

# PARKS & DESIGNATED VENUES

## APPLICATION (FDRS009)



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

### APPLICANT DETAILS

|                 |  |            |  |
|-----------------|--|------------|--|
| Name of Hirer   |  |            |  |
| Name of company |  |            |  |
| Mailing address |  |            |  |
| Suburb          |  | Postcode   |  |
| Telephone No.   |  | Mobile No. |  |
| Email address   |  |            |  |

**Note: Whilst the Shire of Narrogin has received this booking, the organisation cannot prohibit the use of the public space by any other individual or group. Bookings are for the purpose of insurance and ensuring venues are inspected for safety before public event use.**

### FUNCTION DETAILS

|                                    |   |  |  |               |
|------------------------------------|---|--|--|---------------|
| Type of Function                   |   |  |  |               |
| Date required                      | From ..... / ..... / ..... To ..... / ..... / .....   |  |  |               |
| Time required                      | From ..... : ..... am/pm To ..... : ..... am/pm (please allow time for setup and pull down) |  |  |               |
| How many people will be attending? | Less than 100   | 100-500<br>Please also complete and submit for approval Minor Event Approval Application | More than 500<br>Please also complete and submit for approval Major Event Approval Application |               |
| Location<br>(Please tick)          | <input type="checkbox"/>  | Mackie Park  | <input type="checkbox"/>   | Gnarojin Park |
|                                    | <input type="checkbox"/>  | Memorial Park  | <input type="checkbox"/>   | Lions Park    |
|                                    | <input type="checkbox"/>  | Town Hall Piazza   | <input type="checkbox"/>   |               |
|                                    | <input type="checkbox"/>  | Street Appeal  | Address:   |               |
|                                    | <input type="checkbox"/>  | Other  | Details:   |               |

### CHECKLIST

To assist with your application, please complete the following checklist

|   |          |
|---|----------|
| Will alcohol be consumed or served? (If yes, please complete "Permission to Serve Alcohol" form. <b>Note: If alcohol is being sold, a liquor licence from Racing, Gaming and Liquor is required</b> ) | Yes / No |
| Will food be provided? (Sold or otherwise given free - if yes, please complete a "Temporary Food Stall Application" form)   | Yes / No |
| Street Appeal – Do you have Owner's permission to be in front of the shop?  | Yes / No |
| Will you be erecting a marquee, tent or other structure in the park? E.g. stage   | Yes / No |
| Will you be requiring vehicle access into parkland?   | Yes / No |
| Is it a commercial activity? E.g. Product launch, function, filming   | Yes / No |
| Will you be conducting an organised event?  | Yes / No |
| Will animals be displayed or involved in the event? E.g. Dog show, pony rides   | Yes / No |

## STANDARD BOOKING CONDITIONS

Standard booking conditions apply to all park bookings. The Hirer must be 18 years or over and remain on the premises for the duration of the event. The Hirer is responsible for the condition of the hired venue.

### PLEASE:

- Remove all litter and leave the area in a clean and tidy condition;
- Control noise so that the noise level does not disturb the general public;
- Keep to the function's start and end times as shown on the approval booking confirmation letter;
- Restore any damage to the park at your own expense;
- Use sound proof power generators (if generator is required);
- Ensure you are providing enough facilities, such as toilets and rubbish bins, to cater to the function's needs;
- Remove fixtures or other items brought into the park as soon as the event is over;
- Seek permission from the Shire if you need vehicle access to your event;
- Comply with any special booking conditions (The Shire will advise you of any special conditions when you make your booking);
- Comply with any other condition that the Shire places on your booking.

### PLEASE DO NOT:

- Throw confetti, rice or similar materials in the park;
- Use any glass containers for drinks;
- Consume alcohol in a public place without required licenses – this is prohibited under state government legislation;
- Put up posters, boards or similar on any structures or trees in the park;
- Bring vehicles into the park without prior permission;
- Allow any guests to trample or walk over garden beds or shrubs in the park.

Approval for bookings are subject to more specific site conditions as well as conditions specifically relating to the type of event you are holding.

## DECLARATION / ACCEPTANCE OF CONDITIONS OF USE

I have read, understood and agree to abide by the Standard Booking Conditions.

I agree to indemnify the Shire of Narrogin against all actions, claims, demands and costs arising out of or in connection with the use / hire of this facility.

Name .....

Signature ..... Date .....

Organisation (if applicable) .....

| OFFICE USE ONLY  |          |  |          |
|--|----------|--|----------|
| Date Received  |          | Booking recorded by                          |          |
| Booking approved   | Yes / No | Booking entered into booking calendar / file | Yes / No |
| Permission to serve/sell alcohol granted                             | Yes / No | Permission to sell food granted              | Yes / No |
| Recommend the Hirer submit an Minor/Major Event Approval application |          |  | Yes / No |
| Date Hirer notified of booking approval                              |          |  |          |