

PARKS & DESIGNATED VENUES BOOKING APPLICATION

(FDRS009)



89 Earl Street
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Narrogin WA 6312

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

Public Places and Local Government Property Local Law 2016 – Part 3.1

APPLICANT DETAILS

Name of Hirer			
Name of company/organisation			
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 Please obtain a copy of <i>Minor Event Approval Application</i> from the Administration office or download it here	More than 500 Please obtain a copy of <i>Major Event Approval Application</i> from the Administration office or download it here	
Location (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"/>	Outside existing business	Address:	
	<input type="checkbox"/>	Other	Details:	
Is your activity taking place outside an existing business? If yes, you will require the Owner's permission. Please obtain a copy of <i>Activities Requiring a Licence – Owners Permission</i> from the Administration office or download it here and attach signed copy with this application.			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	
Will alcohol be consumed or served? If yes, please obtain a copy of <i>Permission to Serve Alcohol</i> from the Administration office or download it here and attach a signed copy with this application. If alcohol is being sold please contact Department of Local Government, Sport and Cultural Industries.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will food or beverages be sold, served or provided? If yes, please obtain a copy of <i>Temporary Food Stall Application</i> from the Administration office or download it here and attach a signed copy with this application.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be erecting a temporary structure (a temporary structure is categorised as being greater than 3m x 3m)? E.g. gazebo /marquee/stage? If yes, please obtain a copy of <i>Form 1 Application to Construct, Extend or Alter a Public Building</i> from the Shire administration office or download it here and attach a signed copy with this application.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be requiring vehicle access into parkland?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is it a commercial activity? E.g. Product launch, function, filming?			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Will animals be displayed or involved in the event? E.g. Dog show, pony rides?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If food /and or beverages are being served/sold or provided at your event, please contact the Shire to arrange additional rubbish bins.	

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	<input type="checkbox"/> Yes <input type="checkbox"/> No	Booking entered into Venue calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permission to Serve alcohol attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	Temporary Food Stall application attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Form 1 Application to Construct, Extend or Alter a Public Building attached			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Event details entered into Shire of Narrogin website Events Calendar			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Date Hirer notified of booking approval			