

Koolambidi Woola (Youth Precinct) Booking Form

APPLICANT DETAILS:

Name (must be over 18 years):
Organisation (if applicable):
Address:
Contact Number:
Email:
Alternative Contact Name & Number:

BOOKING DETAILS:

Booking Type:
 Once-Off Use Regular Use

Venue:
 Koolambidi Woola
(Main Room max 100ppl for meetings and 25ppl for activities. Meeting Room max 6 ppl)

Category:
 Community Services/ Group
 Private/ Commercial
 Youth Services/ Groups
 Not-for-profit - please attach a copy of your Certificate of Incorporation
 Internal
 Other (provide details) _____

If your group has current Public Liability Insurance, please attach a copy.

Activity (please provide a detailed description of your activity):
Note, see information on [Planning an Event](#). If you are unsure whether your activity will require an event permit, please contact the City's events team on 9792 7000.

Booking Days/ Dates Requested:
(e.g., Mondays or individual dates)

Start & Finish Times:
(Include set up/ pack down for each day(s) you wish to book)

Estimated number of attendees:

Intended Audience:

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BOOKING DETAILS:

Will your activity involve interactions with children or young people under the age of 18?

- No
 Yes (it is your responsibility to ensure that all staff/ volunteers have the necessary Working with Childrens Checks)

Any other relevant information or special requests? (i.e. Speaker)
(You will be notified if the City is unable to meet any special requests.)

Is your activity being advertised or promoted and how?

(Select one or more)

- Not Applicable Flyers Newspaper Word of Mouth Website
 Posters Radio Other (please specify) _____

Please provide website information/ any promotional materials.

DECLARATION:

- I acknowledge that I have read, understood and agree to abide by the [Conditions of Hire](#)
 All information provided is true and correct at the time of booking.

Name:

On behalf of (organisation name if applicable):

Signature:

Date:

Submit application to the Youth Development Officer

In person: City of Bunbury Administration Building, 4 Stephen Street, Bunbury WA 6230

By mail: PO Box 21, Bunbury WA 6231

By Email: everyonecommunitydevelopment@bunbury.wa.gov.au

Or visit our website: www.bunbury.wa.gov.au