



Beachport Recreation Centre Hire Form

This form relates to Councils Hall & Facilities Hire Policy

Applicant Name _____

Business Organisation Name _____

Postal Address _____

Contact Number _____

Email Address _____

Please select one of the following:

- ☐ Community Group/Charity Group/Not-for-Profit
- ☐ Individual
- ☐ Organisation
- ☐ School/Education

Please select the Facility or Resource you wish to hire:

Beachport Recreation Centre

- ☐ Whole Facility
- ☐ Courts
- ☐ Kitchen

Date of Event _____ **Between the hours of** _____ **and** _____

For the purpose of _____ **with an expected attendance of** _____.

Please select from the following:

- ☐ Arts & Cultural Event
- ☐ Birthday Party & Function
- ☐ Casual/Club/Sport
- ☐ Family Gathering
- ☐ Government Event
- ☐ Private Function
- ☐ Religious Event
- ☐ School Event
- ☐ Wedding Ceremony
- ☐ Work Event/Celebration
- ☐ Other

Is this a teenage through to 21st Birthday Party? **YES** **NO**
Number of attendees aged 13 years & under _____

Is alcohol to be consumed or served at this event?

- ☐ Yes
- ☐ No

Please note: a \$500 bond is required prior to collection of key for functions where alcohol is to served or consumed

Alcohol conditions:

If alcohol is being consumed as part of your event, it is your responsibility to adhere to liquor licensing requirements. If a Liquor Licence is required for your event, a copy of the Licence will need to be provided to Council prior to the event.

Name of person/organisation responsible for reviewing liquor licence compliance _____

File Ref:	Classification:	Position Responsible:	Date Adopted:	Review Due:
16.6.1	External	Director – Corporate Services	12/02/2021	12/02/2025

Full Name _____

Licence/Qualification Number _____

Contact Number _____

Any Additional Hire Information

Declaration/Sign

Signature _____

Date _____

Form to be retained on relevant file.

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