

RESERVE BOOKING APPLICATION FORM



TOWN of
EAST FREMANTLE

APPLICANT DETAILS

Contact Name: _____

Residential Address: _____

Postal Address: _____

Contact Number: _____ Mobile: _____

Email: _____

Is the booking for a Business or Community Group? Yes No *If yes, please provide Public Liability Insurance*

Is the organisation incorporated not-for-profit? Yes No *If yes, please provide your proof of Incorporation*

Organisation Name: _____

ABN: _____

BOOKING INFORMATION

Location: _____

Date/s: _____

Times: Booking Start: _____ Booking Finish: _____
Including set-up and pack-down

Activity: _____

Expected Attendees: _____

Will the public be invited to attend? Yes No *Public events may require further approval*

Will you be charging entry for this booking? Yes No **If yes, entry cost:** \$ _____

Will there be any food or drink? Yes No **If yes, will it be:** Free Sold / Donation

Will there be any alcohol? Yes No **If yes, will it be:** Sold BYO

Will there be any temporary structures?
i.e. seating, marquees, bouncy castles etc. Yes No **If yes, please provide more details:** _____

Will there be any noise emitting devices
i.e. speakers, live bands, acoustic music etc. Yes No **If yes, please provide more details:** _____

DECLARATION

I hereby apply to the Town of East Fremantle for the use of the above land. I understand that should I received 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 by the bookings use.

Signature: _____ Date: _____

OFFICE USE ONLY

Date Available: Yes No Tentative Booking in Calendar: Yes No

Operations Approval

Approved: Yes No Signature: _____ Date: _____

Administration

Calendar Booking Updated: Approval Letter Drafted Approval Letter Sent

Fees Payable: \$ _____ Bond Payable: \$ _____ Due Date: _____