

# PARKS & DESIGNATED VENUES BOOKING APPLICATION (FPS009)



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

If your activity is taking place outside an existing business, please use the form, *Street Appeal and Other Activities Requiring a Licence – Owners Permission*. A copy can be obtained from the Administration office or downloaded [here](#).

In accordance with *Section 9.4 Public Places and Local Government Property Local Law 2016*, a copy of your Certificate of Currency of Public Liability Insurance may be required.

Please note the following conditions of use apply to all use and bookings of Memorial Park:

- Apart from the Narrogin Sub-Branch of the RSLWA, no bookings will be accepted for the following dates, 25 April, 11 November or 18 August.
- No user of Memorial Park, with the exception of the RSL Sub-Branch, may drape, erect, affix or attach anything to the Cenotaph Building, any monument or artillery (war trophy) in the Park.
- Hirers are only permitted to set up temporary gazebos or structures in the Park to the west of the Cenotaph only.
- Memorial Park is dedicated to the men and women that served our District in armed conflict and users and functions of the Park will not do anything that might be construed as dishonouring their service or the dedication.
- Requests for bookings or functions with an expected attendance of 100 persons or above are to be notified to the Narrogin Sub-Branch of the RSLWA and comments for the event sought from that organisation, by the Shire of Narrogin, before considering granting approval.

## ADDITIONAL DOCUMENTS

The documents listed below may be required, before an approval can be considered:

- Certificate of Currency (Public Liability). Private (family) events with less than 100 attendees, are not required to provide evidence of Public Liability insurance.
- Approval to serve alcohol on Shire property
- A copy of approved Liquor License.
- Temporary Food Stall Application.
- Form 1 Application to Construct, Extend or Alter a Public Building.

## APPLICANT DETAILS

Name of Hirer			
Name of company/organisation			
Mailing address			
Suburb		Postcode	
Telephone No.		Mobile No.	
Email address			

## FUNCTION DETAILS

Please indicate the nature of your activity	Private (family event) <input type="checkbox"/>	Community (free/ticketed) event <input type="checkbox"/>	Commercial (workshop, seminar) event <input type="checkbox"/>
Brief description of function			
Date required	From	To	
Time required	From	To	(please allow time for setup and pull down)
Please indicate how many people will be attending.	Less than 100 people <input type="checkbox"/>		
	From 100-500 people <input type="checkbox"/>	Please obtain a copy of <i>Minor Event Approval Application</i> from the Administration office or download it <a href="#">here</a>	
	More than 500 people <input type="checkbox"/>	Please obtain a copy of <i>Major Event Approval Application</i> from the Administration office or download it <a href="#">here</a>	

Location (Please tick)	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"/>	Other (Details):
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 <a href="#">here</a> 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 <a href="#">here</a> 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., giant inflatable /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 <a href="#">here</a> 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
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 access electricity?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require access to water? Please provide details		<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 (charges apply)		

### 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; and
- Comply with all conditions imposed by the Shire of Narrogin.

#### 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.

### 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 \_\_\_\_\_

RECORDS OFFICE				
Date Received		Booking recorded by		
Booking entered into SoN Venue calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No	Event details entered into Shire of Narrogin website Events Calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No	
DRS OFFICE				
Permission to Serve Alcohol attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	Permission to Serve Alcohol approved by CEO	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Temporary Food Stall application attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	Temporary Food Stall approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate of Currency of Public Liability required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Currency of Public Liability attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	
Chief Executive Officer approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date_____	Signature:_____	
CEO conditions:				
Date applicant notified booking approved/declined	Date_____		Signature:_____	