



City of Cockburn Recreation Services Parks 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

City of Cockburn Recreation Services Usage Notification Form

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
If yes please provide details		

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
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 and Worksafe Plant Registration (available from the amusement provider)



City of Cockburn Recreation Services

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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Usage Notification Form

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: _____