hall & Kitchen Hall Only Kitchen Only Kitchen & Garden

6. How many people are expected to attend? _____

7. Please list details of the type of activity / entertainment being provided: _____

8. Will there be any sound amplification at the event (e.g. live music, PA announcements, recorded amplified music etc)?

YES NO

If YES, please provide details: _____

If YES your event is to comply with Environmental Protection (Noise) Regulations 1997. Please call Deputy Manager of Health, Meredith Chidlow on 9792 7095 or email mchidlow@bunbury.wa.gov.au to discuss noise management. If the noise from your event is likely to exceed the assigned noise levels as set out in the Environmental (Noise) Regulations 1997 you may be required to submit a non-complying event application a minimum of 60 days prior to the event. Fees Apply.

9. Will you be charging attendees a fee for this activity? YES NO

If YES please provide details: _____

10. Is your group an Incorporated Not For Profit Organization? YES NO

If YES please attach a copy of your Certificate of Incorporation to this application

11. Does your group have valid and current Public Liability Insurance? YES NO

If YES please attach a copy of your Certificate of Currency to this application

12. Does your group have a website or promotional material for potential clients? YES NO

If YES please provide relevant details

13. Is the event being advertised or promoted?

YES NO

If YES, how is this being done?

Flyers Newspaper Word of mouth Radio
Website Posters Other: (Please specify) _____

14. Will your group require storage options at the facility?

YES NO

15. Will your event/activity involve interactions with minors?

YES NO

If YES it is your responsibility to ensure that Working With Children Check

Not applicable for private social functions.

DETAILS — To be completed for large events with alcohol or third parties

16. Are you requesting alcohol to be sold or consumed?

YES NO

Consumption of liquor will only be permitted in some circumstances. To obtain a form please email records@bunbury.wa.gov.au

If YES have you obtained the appropriate Liquor Licence?

YES NO

Please phone **Department of Racing, Gaming & Liquor** on **9425 1888** to obtain the appropriate licence.. Fees will apply.

17. Will food or drinks be sold or provided?

YES NO

If YES have you attached an Application to Undertake Temporary Food Service form with this application?

YES NO

You are required to comply with the Food Safety Standards – Chapter 3 of the Australia New Zealand Food Standards Code. If you have not attended an event within the City previously or have changed any details you are required to complete a Food Business Notification Form (see City of Bunbury website). Please phone Health Services on 9792 7100 or download an application form from www.bunbury.wa.gov.au. Please note that fees may apply.

18. What equipment / structures are you bringing to the event? (please provide details)

Bouncy castles / amusement structures _____

PA system _____

Stages _____

Banners _____

Lighting _____

Seats _____

Other: (Please specify) _____

19. Have you organised security personnel / crowd controllers if necessary?

YES NO

If YES please indicate how many will be present at the event: _____

20. Do you require any additional litterbins?

YES NO

Number of bins required _____ @ \$184.60 x 6 or \$15.00 ea. thereafter.

21. Have you organised extra toilets?

YES NO

If YES please indicate how many portable toilets will be available: _____

22. Please supply any additional information or requirements for your event below:

PLEASE NOTE:

This is an application form only. Bookings are not confirmed until approval has been granted by the City of Bunbury.

Will you require an invoice from the City of Bunbury for any associated fees or bonds? YES NO

Please Note: That all invoices are to be paid prior to your first booking and no access will be granted until payment has been received.

If **YES** enter the correct details for invoicing here:

Account Name: _____

Address: _____

_____ ABN: _____

The City of Bunbury, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. Any information regarding the availability or costs of facility hire given prior to the assessment of any application is an indication only and is not an assurance of approval.

ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE

DECLARATION

I/We have read, understood and agree to abide by the Conditions of Hire. I/We agree to indemnify the City of Bunbury against all actions, claims, demands, or costs arising out of connection with the hire of the facility. In consideration for the use of facilities owned by the City of Bunbury, I/we agree to hold the City of Bunbury harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/we assume all liability for specific losses arising from the event listed above and release the City of Bunbury from all liability and costs incurred arising from or incident to the event.

Name: _____ Signature: _____

on behalf of (Organisation Name): _____

Date: _____

Please Note: Loss of keys will incur a fee

Please complete and submit to the City of Bunbury Events Scheduling Officer. Please note – applications for large events (50 + persons) are to be submitted **at least 8 weeks prior** to the event to ensure sufficient time for processing.

In Person: Events Bookings Officer
City of Bunbury Administration Building
PO Box 21
Bunbury WA 6230

By Mail: Events Bookings Officer
City of Bunbury Administration Building
PO Box 21
Bunbury WA 6231

By Fax: (08) 9792 7184

By Email: records@bunbury.wa.gov.au

Enquiries: (08) 9792 7216

Or visit our website: www.bunbury.wa.gov.au