



OFFICE USE ONLY			
Booking ID _____	Hire Date _____		
Liquor Permit Req. _____	Payment Received _____		
Booking Sheet _____	Synergy _____	ECM _____	

APPLICATION TO HIRE A CITY FACILITY OR PROPERTY

Today's Date: _____
 City Officer: _____

CONTACT DETAILS

Name: _____
 Organisation Name: _____
 Postal Address: _____
Note: Bonds will be returned to this address
 Phone: _____ Wk: _____ Mob: _____
 Email: _____

PARKS, RESERVES AND COMMUNITY HALL BOOKINGS

Please tick the facility & corresponding zone you wish to hire

RECREATION PARKS		SPORTING RESERVES	
Centennial Park	<input type="checkbox"/> Park <input type="checkbox"/> Sound Shell	Oasis Playing Fields	<input type="checkbox"/> Sporting Field
Hammond Park	<input type="checkbox"/> Electric BBQ Area <input type="checkbox"/> Playground BBQ Area <input type="checkbox"/> Rotunda (No BBQ)	Cruickshank Sports Arena	<input type="checkbox"/> Sporting Field
		Sir Richard Moore Oval	<input type="checkbox"/> Sporting Field
Peace Park	<input type="checkbox"/> Whole park	Morrison Oval	<input type="checkbox"/> Sporting Field
Kingsbury Park	<input type="checkbox"/> Whole Park	Shepherdson Park	<input type="checkbox"/> Sporting Field
Loopline Park	<input type="checkbox"/> Whole Park	Usher Park	<input type="checkbox"/> Sporting Field
Greenview Park	<input type="checkbox"/> Whole Park	Norkal Park	<input type="checkbox"/> Sporting Field
COMMUNITY HALLS		Edwards Park	<input type="checkbox"/> Sporting Field
C.Y. O'Connor Hall	<input type="checkbox"/> Hall & Kitchen	Digger Daws Oval	<input type="checkbox"/> Sporting Field
Burt Street Community Hub	<input type="checkbox"/> Hall & Kitchen	Wallace Park	<input type="checkbox"/> Sporting Field

If available please attach a copy of your public liability insurance to your application

**Casual hirers without public liability insurance cover will carry an excess of \$500 payable on any claims*

DATE AND TIME REQUIREMENTS

Day	Date	Set up time	Event Start Time	Event Finish Time	Pack Up Time
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Note: Set up and pack up fees will apply according to day and night hourly rates for Community Hall bookings

DESCRIPTION OF ACTIVITY

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Maximum Expected Attendance:

Note: Bookings of a commercial nature may incur an increased hire rate at the discretion of the CEO

ADDITIONAL DETAILS

Do you require vehicle access?	Yes	No	
Is your vehicle over 3 tonnes? (Special approval is required over 3 tonnes)	Yes	No	
Will you be using the power outlets?	Yes	No	
If you require lighting please specify what times:	Yes	No	Details:
Do you wish to consume alcohol?	Yes	No	
Do you wish to sell alcohol?	Yes	No	
Are you an incorporated/not-for profit organisation?	Yes	No	
Will you be erecting any temporary structures?	Yes	No	Details:
Does your booking involve a commercial activity?	Yes	No	Details:
Will you be storing any goods or valuables at the facility?	Yes	No	Details:
Will food be serving at the facility?	Yes	No
Do you require use of the BBQ's?	Yes	No
Do you plan to erect a bouncy castle/ provide farm animals/pony rides/live entertainment/games?	Yes	No	Details:
Will you have amplified music at your event?	Yes	No	



CUSTOMER DECLARATION

By signing this application the hirer confirms that they have received a copy of the Conditions of Use of the City of Kalgoorlie-Boulder Venues, Conditions of Use of Kalgoorlie and Boulder Town Halls as well as the Terms and Conditions for Hire of Community Equipment. The customer acknowledges that they will abide by the Terms and Conditions outlined in the documents and that a breach of policy may result in forfeiture of bonds or subsequent financial penalties.

A booking is not deemed confirmed until all appropriate forms and bond payments have been received by the City of Kalgoorlie-Boulder. Commercial bookings must receive the approval of the Chief Executive Officer prior to being deemed confirmed. In the event that more than one application is made for the hire of the same area of a facility or equipment at the same time, the Chief Executive Officer shall determine the hirer to have priority.

When a bond is required to be paid, whether it be for the use of a key or relating to the facility hire, it is the City of Kalgoorlie-Boulder's policy that such bonds will be returned to the customer by cheque within ten working days from when the key has been returned.

SIGNED BY HIRER

Signature _____ Date _____

For Office Use Only:

Has liquor approval been received by CEO	Yes	No
Has Commercial booking approval been received by CEO	Yes	No