

Fremantle Town Hall - Hire Application

Form Preview

Event Information

* indicates a required field

Name of Event *

Event Start Date *

Must be a date.

Applications must be submitted a minimum of 30 working days prior to this date

Event End Date *

Must be a date.

Applications must be submitted a minimum of 30 working days prior to this date

Event start time *

Including set up time

Event end time *

Including pack down time

Anticipated number of attendees *

Must be a number.

Is this Event open to the public *

☐ Yes

☐ No

Is this Event ticketed *

☐ Yes

☐ No

Have you hired Fremantle Town Hall before? *

☐ Yes

☐ No

If yes, when?

Purpose of hire

Please indicate the purpose of hire *

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Applicant Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to: [Website privacy | City of Fremantle](#).

Applicant Organisation Details

Applicant Organisation Name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO. If you are an individual, please write your full name.

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Applicant Website

Must be a URL.

What is the purpose of this group/organisation? *

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	

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Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Primary Contact Details

Contact must be available on the day of the event

Contact Name *

First Name

Last Name

Contact Phone Number *

Must be an Australian phone number.

Contact Email *

Must be an email address.

Further Event Information

* indicates a required field

Equipment Required

Will you require maroon upholstered chairs? *

☐ Yes

☐ No

If yes, how many? (Note: 290 chairs are available)

Must be a number.

Will you require 1 x Yamaha C5 Grand Piano? (Note: Piano tuning is to A440 pitch. Additional charges apply) *

☐ Yes

☐ No

Do you require lighting? *

☐ Yes

☐ No

If yes, you are required to contact Town Hall Production Manager Manager Aidan d'Adhemar:
aidan@fremantlephire.com.au

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Should you require any further equipment please contact bookings@fremantle.wa.gov.au

Entertainment

Will any music be performed or played at the event? *

☐ Yes ☐ No

If your event is for commercial purposes and you have ticked 'yes' to this question you are required to contact APRA on 9382 8299 to obtain a license.

Will food/soft drink be provided? *

☐ Yes ☐ No

The Town Hall does not have a commercial kitchen. Food cannot be prepared or cooked at this facility. The use of the Town Hall kitchen can only be done on the basis of serving pre-prepared food if necessary.

Will food/soft drink be for sale? *

☐ Yes ☐ No

If you plan to sell food at a public or ticketed event you must apply to the City's environmental health services team on 9432 9856 or by emailing health@fremantle.wa.gov.au (not applicable for private functions).

Will liquor be consumed at this event? *

☐ Yes ☐ No

If yes, please contact the City's bookings officer to discuss.

Will liquor be sold at this event? *

☐ Yes ☐ No

If yes, you are required to contact the Department of Racing, Gaming, and Liquor to arrange a Liquor License.

Do you require the use of any Parking bays? *

☐ Yes ☐ No

Please contact Customer Service on 9432 9999 to book and pay for any bays required. Fremantle Town Hall has a loading bay available for deliveries and collection; parking is not permitted in the loading bay.

Do you wish to request a program message or speech by the Mayor? *

☐ Yes ☐ No

Any requests for program messages or speeches are to be directed to mayor@fremantle.wa.gov.au (note this is subject to approval and availability). You will be required to submit requested key points for inclusion in any speech or program message at the time of making your request, which must be not less than 7 days prior to your deadline.

Security

Security must be present at all events held at the Town Hall and are required to attend a site induction prior to the hire period and fire exists and safety plans to all attendees at the commencement of the event.

- Depending on the scale of the event, external security will be requested at an external cost to the hirer. This scale will be determined by the City's Facilities Management staff.

I agree to the above as a necessary condition of hire *

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☐ Yes

☐ No

Occupational Health and Safety

Please note there is no air-conditioning or heating available in the Town Hall.

I understand the requirement for a site visit prior to the event and will read the emergency evacuation script provided by the City of Fremantle at the commencement of the event? *

☐ Yes

Certification and Submission

* indicates a required field

Required documentation attachments

Please attach a copy of the groups Public Liability Insurance *

Attach a file:

Please attach a copy of the events risk management plan *

Attach a file:

Please attach the events COVID-19 safety checklist *

Attach a file:

Please attach the events site map

Attach a file:

Please attach the details of any external employed entertainment for this event

Attach a file:

Declaration

- I declare that all of the information supplied in this application and attachments is true and correct and will notify the City of Fremantle of any changes to the information supplied.
- I understand that this is an application form only and that bookings are not confirmed until approval has been granted by City of Fremantle and payment of all fees has been received.

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- I understand that in the event of any dispute or difference arising as to the interpretations of these conditions the decision of the city's Chief Executive Officer is final and conclusive.
- I have read, understood and agree to abide by the conditions of hire. I agree to indemnify the City of Fremantle against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Please fill in your details below as your endorsement of this application and the statements above.

I have read and agree to the above declaration statements *

☐ Yes

☐ No

Applicant Contact *

First Name

Last Name

Date *

Must be a date.