

Public Space Booking Form



Hirer Details

Name:	Phone:	Email:
Address:		

Open Space Booking Details:

Apex Park/ <input type="checkbox"/> Danjoo Waabininy Boodja	Roy Little Park <input type="checkbox"/>	Town Centre <input type="checkbox"/>	Other <input type="checkbox"/>
Required Features	Lights: <input type="checkbox"/>	Toilets: <input type="checkbox"/>	
	Power: <input type="checkbox"/>	BBQ: <input type="checkbox"/>	
	Water: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Date of Booking:		Time of Booking:	
Purpose of Booking:			

Event Details:

Event Name:		
Event Description:		
Event Dates:	Event Start Time:	Event Finish Time:
Expected Number of Attendees: (If expected to be more than 50 attendees, you will need to complete an Event application)		
Do you require the Event Trailer? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you require the event trailer, please complete an Event Trailer application)		
Do you require Shire of Merredin Staff assistance with set up/pack down: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you have alcohol or food at your Event: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you applied for the correct permits and/ or licenses: Yes <input type="checkbox"/> No <input type="checkbox"/> (You will need to supply these documents with this booking application)		

Event Discussion Meeting:

(The relevant team member will call you to book a suitable time to meet and discuss your requirements prior to the event)

Preferred Times:**Preferred Days:****Best Contact Method:****Fees and Charges:****Please read the following:**

- A \$200.00 bond is required for the use of the Town Centre to cover potential damages resulting from non-compliance with the terms and conditions.
- A fee will apply for the use of power or lighting and will be charged per event.
- If the premises are left in an untidy or unclean state, a clean-up fee will be applied. If a bond has been paid, the clean-up fee will be deducted from it.
- Credit card details provided will be used solely for bond and clean-up fee purposes. All other fees and charges must be paid in full before booking approval.

Card Holder Name:**Card Expiry Date:****Credit Card Number:****CVC:****Declaration:****Please read the following before signing and dating this booking request:****Acceptance of Terms**

- By booking a public space, the applicant agrees to comply with these terms and all relevant Shire policies and regulations.

Booking requirements

- Public open spaces are available for booking by individuals, groups, and businesses.
- Approval is subject to availability, compliance with regulations, and payment of applicable fees.
- Bookings must be made at least 14 days in advance through the Shire's system.
- The Shire may decline or cancel bookings due to conflicts, maintenance, or safety concerns.

Fees and Payments

- Fees may apply and must be paid before confirmation; this will be discussed at the time of confirmation.
- Additional charges may apply for extra services (e.g., power, waste management).

Liability & Insurance

- Applicants are responsible for damages, injuries, or losses resulting from the event.
- Events may require public liability insurance (\$10 million coverage).
- The Shire is not liable for accidents, damages, or lost items resulting from the event.

Facility Use & Event Regulations

- Respect public property, keep noise reasonable, and maintain cleanliness.
- Temporary structures need prior approval.
- Vehicles must use designated areas.
- Fireworks, open flames, and hazardous activities require special permits.
- The applicant is responsible for the conduct and safety of all attendees.
- Events must follow local laws, noise limits, and safety rules.
- Permits may be required for food vendors, amplified sound, or amusement rides.
- Alcohol requires a liquor license.
- Organizers must manage waste and clean up after events.
- The applicant must ensure compliance with all health and safety regulations.

Cancellations & Refunds

- Cancellations must be made 7 days in advance.
- Bookings may be rescheduled due to severe weather or emergencies.
- The Shire may cancel bookings for safety reasons, offering refunds or rescheduling.

Non-Exclusive Rights Acknowledgement - I understand that this booking does not give me exclusive use of the area. Shelters, barbecues, tables and chairs, or amenities of any kind cannot be booked within the Shire of Merredin, and that power is not supplied at any site within Merredin.

Consumption of Alcohol Acknowledgment - I understand that Alcohol is strictly prohibited on any Public Open Space area unless authorised by the Shire of Merredin.

Booking Administration Acknowledgment - Written confirmation will be provided once your booking has been confirmed. Please note that this application does not secure a booking.

Name:

Date:

Signature:

Office use Only

Event Meeting Scheduled:

Approved Booking: Yes ☐ No ☐

Relevant Permits/ Licenses/ Insurance attached: Yes ☐ No ☐

Details entered into Calendar: Yes ☐ No ☐ **Date Entered:**

Special Requirements:

SoM Staff Name:

Signature:

Date: