



# Party Registration

Recreation Services  
City of Canning  
1317 Albany Highway  
Cannington WA  
T 9231 0610

[bookings@canning.wa.gov.au](mailto:bookings@canning.wa.gov.au)

Name .....

Address .....

..... PC .....

Daytime ☎ ..... Mobile ☎ .....

Email .....

**Note** Please ensure that the person taking full responsibility for the booking (including financial) is the person completing this form. This person must be over 21 and present at the venue for the duration of the party.

## Function Details

Location of function.....

Date of function..... ⌚ from..... to .....

Type of function (i.e. 21<sup>st</sup> birthday)..... Approx number of guests.....

Number of supervising adults present .....

Please note: Full supervision is required for entire length of event

## Details of Registered Crowd Control Agency

Name of Crowd Control Agency.....

Contact Details .....

Number of Crowd Controllers to be present at function .....

I agree to register party with Police  Yes - using website: [www.police.gov.au](http://www.police.gov.au) or phone 131 444

I agree that party is invitation only  Yes

(Names of ALL guests, including partners to be provided to Crowd Control Agency)

**I agree to take full responsibility for the above event including financial (i.e. cost of hall hire, bond payment and any other costs payable to City of Canning) and will be present at the venue for the entire event. I understand that if the party is advertised on any social networking site, the booking will be cancelled.**

Signature ..... Date .....

Please print name .....

**Please return form to City of Canning, Locked Bag 80, WELSHPOOL WA 6896  
email: [bookings@canning.wa.gov.au](mailto:bookings@canning.wa.gov.au)**

## Office Use Only

Event Number .....

Approved  Yes  No

Client notified  Yes Date .....

Booking Agent notified  Yes Date .....

Security checked  Yes Date .....

Comments: