



Booking/Permit Application Form - Casual Bookings 2024-2025



Application Received By (LW Staff): _____ Date Application Received: _____

APPLICANT DETAILS

Name of Group/Organisation: _____ Booking ID: _____

Position: _____

Name: _____ Surname: _____

Postal Address: _____ Post Code: _____

Phone (H): _____ Phone (W): _____

Mobile: _____ Email: _____

BOOKING DETAILS

Type of Activity: _____ If birthday party – age of birthday person? _____

Approximately how many people are expected to attend your activity? Adults _____ Children _____

Day: _____ Date: _____ Start Time: _____ Finish Time: _____

Equipment Required: Chairs - Number _____ Tables - Number _____

AQUATIC BOOKING	RESERVED AREA	PER HOUR	TOTAL \$
		Lane Hire (Community) - Number of Lanes Required: _____	\$14.20
	Lane Hire (Commercial) - Number of Lanes Required: _____	\$22.05	
	Exclusive use of inflatable 1hr 5-12yrs (Time: _____) ***Available Sat 1-3pm, Sun 1-3pm and School Holidays	\$96.00	
GROUP ENTRY		PER PERSON	NUMBER
	Adult Swim (18+)	\$7.20	
	Child (5-17 Years)	\$5.40	
	Parent Swim - includes one adult and one child 0-4 years (Subsequent children under 5 years are free)	\$5.40	
	Non-Swimmer/Spectator	\$2.00	
ROOM BOOKING		PER HOUR	TOTAL \$
		<small>Before & After 6pm</small>	
	Group Fitness Room (Standard)	\$38.00	
	Group Fitness Room (Incorporated/Not for Profit)	\$27.00	
	Group Fitness Room (U18 & 55 and over)	\$18.50	
	Multi-Purpose Room 2 or 3 (Standard)	\$18.50	
	Multi-Purpose Room 2 or 3 (Incorporated/Not for Profit)	\$14.50	
	Multi-Purpose Room 2 or 3 (U18 & 55 and over)	\$11.00	
	Multi-Purpose Room 2 & 3 (Standard)	\$18.50	
	Multi-Purpose Room 2 & 3 (Incorporated/Not for Profit)	\$14.50	
	Multi-Purpose Room 2 & 3 (U18 & 55 and over)	\$11.00	
PAYMENT			TOTAL \$
	Equipment Set Up/Pack Away	\$16.55	
	Aerobics Instructor - Name: _____	\$100.00/hr	
	Individuals to Pay Entry on Arrival: <input type="checkbox"/> (Parents/Children/Siblings)		
	Organiser to Pay Entry on Arrival: <input type="checkbox"/> (Parents/Children/Siblings)		
	Organiser to Pay Booking Fee: <input type="checkbox"/>	TOTAL:	\$

Facilities will be available from the times booked only and early entry or extended stays are strictly not permitted. If extended time is used without a booking this will result in additional fees charged to the hirers account and may jeopardise future bookings.

The City reserves the right to cancel any bookings. Such action would only be taken in the event of extreme necessity. Notice of cancellation would be given at the earliest possible date.



Conditions of Hire - All Facilities

1. Applications/Bookings

- 1.1 All applications must be on the official application form.
1.2 All applications must be 18 years or over.
1.3 City of Gosnells reserves the right to refuse an application as per Local Government Act 1995, Part 3, Division 3, 3.1 (b)
1.4 City of Gosnells reserves the right to cancel any bookings. Such action would only be taken in the event of extreme necessity, as per Local Government Act 1995, Part 3, Division 3, 3.1 (b)

2. Charges

- 2.1 Costs of hire are in accordance with the current Schedule of Fees and Charges.
2.2 Cancellation of any booking must be made 24hours prior.
2.3 All changes or cancellations to bookings must be completed in writing.
2.4 The hirer may make application for a transfer to another date without forfeit depending on circumstances, cost and the availability of the facility.
2.5 Payments must be received on the day of booking.
2.6 Methods of payment are cash, cheque, EFTPOS and credit card (Master and Visa only).

3. Cleaning - At the conclusion of the booking the hirer shall -

- 3.1 Leave the facility in a clean and tidy condition.
3.2 Ensure all fans/air conditioning and lighting is switched off.
3.3 Wipe tables and stack chairs (stack of 10).
3.4 Place all rubbish in bins.
3.5 The hirer must report all damage that has occurred either accidentally or maliciously to any part of the building.
3.6 The hirer must remove all decorations (including materials used to support, hang or affix the decorations) from the facility.
3.7 No equipment is to be dragged, rolled or otherwise moved across a floor.

4. Hirers Responsibilities

- 4.1 The hirer is responsible for the behaviour of all persons attending the booking or activity.
4.2 The behaviour of children will be the responsibility of the parents/guardians concerned.
4.2.1 Children under the age of 5 must be directly supervised by an adult in the water within arm's reach at all times. These children must wear a Watch Around Water armband.
4.2.2 Children under 10 must be supervised by a person over 18 years of age.
4.3 The following guidelines exist for group bookings involving children under 10:
4.3.1 0-4 years: 1 Supervisor per 2 5-9 years: 1 Supervisor per 5 6-10 years: 1 Supervisor per 10
4.4 Groups must provide one male and one female adult helper for assistance of children in the change rooms.
4.5 Should an accident of/or injury occur in the hired venue as a result of the hirer's booking and/or activity or general hire of the venue, the City of Gosnells cannot be held liable under any circumstances.
4.6 The hirer is required to start and finish on time. Set up and clean-up is to be included within the time booked. Failure to do so will incur additional charges.
4.7 Any persons or organisations dealing with children MUST have a Working With Children Check. (See Criminal Record Checking Act 2004).

5. Restrictions

- 5.1 WA Law prohibits smoking inside any City owned facility.
5.2 No large inflatable/amusement equipment is permitted.
5.3 Decorations (such as balloons) are permitted at Leisure World provided they are cleaned away at the end of booking and do not cause any damage.
5.4 The hirer shall comply with the provisions of the Health Act, Liquor Act, Police Act, Criminal Code or any other relevant Act in force.

6. City of Gosnells Responsibilities

- 6.1 The City of Gosnells will take every reasonable care and precaution to ensure all equipment is in proper working order, but will not accept responsibility for breakdowns beyond their control.
6.2 The City of Gosnells will make every effort to provide the hirer with a clean and tidy facility.
6.3 The City of Gosnells is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.
6.4 The City of Gosnells or its agent/s reserves the right to close down the booking at any time due to breach of any terms and conditions.

7. Disputes

Any disputes must be made in writing and marked to the attention of the: Facilities Bookings Officer at City of Gosnells Leisure World.

I am over 18 years and agree the above booking details are tentative until confirmed by the Facilities Booking Officer. All bookings must be received at 7 days in advance.

Applicants Name: _____ Signature: _____ Date: _____

Forward application forms to: Facilities Booking Officer
City of Gosnells Leisure World
PO Box 662
Gosnells WA 6990
T: 9251 8700
F: 9251 8722
E: lwbookings@gosnells.wa.gov.au
W: www.gosnells.wa.gov.au

Table with 2 columns and 4 rows: OFFICE USE ONLY, Processed by, Booking Conditions Sent, LG Roster, Date, Returned, Notes.