

# PARKS & RESERVES GROUNDS BOOKING FORM



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Within the City of Albany there are many attractive parks and reserves for public use. This form will enable you to request a booking for these areas.

If you are planning a wedding or an activity such as a meeting, school excursion, function or simply an informal get-together at a City of Albany venue, please ensure that you complete this form.

By booking a venue, the City of Albany can ensure that the location is not double-booked and that routine maintenance of park grounds is not in progress. It also ensures that the City's Reserves and Ranger teams are aware your event is taking place.

CONTACT DETAILS	
Name of organiser:	
Organisation name (if applicable):	
Contact number:	
Email address:	
Address details:	
BOOKING DETAILS	
Activity/ event title:	
Detailed activity description:	
Booking date:	
Actual event duration including bump in and bump out times:	
Anticipated attendance:	
Is this a wedding?	Yes No
Will you install temporary structures? (i.e. marquees, flags etc.?) If so, please supply details:	

## RESERVE LOCATION REQUEST

Anzac Peace Park	Lake Weerlara Park
Ellen Cove	Emu Point
Foundation (Dog) Park	Frenchman's Bay
Nurses Memorial Gardens	Lawley Park
Middleton Beach (please note specific area):	Lakeside Park
Other (please specify):	Please note: Centennial precinct sporting ovals are to be requested via the Albany Leisure and Aquatic Centre by emailing <a href="mailto:alacbookings@albany.wa.gov.au">alacbookings@albany.wa.gov.au</a> or call direct on 08 6820 3400.

## ACKNOWLEDGEMENT AND ACCEPTANCE

I have read and understood the Terms & Conditions of Hire and acknowledge that the information in my application is true and correct:      Yes

Name of applicant:

Signature (form will not be accepted unless signed):

Date of submission:

**To request a booking, please complete and submit your application to our administration building, 102 North Road, Albany WA 6330 or alternatively email the booking form to [staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au).**

**Once your application has been assessed, you will receive email confirmation of your requested booking.**

## TERMS & CONDITIONS OF HIRE

1. The City of Albany books City reserve for annual events (Christmas, New Year's Eve, Australia Day), including dates and times for regular maintenance servicing.
2. The City reserves the right to accept, reject or amend any booking at its discretion. You will be notified of any changes via your nominated contact method.
3. All applicants must be aged 18 years or over with proof of age to be provided on request
4. All bookings are tentative until a completed application form is received and booking confirmed in writing by the City.
5. This booking does not guarantee exclusive use. These areas are public spaces and the Crown Land (Reserves) Act does not allow for exclusive use.
6. The applicant must consider their own public liability insurance. The City's public liability does not cover participation of any kind and/or damage caused by or attributable to the fault of the applicant/ hirer, guests of the applicant/ hirer or associated person(s).
7. All cancellations must be made in writing no later than 5 days prior to activation.
8. In-kind support available for non-profits and community organisations on a case by case basis. (e.g. gate access, toilet servicing, power/ water etc.)
9. It is the hirers' responsibility to immediately report any damage that has occurred to any aspect of the facility / area to the City of Albany. Should this be outside of business hours please contact the City Rangers after hours number 1800 633 000, and subsequently in writing to [staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au)
10. The City of Albany will not accept liability for any damage, theft or loss of items belonging to or the responsibility of the hirer or their invitees, unless the damage or loss is determined to be the result of the City of Albany's negligence.