



APPLICATION TO HIRE A CITY PARK OR RESERVE

OFFICE USE ONLY							
Hire Date:				Booking ID:			
Liquor Permit:		Yes	No	Payment Received:		Yes	No
Booking Sheet (please tick to confirm):			Synergy:		ECM ID:		

APPLICANTS MUST BE OVER 18 YEARS OF AGE

APPLICANT DETAILS

Name:							
Organisation Name: <i>(If applicable)</i>							
Organisation Type:	Government	Not for Profit			Commercial		
	Community	School			Other <i>(please specify)</i>		
Postal Address: <i>(Note: Bonds/Refunds issued by cheque will be returned to this address)</i>	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	
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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. The City of Kalgoorlie Boulders Insurance excludes cover for these groups. City of Kalgoorlie Boulder has a casual hirers liability policy which provides cover for individuals and groups that wish to use council facilities and do not have a public liability insurance policy (i.e. birthday parties, knitting club etc.). The limit under this policy is \$10,000,000.

RECREATION PARKS

Centennial Park

Soundshell	Park Only	Whole Park (incl. Soundshell)
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Hammond Park

Macca's BBQ	Joe's BBQ	Rotunda (No BBQ)
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Peace Park	Kingsbury Park	Loopline Park
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Greenview Park	Other:	
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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 with the City Bookings Officer.					

SCHEDULE OF FEES & CHARGES – PARKS & RESERVES					
Recreational Parks					
Hammond Park	Undercover BBQ Areas	Half Day Hire (< 4 hours)	\$28.40	Full Day Hire (> 4 hours)	\$56.70
	Rotunda (no BBQ)	Half Day Hire (< 4 hours)	\$81.90	Full Day Hire (> 4 hours)	\$163.90
		Evening Hire (Summer after 7pm/Winter after 5pm)			\$160.70
Centennial Park	Soundshell	Half Day Hire (< 4 hours)	\$81.80	Full Day Hire (> 4 hours)	\$163.70
		Evening Hire (Summer from 7:00pm/Winter from 5:00pm)			\$163.70
		Full Day & Evening Hire			\$262.65
		Lights Only – Per Hour			\$6.30
	Hire Bond	With Alcohol	\$350.00	No Alcohol	\$150.00
	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.			
All Parks (excl. Hammond Park)		Utility Fee (Power) – per hour			\$6.30
Key Bond for all areas					\$55.00

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. Failure to return a key within 5 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: ___/___/___

FOR OFFICE USE ONLY			
Was Liquor Permit approved by the CEO?	Yes	No	
Was Commercial Booking approved by the CEO?	Yes	No	