



## KOOLAMBIDI WOOLA (YOUTH PRECINCT) BOOKING FORM

4 Stephen Street, PO BOX 21, BUNBURY WA 6231  
Telephone: (08) 9795 2282 Fax: (08) 9792 7184 Email: [records@bunbury.wa.gov.au](mailto:records@bunbury.wa.gov.au)

### APPLICANT DETAILS

Organisation (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

email: \_\_\_\_\_

Alternative Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### EVENT BOOKING DETAILS

SINGLE USE

REGULAR USE

1. Event Details: \_\_\_\_\_

2. Days Requested: \_\_\_\_\_

3. Date/s Requested: \_\_\_\_\_

4. Time/s Requested: from \_\_\_\_\_ to \_\_\_\_\_ (Include setting up & packing up times)

5. Area/s Requested: Function Room

6. How many people are expected to attend? \_\_\_\_\_ (max capacity 100pl for meeting and 25pl for activities)

7. Please list details of the type of activity / entertainment being provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Will there be any sound amplification at the event (e.g. live music, PA announcements, recorded amplified music etc)?

YES  NO

If YES, please provide details: \_\_\_\_\_

*If YES your event is to comply with Environmental Protection (Noise) Regulations 1997. Please call Deputy Manager of Health, Meredith Chidlow on 9792 7095 or email [mchidlow@bunbury.wa.gov.au](mailto:mchidlow@bunbury.wa.gov.au) to discuss noise management. If the noise from your event is likely to exceed the assigned noise levels as set out in the Environmental (Noise) Regulations 1997 you may be required to submit a non-complying event application a minimum of 60 days prior to the event. Fees Apply.*

9. Will you be charging attendees a fee for this activity?  YES  NO

If YES please provide details: \_\_\_\_\_

10. Is your group an Incorporated Not For Profit Organisation?  YES  NO

If YES please attach a copy of your Certificate of Incorporation to this application

11. Does your group have valid and current Public Liability Insurance?  YES  NO

If YES please attach a copy of your Certificate of Currency to this application

12. Does your group have a website or promotional material for potential clients?  YES  NO

If YES please provide relevant details

**13. Is the event being advertised or promoted?**

YES  NO

If YES, how is this being done?

Flyers Newspaper Word of mouth Radio  
Website Posters Other: (Please specify) \_\_\_\_\_

**14. Do you require access after hours or on weekends?**

YES  NO

**15. Will your event/activity involve interactions with minors?**

YES  NO

If YES it is your responsibility to ensure that Working With Children Check

**DETAILS** — To be completed for large events incorporating the outside area/precinct

**16. Are you requesting alcohol to be sold or consumed?**

YES  NO

*Consumption of liquor will only be permitted in some circumstances. To obtain a form please email [records@bunbury.wa.gov.au](mailto:records@bunbury.wa.gov.au)*

If YES have you obtained the appropriate Liquor Licence?

YES  NO

*Please phone Department of Racing, Gaming & Liquor on 9425 1888 to obtain the appropriate licence.. Fees will apply.*

**17. Will food or drinks be sold or provided?**

YES  NO

If YES have you attached an Application to Undertake Temporary Food Service form with this application?

YES  NO

*You are required to comply with the Food Safety Standards – Chapter 3 of the Australia New Zealand Food Standards Code. If you have not attended an event within the City previously or have changed any details you are required to complete a Food Business Notification Form (see City of Bunbury website). Please phone Health Services on 9792 7100 or download an application form from [www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au). Please note that fees may apply.*

**18. What equipment / structures are you bringing to the event? (please provide details)**

Bouncy castles / amusement structures \_\_\_\_\_

PA system \_\_\_\_\_ Stages \_\_\_\_\_

\_\_\_\_\_ Banners \_\_\_\_\_

\_\_\_\_\_ Lighting \_\_\_\_\_

Seats \_\_\_\_\_ Other: \_\_\_\_\_

(Please specify) \_\_\_\_\_

**19. Have you organised security personnel / crowd controllers if necessary?**

YES  NO

If YES please indicate how many will be present at the event: \_\_\_\_\_

**20. Do you require any additional litterbins?**

YES  NO

Number of bins required \_\_\_\_\_ @ \$184.40 x 6 or \$15.50 ea. thereafter.

*Please refer to City of Bunbury's Low Waste Event Guidelines for preferred waste management strategies*

**21. Have you organised extra toilets?**

YES  NO

If YES please indicate how many portable toilets will be available: \_\_\_\_\_

**22. Please supply any additional information or requirements for your event below:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:**

*This is an application form only. Bookings are not confirmed until approval has been granted by the City of Bunbury.*

Will you require an invoice from the City of Bunbury for any associated fees or bonds?  YES  NO

**Please Note: That all invoices are to be paid prior to your first booking and no access will be granted until payment has been received.**

If **YES** enter the correct details for invoicing here:

Account Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ ABN: \_\_\_\_\_

*The City of Bunbury, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. Any information regarding the availability or costs of facility hire given prior to the assessment of any application is an indication only and is not an assurance of approval.*

**ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE**

**DECLARATION**

*I/We have read, understood and agree to abide by the Conditions of Hire. I/We agree to indemnify the City of Bunbury against all actions, claims, demands, or costs arising out of connection with the hire of the facility. In consideration for the use of facilities owned by the City of Bunbury, I/we agree to hold the City of Bunbury harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/we assume all liability for specific losses arising from the event listed above and release the City of Bunbury from all liability and costs incurred arising from or incident to the event.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

on behalf of (Organisation Name): \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note: Loss of keys will incur a fee**

Please complete and submit to the City of Bunbury Events Bookings Officer. Please note – applications for large events (50 + persons) are to be submitted **at least 8 weeks prior** to the event to ensure sufficient time for processing.

**In Person:** Events Bookings Officer  
City of Bunbury Administration Building  
PO Box 21  
Bunbury WA 6230

**By Mail:** Events Bookings Officer  
City of Bunbury Administration Building  
PO Box 21  
Bunbury WA 6231

**By Fax:** (08) 9792 7184

**By Email:** [records@bunbury.wa.gov.au](mailto:records@bunbury.wa.gov.au)

**Enquiries:** (08) 9792 7216

**Or visit our website:** [www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au)