

# APPLICATION FOR HIRE - PLACES



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

DETAILS OF EVENT			
Describe your event			
Venue			
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 or a Graduation?	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	YES	NO
	CONSUMING	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. Contact <i>Healthy Canning</i> on 9231 0503 to discuss. A minimum of 30 days' notice is required.			

PAYMENT TERMS
<b>Long term bookings:</b> Regular bookings will be invoiced one month in advance.
<b>Casual Events:</b> Payment of hire fee is due 14 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 WA Police.

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: 1300 422 664