

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

Part 11 OFFICE USE ONLY

Identification received

Booking ID

Links Updated

Date / /

Contract Sent

Date / /