

FACILITY / RESERVE BOOKING FORM



APPLICANT DETAILS										
Contact Name:							Mobile Number:			
Residential Address:										
Postal Address:							Email:			
Is the booking for a Business or Community Group? <i>If yes, please provide Public Liability Insurance</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		Is the organisation incorporated not-for-profit? <i>If yes, please provide your proof of Incorporation</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Organisation Name:							ABN:			
BOOKING INFORMATION										
Location:										
Date/s:										
<i>Attach calendar for multiple dates</i>										
Start Time:					Finish Time:					
<i>Including set-up</i>					<i>Including pack-down</i>					
Activity:					Expected Attendees:					
Will the public be invited to attend? <i>Public events may require further approval</i>			<input type="checkbox"/> Yes* <input type="checkbox"/> No		Will you be charging entry for this booking? If yes, entry cost:			<input type="checkbox"/> Yes \$ <input type="checkbox"/> No		
Will there be any food or drink? <i>Health approval may be required</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, will it be:			<input type="checkbox"/> Free <input type="checkbox"/> Sold / Donation		
Will there be any alcohol? <i>No alcohol permitted at reserves</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, will it be:			<input type="checkbox"/> Sold <input type="checkbox"/> BYO		
Will there be any temporary structures? <i>i.e. seating, marquees, bouncy castles etc.</i> <i>Please note: No pegs to be placed into the ground</i>			<input type="checkbox"/> Yes If yes, please provide more details: <input type="checkbox"/> No							
Will there be any noise emitting devices <i>i.e. speakers, live bands, acoustic music etc.</i>			<input type="checkbox"/> Yes If yes, please provide more details: <input type="checkbox"/> No							
I hereby apply to the Town of East Fremantle for the use of the above land or facility. I understand that should I receive approval I must abide by any terms and conditions. I understand that as the applicant I am responsible for payment of all fees and charges associated with this hire and that I may be liable for any damage caused during use.										
Signature:										
PAYMENT DETAILS										
Cash:		Payments can be made at the Town Hall, 135 Canning Highway, East Fremantle								
Cheque:		Cheques are to be made payable to the Town of East Fremantle and are to be attached to your application and mailed to PO Box 1097, Fremantle WA 6959								
Credit Card:		Please provide your credit card below								
Credit Card Type		Visa <input type="checkbox"/>		Mastercard <input type="checkbox"/>		Name of Card:				
Credit Card Number:				/				/		
Expiry Date:				Card Holders Signature:						
OFFICE USE ONLY										
Date Available:		Yes No		Tentative Booking in Calendar		Yes No		Calendar booking updated Yes No		
Fees Payable:		\$		Due Date:		Approval Letter Sent				
Operations Approval										
Approved		Yes No		Signature		Date				

- Public Event Notification required