

APPLICATION FOR HIRE - SPACES



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. 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.			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

BOOKING REQUEST				
Park/Reserve				
Date(s)			Number of people attending	
Time of booking		to		<i>Time of booking to include set up and pack up.</i>

BOOKING QUESTIONNAIRE		
Will you need to drive a vehicle onto the reserve or park?	YES	NO
Will the weight of the vehicle be 4.5 tonnes or more?	YES	NO
Will you require access for emergency vehicles?	YES	NO
Will you be marking the ground?	YES	NO
Will you be installing a bouncy castle or any other amusement or Marquees?	YES	NO
Ground penetration through the use of stakes, pegging, digging, drilling etc. is strictly prohibited. Bouncy castles or any other amusement or Marquees are to be secured through surface weights only such as water bottles or sand bags.		
Will your event finish later than 8pm?	YES	NO
Will you be bringing animals into the park, such as pony rides or a petting zoo?	YES	NO

Email the completed form to bookings@canning.wa.gov.au

Telephone 9231 0610

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Do you require keys to access the space?	YES	NO
Will you be consuming alcohol at this event?	YES	NO
Will you be charging admission for people to attend your event?	YES	NO
Will you be consuming or selling alcohol at this event?	SELLING	YES
	CONSUMING (BYO)	YES
Will you be selling food or serving a meal?	SELLING	YES
	SERVING	YES
Do you think you may require additional bins?	YES	NO
Do you require access to any council buildings? If so, give details.	YES	NO
Do you require the use of the sports floodlights (if available)?	YES	NO
Do you require access to power?	YES	NO
Will you be putting up any signs?	YES	NO
Do you require portage or access to/from the river?	YES	NO
Do you require access for more than one day?	YES	NO
Will your access to the park/reserve require trees, vegetation or infrastructure to be removed or are works likely to cause damage? Please give details below.	YES	NO
If you are performing works, do you have permit/approval for these works?	YES	NO
Do you require a permit/approval from another department within the City for the event or intended works? If unsure, mark YES and we will contact you.	YES	NO
If you are selling food or charging entry and serving food, then a Temporary Food Stall Holders Permit may be required. Contact Healthy Canning . A minimum of 30 days' notice is required.		

BOOKING DETAILS				
Sports training	Sports match	Sports carnival	Function/Party	Fete/Carnival
Market	School sports	Works	Community festival/gathering	
Please describe in detail what you will be doing during the booking. Include a description of what you are planning, details of the event and your organisation (if applicable) and the reason for holding the event or requiring this access. If you require vehicle access, please give details of the size of vehicle and the reason for needing access.				
PLEASE NOTE				
Applications require 14 days' notice and depending on the complexity of the event, finalising the application may take up to 30 days. Please allow adequate time for this process. Depending on the nature of your event, you may be required to supply a layout of the area. Use of any Council facility at the reserve / park is subject to availability.				

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PAYMENT
Long term bookings: Regular bookings will be invoiced one month in advance.
Casual Events: 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.

DECLARATION			
I acknowledge that I have read and understand the OneBooking Terms and Conditions which are 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:	