



City of Cockburn Recreation Services Park Usage Notification Form

Please read carefully

This form is for the purpose of registering your interest in hiring a passive reserve with the City of Cockburn

Submission of this form does not, in any way, guarantee your booking. The City of Cockburn has the right to determine whether the type of event is in the best interest of the City. Any information regarding the availability or cost of passive reserve hire given prior to the assessment of any application is an indication only and is not an assurance of approval.

Applications must be received at least 15 business days (three weeks) prior to the first booking date.

ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE. Please refer to Terms and Conditions of hire for further information. A \$55.00 Administration fee is charged for all wedding applications.

Applicant Contact Details			
Title:	Given Names: <small>(Please give full legal names)</small>	Surname:	
Company/Organisation Name:			
Is the organisation Not for Profit (please include a copy of Certificate of Incorporation) Please circle			No
Address:			
Suburb:		Postcode:	
Phone No.:		Mobile No.:	
Email address:			

Booking Details			
Event Description:			
Type of Event: <small>(E.g. Birthday, Wedding etc...)</small>			
Venue:		Number of people attending:	
Booking Date(s): / /20			
Booking Start time:		Booking End time:	

Will you be charging attendees a fee for the activity? (Please circle)	Yes	No
If yes please provide details		

Will you be using a PA System or having a DJ? (Please circle)	Yes	No
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If yes, all applicants must ensure all noise/music levels do not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997 at any time. All music is to be turned down at 10.00pm.

Live bands will not be permitted

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Do you wish to consume alcohol? Please Circle	Yes	No	BYO	Provided
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Please complete the Application for Consent to Consume Liquor on Council Premises.

Do you wish to sell alcohol? Please Circle	Yes	No
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If Yes, you are required to obtain and provide the City with confirmation of, a liquor licence from the Department of Racing, Gaming and Liquor under the requirements of the Liquor Licensing Act (WA) 1988 and the City's Public Place and Local Government Property Local Law 2011. Please call 94251 888 or www.rgl.wa.gov.au

Will food be served or consumed in or around the grounds hired? Please Circle	Yes	No
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If Yes, please provide a brief description. Please note, external caterers are required to provide Public Liability "Certificate of Currency".

Will food, drink or other items be sold in or around the facility hired?	Yes	No
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If Yes, the applicant in conjunction with the proprietor of a food stall or vehicle must obtain approval from the City's Environmental Health Services, no later than 10 working days prior to the event. Approval is subject to compliance with set conditions.

Do you have Public Liability Insurance?	Yes	No
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This may be required dependent on the event and if applicable will be requested upon receipt of your application.

Will you have animals on site? E.g. Pony ride, Animal Farms	Yes	No
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If Yes, you must supply the City with a copy of the Company's Public Liability Insurance

Will you be erecting a Bouncy Castle, Marquee or any other items on site?	Yes	No
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If Yes, please specify the item and size:

You must supply the City with a copy of the company's public liability insurance.

For bouncy castles, we will also require a copy of the annual inspection report as well as a copy of workplace registration.

City of Cockburn Recreation Services

Park Usage Notification Form

Application for consent to consume alcohol on council premises

Applicant Contact Details

Title:	Given Name:		Surname:	
Company/Organisation Name:				
Address:				
Suburb:		Postcode:		
Phone No.:		Mobile No.:		
Email address:				
Facility where alcohol will be consumed:				
Description of the event:				

This form is not a function permit

It is an offence to consume alcohol on council premises without the consent of the council. Approval of this application gives the hirer permission to consume alcohol on the premises as per Liquor Act 1988, Section 119(1).

If liquor is to be sold or provided under a cover charge the appropriate licence must be obtained from:
Department Racing, Gaming and Liquor,
Gordon Stephenson House,
Level 2, 140 William St Perth

A copy of the approval licence must be presented to the City of Cockburn prior to the function.

Office Use Only

Received by:			
Date:			
Application:	Approved	Not Approved	
Authorising Officer:			
Date:			

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Parks Conditions of Use

Under the conditions of the Town Planning Development Act, the City of Cockburn is unable to give exclusive use of Public Open Space such as a reserve to an individual or group. The attached form acts as a notification to the City of intended usage by your group. While every effort is made to limit dual usage, it is possible individuals or groups will use the reserve during your allocated time without the City's knowledge.

1. Time Allocation

As it is public open space no specific area can be booked or held for any one group, the reserves are allocated on a first come first served basis. This policy also applies for BBQ's and playground equipment.

2. Bonds

\$500 bond is incurred if erecting any structural items (including but not limited to marquees, bouncy castles, pony rides, excessive tables and chairs). A bond also applies if vehicle access is required or a key needs to be issued. A credit card pre-authorisation transaction for the bond must be made within two working days prior to the function date. If there is any damage caused to the reserve the bond will be deducted to cover the costs. If the cost is more than the bond, an invoice for the remainder of the charges will be posted out to the hirer. The pre-authorisation bond will be released within 14 days of the booking date if there is no breach of the Conditions of Use.

3. Cleaning

It is the responsibility of the group to leave the reserve in a clean and tidy condition. All food scraps, rubbish and equipment are to be cleaned up at the end of the use and disposed of appropriately. Removal of any excess waste (more than fits in the bins already on site) is the responsibility of the group making the booking. A cleaning/ protection bond may be incurred at the attending Officer's discretion (Up to \$1000.00).

4. Consumption of Alcohol

The Hirer must comply with provisions of the Liquor Licensing Act 1988. Alcohol may not be consumed on any reserve or any facility without written permission from the City of Cockburn. All empty cans, bottles and glasses must be removed from the reserve and disposed of appropriately.

5. Smoking

Smoking is restricted to well-ventilated outdoor areas, and any discarded butts must be disposed of appropriately. Smoking is not permitted around playgrounds or less than 6 metres from entry points to any buildings.

6. Compliance with Legislation

The hirer must comply with the provisions of all relevant State and Commonwealth legislation and in particular, the Environmental Protection Act 1986, the Environmental Protection (Noise regulations) 1997 and Health Act 1911.

7. Compliance with Local Laws

The hirer must ensure compliance with the City of Cockburn's local laws.

8. Tents/ Marquees

No tent or marquee is to be erected at any facility, reserve or public open space area without obtaining prior written consent from the City. No stakes and/or pickets are to be placed into any part of the ground without the City's written consent in order not to damage reticulation. Any repair of damage to the City's property will be at the expense of the user.

9. Waterslide

Due to the environmental impact to the grounds we are unable to permit waterslides in any of the parks.

Manning Park Azelia Ley Homestead Gardens Conditions

1. Unavailable times

No weddings or other gatherings can congregate around the Azelia Ley Homestead Gardens on Sundays from 12:30pm onwards due to the museum's opening hours.

2. Equipment

The museum has no public access to power, toilets or any equipment. Closest public toilets are located at the Universal Playground.

3. Confetti

Confetti cannot be distributed. Flower petals may be used on the reserve/garden only as they are biodegradable but they must be swept off all pathways once the function is completed. Rose petals are not to be sprinkled over the veranda.

4. Food and beverages

No food or beverages are permitted on the verandas.

Please Note: You are required to sign a declaration on your usage notification form that you have read, understood and agree to the conditions stated above. Please ensure you have read them thoroughly.

"I declare all information on this application form are true and correct and in accordance with the Conditions of Use"

Signed: _____ Date: _____

Print Name: _____

Office Use Only: Received: _____

City of Cockburn Recreation Services

Park Usage Notification Form

Frequently Asked Questions - Bookings in a Park or Reserve

What is a booking?

A booking relates to any organised activity scheduled to take place within a City of Cockburn Park or Reserve. These are private functions (closed invitation) that are not open to the general public to attend. Any activities that are open to the general public are considered Events, with an Events Package required in these situations.

Who should place a booking?

- Anyone wishing to conduct an organised activity (Birthday Party, Wedding, Wedding Reception, Sporting Activity etc).
- Schools,
- Clubs,
- Associations,
- Corporations,
- Incorporated bodies,
- Hiring for commercial or profit based activities,
- Anyone wishing to include a structure (bouncy castle, marquee etc) or petting zoo, pony rides as part of a function on a reserve
- Anyone contracting (hiring) a company to operate on a City of Cockburn reserve. (face painting, magician, bubble man etc)

Do I need to place a booking?

We encourage organised functions to place a booking. Some of the reason we require a booking are:

- To ensure that the booking doesn't clash with other bookings, sporting games or events
- To ensure that the reserve is not too crowded for both casual users and other bookings.
- To ensure that work is not scheduled to take place on the reserve that may affect the booking.
- To ensure the reticulation is not running during the booking.
- The reserve ground staff can tailor their maintenance schedule around the bookings.
- To ensure that the appropriate Public Liability Insurances are in place for the booking.
- To ensure that there are adequate facilities at the reserve to accommodate the booking.
- A large number of reserves are used to host large events, triathlons and bookings, with sections of the reserve often being closed off to the public during set up of any equipment associated with these events and bookings.

If you neglect to place a booking and the reserve was not available due to unforeseen circumstances or any of the above reasons it would be disappointing. If a booking is placed then there would be the opportunity to assist in rescheduling or sourcing another location for the booking.

How do I place a booking?

Check the requested reserve is available on the requested date and time by contact with the booking officer on 94113432

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How far in advance should I book?

A booking form should be submitted at the customer's earliest convenience, at least 3 weeks prior to the booking date. Bookings are only placed in the system as the forms are received. Popular locations (Manning Park) book fast and well in advance, so customers should submit an application form ASAP to avoid disappointment. Please note, there is a small time lapse between a form being submitted and the system being updated. This may result in the area being shown as available, while a form is proceeding through the system.

Do I need to supply a site map?

If you are proposing to set up equipment (bouncy castle, marquee etc.) or to bring vehicles onto the reserve, where approved, then a site plan is a good idea, and can be submitted with your booking form. I am happy to email you a photo of the reserve and just indicate where you would like to hold your party.

When will a bond be required?

A Credit Card bond is required if there is a structure or fixed fixture is being used on the grounds such as:

- Catering equipment
- Marquees, tents etc.
- Pony Rides
- Animal Farms
- Vehicles accessing the reserve where approved.

What is considered a Marquee?

Any single shade structure over 3 x 3 in diameter. You will require approval from the City of Cockburn to erect anything larger.

Can a BBQ be booked?

As it is public open space we are unable to book a bbq for you as it is a first come first served basis.

Waterslides

Due to the environmental impact to the grounds we are unable to permit waterslides in any of the parks.

Litter

The area must be cleared of any litter to the conclusion of your booking. If the City is required to undertake a clean-up of the area as a result of a booking, then the cost associated with this will be forwarded to the user.

Power

Power may be supplied on submission of an Events Application and approval from City of Cockburn, charges will apply. Power will not be supplied to users for bouncy castle set up