

APPLICATION TO HIRE A CITY PARK OR RESERVE

FOR OFFICE USE ONLY

Was Liquor Permit approved by CEO?	YES		NO	
Was Commercial Booking approved by CEO?	YES		NO	

APPLICANTS MUST BE OVER 18 YEARS OF AGE

APPLICANT DETAILS

Name:				
Organisation Name: (If applicable)				
Organisation Type:	Government	Not for Profit	Commercial	
	Community	School	Other (please specify)	
Postal Address:	Street			
	Suburb			
	City	Postal code		
Phone:	Work	Mobile		
Email:				
Do you or your organisation hold Public Liability Insurance? (Applicable where members of the public are participating in or attending a function/event/activity.)				
Yes	No	Value		
PUBLIC LIABILITY INSURANCE: Any hirer classified as a sporting body, school, club, association, corporation, Incorporated body or hiring for commercial or profit based activities will be required to provide Public Liability Insurance of \$10,000,000.				

RECREATION PARKS

Centennial Park			
Soundshell	Park Only	Whole Park (incl. Soundshell)	
Hammond Park			
Macca's BBQ (close to playground)	Joe's BBQ (close to toilets)	Rotunda (No BBQ)	
Peace Park	Kingsbury Park	Loopline Park	
Greenview Park	Other:		

DATE AND TIME REQUIREMENTS

Please be advised that set up and clean up/pack up times must be included in the booking form. Hammond Park bookings are limited to a 4 hour period.

Day of week	Date	
Setup start time	Event start time	
Event finish time	Pack/clean up finish time	

TYPE OF FUNCTION/EVENT/ACTIVITY

Function/Event/Activity Name:			
School Activity	Fundraising	Cultural Activity	Performance/Concert
Birthday Party	Wedding	Baby Shower	Exhibition/Show
Circus	Markets	Other:	
Short description of Function/Event/Activity:			
Expected Attendance (Max):	Adults (Over 18)	Children (Under 18)	

ADDITIONAL DETAILS					
	YES	NO		YES	NO
Do you require vehicle access? ¹			Is your vehicle over 3 tonnes? ²		
Will you be using the power outlets?			Will you have amplified music at your event?		
Do you wish to consume/serve alcohol? ³			Do you wish to sell alcohol?		
Will you be serving food at the facility? ⁴			Do you require use of the BBQs?		
Will you require lighting (<i>only applicable to Soundshell footpath lighting</i>)?			Details:		
Will you be erecting any temporary structures:			Details:		
Does your booking involved any commercial activity?			Details:		
Will you be storing any goods or valuables at the facility?			Details:		
Do you plan to erect a bouncy castle/provide farm animals/pony rides/live entertainment/ games?			Details:		
Notes: ¹ Private vehicle access at Hammond Park is not permitted unless prior approval has been arranged with the City Bookings Officer. ² Special approval is required for vehicles over 3 tonnes. ³ Strictly no glass permitted on the City's Parks, Ovals or Reserves. ⁴ Commercial food vendors will not be permitted in Hammond Park unless prior approval has been arranged via the City Bookings Officer.					

SCHEDULE OF FEES & CHARGES – PARKS & RESERVES							
Recreational Parks							
Hammond Park	Undercover BBQ Areas	Half Day Hire (< 4 hours)	\$32.00		Full Day Hire (> 4 hours)		\$64.00
	Rotunda (no BBQ)	Half Day Hire (< 4 hours)	\$92.00		Full Day Hire (> 4 hours)		\$183.00
Centennial Park	Soundshell	Half Day Hire (< 4 hours)	\$92.00		Full Day Hire (> 4 hours)		\$183.00
		Evening Hire (Summer from 7:00pm/Winter from 5:00pm)					\$183.00
		Full Day & Evening Hire					\$293.00
		Footpath lights					\$8.00 per hour
	Hire Bond	With Alcohol	\$570.00	No Alcohol	\$250.00	Events*	\$2000.00
	Utility Fee (Power)	(except Hammond Park)					\$8.00 per hour
	Park Only	No Cost to general public. Fees and bonds for a large community event or commercial activity are to be determined by the Chief Executive Officer upon application.					
Other Parks	Hire Fee* – Events – Per day						\$300.00
Key Bond for all areas (except Hammond Park)							\$62.00
<i>Fees and bonds for a large community event or commercial activity are to be determined by the Chief Executive Officer upon application.</i>							
Refuse Bins for Events							
The Event Organiser is responsible for making the appropriate arrangements for the collection and removal of all litter occurring as a result of the event. Please confirm the quantity required with the City's Bookings Coordinator and provide proof of booking of bin/s at least one (1) week prior to the event.							
Toilet Paper, Hand Soap/Sanitiser, Paper Towels, etc.							
It is the responsibility of the Event Organiser to provide toilet paper, hand soap and/or hand sanitiser, paper towels, etc. for the attendees of their event.							

CUSTOMER DECLARATION	
1.	By signing this application form the hirer confirms: <ul style="list-style-type: none"> That they have received a copy of the Conditions of Use of Recreational Reserves Policy. The customer acknowledges that they will abide by the Terms and Conditions outlined in the documents. That a breach of policy may result in forfeiture of bonds or subsequent financial penalties.
2.	A booking is not deemed confirmed until all appropriate forms and bond payments/fees have been received by the City of Kalgoorlie-Boulder.
3.	Commercial bookings must receive the approval of the Chief Executive Officer prior to being deemed confirmed.
4.	In the event that more than one application is made for the hire of the same area of a facility at the same time, the Chief Executive Officer shall determine the hirer to have priority.
5.	The City reserves the right to refuse a booking if it is perceived that there is a conflict of interest with other bookings on the day.
<p>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/EFT within ten working days from the date when the key was returned. Refunds will only be made the person/business/organisation the receipt was issued to – if someone else paid on behalf of the hirer it will be their responsibility to get the monies from the payee. Failure to return a key within five working days after issue or damage to City property may result in a loss of bond.</p>	

SIGNED BY HIRER

Name in Print: _____ Signature: _____ Date: ____/____/____