

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:

Date(s)

 Number of people attending

Time of booking

to

 Time of booking to include set up and pack up.

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	
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	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 0661 to discuss. 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>			

BOOKING REQUIREMENTS
Bill Cole Function Centre:
 Function Room 1
 Function Room 2
 Meeting Room 5
 Kitchen

Other spaces:
 Program Pool
 Wellness Studio
 Foyer

Aquatics
 50m Pool
 Leisure Pool
 Waterslide
 Deep/Bombie Pool

 Details of your aquatics booking (number of lanes, location in pool)

 Send Completed form to: rlpbookings@canning.wa.gov.au

Telephone: 9231 0900

EQUIPMENT

Available Equipment

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

Please tick additional items required:

<input type="checkbox"/> Lectern	<input type="checkbox"/> Pin board	<input type="checkbox"/> White Board	<input type="checkbox"/> Stage Piece	<input type="checkbox"/> PA System
<input type="checkbox"/> Microphone	<input type="checkbox"/> Audio Cable	<input type="checkbox"/> Projector*	<input type="checkbox"/> Function Kit* (power board, extension lead, audio cable, VGA cable)	
<input type="checkbox"/> Aquatic Equipment (by request)*				

Additional charges apply to items marked with *

PAYMENT

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

Casual Events: \$100 deposit to confirm booking. 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 **must** 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 [OneBooking Terms and Conditions](#) 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:	