



Please note that reserve bookings entitle users to 50 per cent exclusive use only.  
Please ensure ALL sections are completed

**Organisation details**

Name \_\_\_\_\_  
Address \_\_\_\_\_

**Primary contact**

Title  Mr  Mrs  Miss  Ms  Dr  
Name \_\_\_\_\_  
Role in organisation \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_  
Mobile \_\_\_\_\_

**Secondary contact**

Title  Mr  Mrs  Miss  Ms  Dr  
Name \_\_\_\_\_  
Role in organisation \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_  
Mobile \_\_\_\_\_

**Event or activity details**

Type of event or sport \_\_\_\_\_  
Venue requested \_\_\_\_\_

Refer to attached venue information sheet providing details on all available venues

Date or dates \_\_\_\_\_  
Day \_\_\_\_\_  
Start time \_\_\_\_\_  
Finish time \_\_\_\_\_



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Attendance

If attendance is 200 or more, please complete a separate event application form

Will vehicle access be required onto the reserve?  Yes  No

Will you require access to toilets, City hall or changing rooms  Yes  No

If yes, please specify as per the venue information sheet enclosed

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Making a reserve booking does not automatically approve your event or activity. Events or activities with any of the following features must be approved by the City's Administration and Events Officer, and a separate event application form completed:

- More than 200 people
- road closure or temporary suspension of road rules
- consumption or sale of alcohol
- trading in a public place
- food stalls
- toilets
- noise
- fireworks
- vehicle onto a reserve
- marquees or any other structure
- weddings

**Declaration**

I, an authorised person to sign privileges on behalf of this organisation, accept responsibility for ensuring compliance with relevant local laws and the ground usage conditions of approval, and agree that I personally (or the organisation I represent) will abide by the ground usage conditions of approval set out herein. I will ensure that any alterations or cancellations are received in writing no less than 10 days prior to the date in question.

Name \_\_\_\_\_

Organisation name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Office use only**

Event application form required

Yes

No

Event application form received

Yes

No

If yes, date received

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### **Terms and conditions**

On a reserve, foreshore or beach a person shall not be without a permit from the local government or an authorised person.

1. Take part in any organised event,
2. Fly any model aeroplane whether mechanically operated or otherwise,
3. Use or install a loud speaker or amplifier,
4. Distribute or exhibit any printed or written pamphlet, hand bill, placard or notice on any matter whatsoever,
5. Sell, expose for sale or invite any offer to buy any goods, wares, vehicles, food, refreshments, fruit or other merchandise,
6. Hire, expose for hire or invite any offer to take or hire any vehicle, boat or vessel,
7. Take part in any organised sport on a reserve or foreshore unless he or she or an organised club or organisation of which he or she is a member has first obtained a written permit from the local government to do so,
8. Camp or lodge,
9. Erect a tent or any other temporary cover for the purpose of entertainment or for the display of any merchandise,
10. Land or fly off a helicopter unless an authorised emergency helicopter, on or from any reserve, foreshore or beach,
11. Use any reserve, foreshore or beach as a landing area for parachuting, parasailing, paragliding or any other flying activity, and
12. Carry or discharge any firearm, airgun, firework or other missile, whether of the same kind or not, except in the course of a lawful function.

### **Vehicles**

A person other than an employee of the Council executing their normal duties shall not without the consent of the local government:

1. Drive or ride or bring a vehicle onto a reserve or foreshore or permit to drive or ride or bring any vehicle onto a reserve or foreshore except on or over such parts of the reserve or foreshore as are set aside as roads or driveways or vehicle parking or as access to areas set aside for the use of the vehicle, and
2. Park or stand any vehicle on a reserve except in an area set aside for that purpose.

### **Alcohol consumption**

1. If the applicant anticipates that liquor will be consumed on the reserve then the applicant must first obtain the appropriate permit from the City and ensure that the conditions in the permit are strictly followed.
2. If the applicant intends to sell alcohol on the reserve it is the applicant's responsibility to ensure the appropriate approvals are obtained from the Director of Liquor Licensing.
3. Licensing prior to the commencement of the event and shall provide the City with a copy of the approval. A permit will also be required from the City to consume alcohol.
4. It is the applicant's responsibility to ensure alcohol is consumed in a safe manner.



5. It is the applicant's responsibility to ensure all cans, bottles, glasses and other items associated with the event are removed off the reserve and left tidy and clean.
6. Local police will be notified of all events involving alcohol that occur on Council property.

### Application

1. The hire charge must be paid to the City's cashier at least two weeks from receiving confirmation of your booking.
2. The ground booking is only confirmed once the application has been received in writing a City approved confirmation letter as been received and the hire charge has been paid in full.
3. A bond applies for the booking of all City keys for any facility. Keys are available from the City's cashier.
4. A payment and bond applies for access onto the City's reserves. Payment to be made to the City's cashier.
5. In the event that during the period of hire any damage is caused to the premises hired or any property of the City thereon, the City may at, its absolute discretion, call on the bond and apply it to repair the damage.
6. If alcohol is to be consumed or sold an application form must be completed. This form is available from the City's cashier.
7. This application form must be completed and forwarded to the City's cashier at least three weeks prior to the requested booking date. Should the application be received after this date, the requested booking date may not be booked.
8. The applicant is liable for any damage caused to the premises hired and any property of the City on the premises, during the period of hire, whether caused by the hirer, his or her invitees or any other person.
9. The applicant shall be liable for any loss or injury caused to persons who attend the premises during the hire period. It is strongly recommended the applicant take appropriate steps to ensure a sufficient public liability insurance policy is in place prior to the commencement of the hire period. Please note that the City's public liability insurance policy protects the City only, and does not protect the applicant, his or her invitees, or any other person.

Once this form has been completed, please return it to the City via any of the below methods.



Email

Scan and email to  
[council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au)



Fax

Fax to  
08 9273 3670



Mail

Post to  
City of Nedlands  
PO Box 9  
NEDLANDS WA 6909



In  
person

Visit the Administration  
Centre at  
71 Stirling Hwy  
NEDLANDS WA 6009