

**APPLICANT DETAILS**

Full Name					
Address					
Phone		Email			
Name of Organisation (If applicable)				ABN	

Are you a not for profit organisation or an Incorporated Community Group? If Yes Please attach <i>Certificate of Incorporation</i> or other relevant documents. <b>If you cannot provide copy of incorporation or not for profit status, please complete the following questions to assist in determining hire rates applied to your booking.</b>			YES	NO
Do you have a registered trading/business name?	Please Provide?		YES	NO
Do you have a registered ABN?	Please provide?		YES	NO
Are you registered with any state sporting associations?	If so which one?		YES	NO
Do you operate anywhere else?	If so where?		YES	NO
Do you hold any personal income in the business/ club?			YES	NO
Do you charge participants?	If so what fee/s do you charge?		YES	NO
Are you willing to complete a statutory declaration to declare you are not a venture that makes a profit for the service you provide?			YES	NO
Do you have a Certificate of Currency for Public Liability Insurance?			YES	NO

**DETAILS OF EVENT**

Describe your event:				
Date(s)			Number of people attending	
Time of booking		to		<i>Time of booking to include set up and pack up.</i>

Is this function to celebrate a birthday? If yes, which age?			YES	NO
Is this function a Hen's, Buck's or engagement party, Wedding or a Graduation?			YES	NO
Is this event a cultural event?	If so what type of event?		YES	NO
Will you be charging an entry/donation fee or selling tickets for the event?			YES	NO
Will you be consuming or selling alcohol at this event?		SELLING	YES	NO
		CONSUMING (BYO)	YES	NO
Will you be selling food or serving a meal?		SELLING	YES	NO
		SERVING	YES	NO
If you are selling food or charging entry and serving food, then a Temporary Food Stall Holders Permit may be required. <a href="#">Contact Healthy Canning</a> . A minimum of 30 days' notice is required.				
<i>If the party/function is advertised on any social networking site, the above booking will be cancelled</i>				

# APPLICATION FOR HIRE

## RIVERTON LEISUREPLEX

BOOKING REQUIREMENTS			
<b>Bill Cole Function Centre:</b>			
Function Room 1	Function Room 2	Meeting Room 5	Kitchen
<b>Other spaces:</b>			
Program Pool	Wellness Studio	Foyer	
<b>Aquatics</b>			
50m Pool	Leisure Pool	Waterslide	Deep/Bombie Pool
Details of your aquatics booking (number of lanes, location in pool)			

EQUIPMENT				
<b>Available Equipment</b>				
All events are SELF SET UP. We do not provide a service to set up the room.				
Chairs	285 available			
Round tables	30 available			
Trestle tables	8 available			
<b>Please tick additional items required:</b>				
Lectern	Pin board	White Board	Stage Piece	PA System
Microphone	Audio Cable	Projector*	Function Kit* (power board, extension lead, audio cable, VGA cable)	
Aquatic Equipment (by request)*				
<b>Additional charges apply to items marked with *</b>				

PAYMENT
<b>Long term bookings:</b> Regular bookings will be invoiced one month in advance.
<b>Casual Events:</b> Payment of hire fee 21 days prior to the date of event.
You will be advised if a Bond is payable. Payment of the Bond by credit card pre-authorisation is preferred.
Events that are considered high risk <b>must</b> complete a 'Party Registration' Form. The hirer must engage the services of a registered Crowd Control Agency and register with <a href="#">WA Police</a> .

DECLARATION			
I acknowledge that I have read and understand the <a href="#">OneBooking Terms and Conditions</a> which can be found on the City's website. I acknowledge that I am an authorised representative of the organisation named (if applicable) and am over the age of 18. I assume full responsibility and accept liability should my hire contravene the OneBooking Terms and Conditions. I accept that I may be held liable for the cost of replacement and repair of any damage caused as a result of this booking and give permission for any associated costs to be deducted from my bond (if applicable) or charged to me.			
Name:		Date:	
Signature:		Position held:	

Send Completed form to: [bookings@canning.wa.gov.au](mailto:bookings@canning.wa.gov.au)

Telephone: 9231 0610