



ROTTNEST IS

FUNCTION APPLICATION FORM

The Rottnest Island Authority, upon receipt of a completed application, reserves the right not to issue a permit for any reason. Any information regarding the availability or costs of venues given prior to the issue of a permit is an indication only and is not an assurance that a permit will be issued. The Rottnest Island Authority shall only issue a Permit when all relevant documents and payments are received by the Authority within the stated time frame, (ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE). For further details email events@rotnnestisland.com

Applicant details (Please print clearly)

Mr/Mrs/Miss/Ms Surname..... Given Name.....
C/- Organisation (if applicable)
Postal Address
City / Town Postcode
Phone: W..... H..... M.....
Fax: Email.....
Alternative Contact
Name Phone.....

1. Please indicate the nature of your function. You may need to tick more than one box. For example: a bike race that is only open to members of your organisation

- | | |
|---|--|
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Private Function |
| <input type="checkbox"/> Sporting activity | <input type="checkbox"/> Corporate Function |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Volunteer activity |
| <input type="checkbox"/> School Camp | <input type="checkbox"/> Recreation Club |

Other - Please specify.....

2. Briefly describe the proposed function.

3. Do you represent an Incorporated Not for Profit Organisation? **YES** **NO** **N/A**

4. If YES, you must attach a copy of your Certificate of Incorporation to this application.

5. Does your organisation have Public Liability? **YES** **NO** **N/A**
If you answered **Yes** you must attach a copy of your **Certificate of Currency** including details on who the policy covers, under what conditions and geographical limitations.

6. Does your organisation have an Australian Business Number (ABN)? **YES** **NO** **N/A**
If **yes**, Please enter here.....

7. How many people do you expect attend?
If you expect more than **200** people to attend the Function it will be considered an Event and you are required to complete an **Event Application Form**.

8. What is the average age of the attendee's? You can tick more than one box.

<input type="checkbox"/> Up to 12yrs	<input type="checkbox"/> Between 13 & 18 yrs
<input type="checkbox"/> Between 19 & 25yrs	<input type="checkbox"/> Between 26 & 35 yrs
<input type="checkbox"/> Between 36 & 55 yrs	<input type="checkbox"/> Older than 55yrs

9. What is the proposed date and time of your function?

(In order of preference)

- a. Date.....Start.....Finish.....
- b. Date.....Start.....Finish.....
- c. Date.....Start.....Finish.....

10. Please indicate where you are proposing to hold the function. Refer to our website for venue details. Please note that we cannot guarantee exclusive use of outdoor venues.

Indoor

- | | |
|--|---|
| <input type="checkbox"/> Hotel Rottnest | <input type="checkbox"/> Aristos Waterfront Rottnest |
| <input type="checkbox"/> Rottnest Lodge | <input type="checkbox"/> Picture Hall |
| <input type="checkbox"/> Peacock Inn | <input type="checkbox"/> Country Club |
| <input type="checkbox"/> Kingstown Barrack Dining Room | <input type="checkbox"/> Kingstown Barracks Main Hall |

Other

Outdoor (refer to Web Site for venue restrictions)

- | | |
|---|--|
| <input type="checkbox"/> Army Jetty Shelter | <input type="checkbox"/> Geordie Bay BBQ Shelter |
| <input type="checkbox"/> Bathurst Light House | <input type="checkbox"/> Thomson Bay BBQ Shelter |
| <input type="checkbox"/> The Basin | <input type="checkbox"/> Longreach Bay |
| <input type="checkbox"/> Sports Oval | <input type="checkbox"/> Parker Point |
| <input type="checkbox"/> Salmon Bay | <input type="checkbox"/> Green Island |
| <input type="checkbox"/> Strickland Bay | <input type="checkbox"/> West End |
| <input type="checkbox"/> Narrow Neck | <input type="checkbox"/> Stark Bay |
| <input type="checkbox"/> City of York Bay | <input type="checkbox"/> Wadjemup Lighthouse |
| <input type="checkbox"/> Salt Lakes | <input type="checkbox"/> Main Settlement |

Other

11. Will your function involve any interaction with children? YES NO

(Not applicable to for private or social functions)

Please note that it is your organisations' responsibility to ensure that persons working with children comply with the 'Working with Children' Act 2004. Please include Working with Children Identification number or recent Police clearance.

12. If arriving by private boat or charter what arrangements have you made for attendees to pay the admission fee?

.....

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13. Will the function be professionally catered? **YES NO**

This does not apply to casual, self catered functions. If **Yes**, and the applicant is not using one of the Island Based service providers the applicant may need to obtain approval from the Department of Health and submit it to the Authority as 'additional information' no less than 30 working days before the event along with a completed "**Stall Holder Licence Application**" and a copy of the vendors **Certificate of Currency**. Approval is subject to compliance and payment of the Administration fee.

14. Do you intend to use a BBQ if available on site? **YES NO**

15. Do you intend to erect a marquee? **YES NO**

If **Yes**, you will be required to complete a **Temporary Structure Application**. Please note that Marquees can only be erected in approved sites and must be weighted rather than spiked. Approval is not automatic. (See web site for details)

16. Will you have any form of amplified music at the function i.e. bands, juke box etc? **YES NO**

If **yes**, all applicants must abide by the Environmental Protection Act 1997 and associated Environmental Protection (Noise) Regulations 1986 in addition to The Rottnest Island Authority Accommodation Terms & Conditions. Details available <http://www.legislation.act.gov.au>

17. Are you hiring a company or individual to provide services on the Island other than Island based providers? **YES NO**

If **yes**, please supply the business details and include a copy of their **Certificate of Currency**.

18. Will you be conducting any photography or filming? **YES NO**

Please note that the consumption of alcohol out side licensed or domestic premises is not allowed and fines apply.

Dear Sir /Madam,

Once your application has been received by the Rottnest Island Authority you will receive Confirmation of Receipt within 14 days. You will be notified as to the success of your application or be asked to supply further information within 30 days of your Confirmation. If you are asked to supply further support material you must do so within 7 days. If your application is rejected you may appeal the decision within 7 days of receipt of your notification.

Address your appeal to:

Event Manager
Rottnest Island Authority
P.O. Box 693
Fremantle WA. 6959

Read, sign and return with your application.

FUNCTION COMPLIANCE FORM

- Groups or organisations do not have exclusive use of any area or facility, unless otherwise specified;
- The use of confetti, rice, rose petals and balloons are prohibited. Organic decorations other than cut flowers (e.g. goldfish, potted plants) require the written approval of the Rottnest Island Authority;
- The consumption of alcohol is not allowed outside of licensed areas (Hotel Rottnest, Rottnest Lodge, Aristos Waterfront Rottnest) or domestic premises;

Rottnest Island Authority Regulation 72 - Places where liquor may be consumed (1) Consuming alcoholic liquor in unauthorised place. Maximum Penalty \$1000.

Section 119 under the Liquor Control Act – It is an offence in Western Australia for persons of any age to drink in public, such as on the street, park or beach. On the spot fine of \$200.

- The beach area is to be left clean and tidy after your function –dependant on the size of your event you may be required to provide extra bins at your own cost.
- Structures such as shade structures are not to exceed 3m x 3m in size and must be weighted not spiked; Regulation - 52. Erection of structures - (1) A person shall not without permission erect any structure within the limits of the Island. Maximum Penalty: \$1 000;
- Boats are permitted to land/ beach for the purpose of dropping off equipment, but they are asked to abide by the no anchoring in sea grass requirement and providing they do not anchor within the Ferry approach channel;
- For your own safety, participants should stay clear of limestone cliff edges, caves and overhanging rocks;
- This compliance form is to be completed and returned prior to the function;
- You may be required to post an Environmental Preservation Bond of TBC. The Bond will be fully refunded on a satisfactory inspection of the venue.

I, the permit applicant and hereby declare that I have read and fully understand this Permit Application and Function Compliance Form provided by the Rottnest Island Authority , pertaining to hold a function on Rottnest Island.

I agree to abide by these conditions and accept all associated requirements of these conditions.

I declare that I have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of Bonds and potential prosecution.

I also agree to indemnify and keep indemnified the Rottnest Island Authority from and against any claim, demand, action, suit or proceeding that may be made or brought against the Authority in respect to personal injury, death of, any person or loss or damage to any property and also from any cost or expense that may be incurred with any such claim, demand action, suit or proceeding arising from

Print Name: _____

Date: _____

Signature: _____

Please note that the Rottnest Island Authority reserves the right to impose compliance condition in addition to those listed above.

CHARGES AND FEES

Standard permit fee Charged to all events conducted in public areas / administration fee	\$160.00
Environmental Preservation Bond (based on application) Payable for large-scale public events, corporate events and private functions of more than 100 people Bonds are fully refundable following a satisfactory site inspection by Rangers at the conclusion of the event and organisers can expect the bond to be returned within 14 days of the inspection.	50 – 100 \$1000 100 – 150 \$1500 Over 150 \$2000
Application to construct or alter Public Building Including the erection of a marquee or other temporary structures	\$400.00

You must include payment in full with this application. Payments can be made with either cheque or credit card. If these are not suitable please request an invoice.

Please return the payment advice slip with your payment

Tear here

Name of Applicant _____
Credit Card Details
Card Type _____ Card Number _____
Name on card _____
Expiry Date _____

If paying by Cheque please make check out to:

Rottnest Island Authority

Post to:

Rottnest Island Authority

PO Box 693

Fremantle WA 6959

If permits are not granted, your payment will be refunded.

Tear here.....

Confirmation of Receipt

Please fill in the details below

Name

Address.....

.....

.....

Office use only
Date Received.....
..... Officers Signature
..... Title