

## ALBANY TOWN SQUARE BOOKING FORM

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### About the Albany Town Square

Nestled in the heart of the city between the historic Albany Town Hall and Albany Public Library, Albany's Town Square is a modern, welcoming and vibrant central space for the whole community to enjoy. It is intended as an informal community space as well as a prime location for community gatherings and events of any size.

With features including open and level grass space with integrated furniture, accessible paths, steps and ramps and feature seating with integrated lighting, the Albany Town Square is a popular location to stage an event. The Town Square is a place for everyone - the civic heart of the Albany CBD.

Please read the following information and complete the booking form should you wish to hold your event or activity in the Town Square. For further information about this site, please visit [www.albany.wa.gov.au](http://www.albany.wa.gov.au).

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### Town Square Booking Request

To receive an approval to hold your event in the Town Square, the following points should be considered:

1. If you are unfamiliar with the site it is recommended that you arrange a site visit prior to commencing the booking form. Site visits may be booked in with the Events Approval and Project Officer. Please call 08 6820 3035 to organise a site visit.
  2. Most events and activities using the Town Square will need to complete an Event Approval Application. To find out if you need to complete an Event Approval Application, please refer to the City of Albany's Event Planning Guidelines.
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### Event Site Considerations

- Pedestrian access to the Albany Public Library and Town Hall amenities must be maintained at all times.
  - No obstruction to the Albany Public Library entrance is permitted.
  - Emergency vehicle access must be maintained at all times.
  - The impact of event noise on surrounding businesses must be considered.
  - Wind loading can be an issue in inclement weather, all infrastructure must be adequately secured.
  - No waste, including water from weights, is to be discarded on the Town Square.
  - Due to subsurface irrigation of grassed area, no staking is permitted without prior approval.
  - If cars are permitted entry for your event or activity, drip trays must be used. We want to keep our Town Square beautiful and oil leaks stains are extremely difficult to remove.
  - Use of the area will be subject to pre and post event reporting. Any applicable repair costs will be billed to the event holder.
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## Fees and Charges

Hire Fee (per day)	\$165.00	All fees are inclusive of GST
Application Fee	\$55.00	
Provision of 3 Phase Power (per day)	\$55.00	

Further concessions may be available to charitable organisations, community groups and Government authorities. Please contact the Events Approval and Projects Officer on 08 6820 3035 for more information.

If the Town Square keys are lost or not returned within the designated period, the cost of replacement will be charged to the hirer.

## Onsite Amenities

### Power

- 2 x 15amp outlets (west side near stage decking)
- 2 x 10amp outlets (west side near stage decking)
- 2 x 32amp outlets (west side near stage decking)
- 1 x 15amp outlet in each of the lighting poles (north, south east and south west corners of the grassed areas)
- 2 x 32amp outlets (under Town Hall fire escape stairs)
- 2 x 10amp outlets (under Town Hall fire escape stairs)
- 2 x 15amp outlets (under Town Hall fire escape stairs)

Power supply switchboard for larger scale events in south west corner of Town Square.

### Water

- 1 x outlet west side near stage decking
- 1 x outlet under Town Hall fire escape stairs

### Lighting

3 x multipoles with dimmer control flood lighting. Access via the power supply switchboard.

### Surface Material

Concrete and paved areas, open and level grass space with integrated furniture, accessible paths, steps and ramps and feature seating with integrated lighting.

### Vehicle Access

No vehicle access is permitted on Town Square without prior approval from the City of Albany.

### Site Cleaning and Re-instatement

Event holders are responsible for returning the site to the condition it was released to them in at the start of their event. This also includes damage incurred by third parties, suppliers and any contracted services.

Additional site cleaning, as a result of damage to the site, including but not limited to high pressure or steam cleaning of paved areas may be required, and costs will be passed on to event holders.

SECTION A - CONTACT DETAILS	
<b>Name of Applicant:</b>	
<b>Organisation/Business name:</b>	
<b>Postal Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

SECTION B - EVENT DETAILS	
<b>Event Title:</b>	
<b>Event Date:</b>	
<b>Event Start Time:</b>	
<b>Event End Time:</b>	
<b>Event Description:</b>	
<b>Anticipated Attendance:</b>	
<b>I have read the Event Planning Guidelines:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Please detail any further information, that you wish to provide, regarding your booking:</b>	

<b>SECTION C – BOOKING CHECKLIST</b>	
<b>Site Plans Attached</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Marquee/Banner to be Installed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, does your marquee/banner need to be staked into the ground?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Power Required</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Water Required</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Lighting Required</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Please Provide Details of Your Power, Water and Lighting Requirements:</b>	
<b>Are You Required to Submit an Event Approval Application?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached: <input type="checkbox"/>	

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

Signature of hirer/s \_\_\_\_\_ Date \_

*\*Forms will not be accepted unless signed.*

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](mailto:Records@albany.wa.gov.au)

# TOWN SQUARE SITE PLAN

