

# 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: <i>Including set-up</i>		Finish Time: <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>Permission may be required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, will it be:	<input type="checkbox"/> Sold <input type="checkbox"/> BYO <input type="checkbox"/> Toasting only
Will there be any temporary structures? <i>i.e. seating, marquees, bouncy castles etc. Please note: No pegs to be placed into the ground</i>	<input type="checkbox"/> Yes <b>If yes, please provide more details:</b> <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 <b>If yes, please provide more details:</b> <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
Fees Payable:	\$ _____	Due Date:	Approval Letter Sent
Operations Approval			
Approved	Yes No	Signature	Date

- Public Event Notification required