



APPLICATION FOR HIRE - PLACES

EVENT NUMBER

TRIM REFERENCE

APPLICANT DETAILS

(Mr./Mrs./Ms.) Name: _____ Surname: _____

Address: _____ State: _____ P/C: _____

Contact Number: _____ Email Address: _____

NAME OF ORGANISATION (if applicable) _____ ABN _____

VENUE DETAILS

DESCRIBE YOUR FUNCTION: _____

VENUE: _____

DATE(s): _____ NUMBER OF PEOPLE ATTENDING: _____

TIME OF FUNCTION: _____ TO _____ (Time to include set up and pack up time)

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	YES	NO
Do you have a Certificate of Currency for Public Liability Insurance?	YES	NO

FUNCTION DETAILS

Is this function to celebrate a birthday? If yes, which age? YES _____ NO

Is this function a Hen's or Buck's Party? YES _____ NO

Will you be charging an entry fee or selling tickets for the event? YES _____ NO

Will you be consuming or selling alcohol at this event? SELLING _____ CONSUMING _____ NO

Will you be providing a meal during the hire of the venue? YES _____ NO

If you are selling food or charging entry and serving food, then a Permit may be required. Contact *Healthy Canning* on 9231 0503 to discuss. A minimum of 30 days' notice is required.

DECLARATION

I acknowledge that I have read and understood the OneBooking Terms and Conditions which can be found on our website at <http://www.canning.wa.gov.au/onebookingtermsandconditions>. I also 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 use of the facility contravene the OneBooking Terms and Conditions. I accept that I may be held liable for replacement and repair of said damage. I hereby give permission for any associated costs to be deducted from my bond (if applicable) or charged to me.

NAME:

SIGNATURE (digital signature accepted):

POSITION HELD (if representing an organisation):

DATE:

EMAIL DIGITAL FORM

Fill out form digitally **and save this as *.pdf**. Please attach supporting documents and email to bookings@canning.wa.gov.au

PRINT, FILL, SCAN and EMAIL

Print and fill in form by hand. Attach supporting documents, scan and email to bookings@canning.wa.gov.au

PRINT, FILL and POST

Print and fill in form by hand. Attach supporting documents and **mail to:**
City of Canning
Locked Bag 80 Welshpool WA 6986