

GROUNDS BOOKINGS AND HIRE FORM

Within the City of Albany there are many attractive reserves, parks, buildings and other facilities that are available for hire.

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.

If you are booking this City of Albany venue because you wish to hold an event, you may need to complete an Event Approvals Application. To find out if you need to complete an Event Approvals Application, please refer to the City of Albany's Event Planning Guidelines or contact the Events Approval and Projects Officer on (08) 6820 3035.

If you wish to book either the Albany Town Square or Albany Town Hall, you will need to complete either the Albany Town Square Booking Form or Town Hall Booking Form. Fees may apply.

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.

This booking does not guarantee exclusive use. These areas are public spaces and the Crown Land (Reserves) Act does not allow for exclusive use.

Please note, not all parks and gardens have public amenities available on site. If the venue you wish to book is not on the form overleaf, please contact City of Albany Customer Service (08) 6820 3000.

Once you have completed the form, please return it to the following address:

City of Albany Records
 PO Box 484
 ALBANY WA 6331
records@albany.wa.gov.au.

SECTION A - CONTACT DETAILS	
Name of Applicant:	
Organisation/Business name	<input type="checkbox"/>
Postal Address:	N/A
Phone Number:	
Email Address:	

SECTION B - ACTIVITY DETAILS	
Activity Title:	
Activity Date:	
Activity Start Time:	
Activity End Time:	
Activity Description:	
Anticipated Attendance:	
Is this a Wedding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Infrastructure <input type="checkbox"/> I am installing a marquee, other structure or Bali flags	<i>If you are installing infrastructure, please detail.</i>
SECTION C - RESERVE/FACILITY	
Please tick which reserve/facility is required.	
1. Alison Hartman Gardens <input type="checkbox"/>	8. Eyre Park <input type="checkbox"/>
2. Apex Park – Lake Weerlara <input type="checkbox"/>	9. Frenchman Bay <input type="checkbox"/>
3. Bob Thompson Garden <input type="checkbox"/>	10. Lawley Park <input type="checkbox"/>
4. Bovell Park <input type="checkbox"/>	11. Middleton Beach Park <input type="checkbox"/>
5. Cull Park <input type="checkbox"/>	12. Nurses Memorial Gardens <input type="checkbox"/>
6. Ellen Cove <input type="checkbox"/>	13. Anzac Peace Park <input type="checkbox"/>
7. Emu Point <input type="checkbox"/>	Other <input type="checkbox"/>
<p>To book any of the following venues, please contact the specific venue through the contact details provided:</p> <p>Albany Heritage Park (AHP) * Please contact info@nationalanzaccentre.com.au or call 08 6820 3500.</p> <p>Vancouver Arts Centre (VAC) * Please contact arts@albany.wa.gov.au or call 08 6820 3740.</p> <p>Albany Leisure and Aquatics Centre (ALAC)* Please contact alac@albany.wa.gov.au or call 08 6820 3400.</p> <p><small>* fees apply (Albany Heritage Park, Vancouver Arts Centre, Albany Leisure and Aquatics Centre, Weddings)</small></p> <p>Please note: not all venues have public amenities available.</p>	



I have read, understood and agree to abide by the terms and conditions of hire attached to this application.

Signature of hirer/s _____

Date _____

*Form will not be accepted unless signed.