

# APPLICATION FORM FACILITY HIRE

## FORM 40

Date stamp

### Part 1 Applicant Details

Organisation Name

Applicant Name

Address

Phone/Mobile

Email

Team Name

Secondary Contact

Address

Phone/Mobile

Email

### Part 2 Booking Details

Description of Event

Training   
  Games   
  Competition   
  Carnival   
  Other:

Activity

Netball   
  Basketball   
  Pickleball   
  Badminton   
  Other:

Hoop Height

Standard   
  Junior

### Part 3 Facility Requirements

Half Court   
  1 Full Court   
  2 Full Courts   
  3 Full Courts

Meeting Room   
  Board Room   
  Group Fitness/Multipurpose Room

*\* Please ensure enough time to set up and pack down, as additional costs may apply*

Day	Date From	Date To	Start Time	Finish Time
<input type="checkbox"/> Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Exclusion Dates

Number of Participants

Training Banner

EBA   
  ENA   
  Slammers   
  Jets   
  Other:

### Part 4 Additional Requirements (Additional cost)

Please tick as required

Grandstands   
 Tiers Required

Note: Additional court hire will be required for placement of Grandstands

Chairs   
 No. Required

Tables   
 No. required

Tea & Coffee Facilities   
 How many people?

BBQ   
 Data Projector   
 TV/DVD   
 Bouncy Castle

**Part 5 Catering**

Do you require catering for your function?

If YES, our team will contact you shortly.

**Part 6 Liquor Licence**

Alcohol will be consumed on premises?

Yes - *Complete Form 50*

No

Alcohol will be sold on premises?

Yes - *Approval from Court House is required*

No

Number of People in Licensed Area

**Part 7 Change Rooms**

Do you wish to hire additional toilet/change facilities in excess of general public facilities?

Yes

No

**Part 8 Competition Package**

Will you be operating a sporting competition requiring score clocks, score boards and sports desk?

Yes

No

**Part 9 Declaration**

I am over 18 years of age

I have read the Facility Terms and Conditions

I have attached the following documentation:

Requested hire dates and times (ensuring enough time to set up and pack down)

Individual hire – Copy of your driver's Licence

Organisation hire – Certificate of currency

Certificate of Corporation (if applicable)

I acknowledge that this hire application form, forms apart of the hire agreement. I have fully read and understand the terms and conditions of hire as per the contract attached and agree to abide by these regulations, relevant to the hire of this facility.

Signed

Date

Name

**Part 10 Return Address**

Please submit Form 40 – Facility Hire Application Form to the address below:

Attention: Bookings  
Eaton Recreation Centre  
PO Box 7016  
EATON WA 6232

Phone: 9724 0400  
Email: [ERC.Hire@dardanup.wa.gov.au](mailto:ERC.Hire@dardanup.wa.gov.au)

**Part 11 OFFICE USE ONLY**

Identification received

Booking ID

Links Updated

Date

Contract Sent

Date