

Rockingham Arts Centre

Hire application form 2026/2027



Please email the completed form to artscentre@rockingham.wa.gov.au.
Alternatively you can post to Rockingham Arts Centre Officer, City of Rockingham,
PO Box 2142, Rockingham, WA 6967.



rockingham.wa.gov.au

Preference is given to art focussed hire. Other hire activities will be considered on application.

Hirer/Group Information			
Type of hire	Regular	Casual	
Name of hirer			
Organisation			
Address			
Contact number	Primary		Secondary
Email			
Public Liability	Yes*	No	Value
No. of participants			ABN
Hire category	Non-commercial**	Commercial***	

**Please provide a copy of your public liability certificate of currency when you submit this form.*

*****You will be required to demonstrate your status as a non-commercial hirer.***

*** Commercial hirers are those who hold an ABN and are charging for a service. Commercial hirers will need to hold current public liability insurance.

Booking details				
Room	Hire type	Date/s	Start time	End time
Multipurpose Room 50 standing 30 seated at tables	Hourly			
	Half Day			
	Full Day			
	Evening			
			Start date	End date
	Short term exhibition (4pm Thursday to 12pm Monday)			
	One week exhibition (Wednesday to Sunday) \$100			
Studio Room 4 standing/seated	1 month term			
	2-6 month term			
	6+ months term (max. 12 months)			

Additional Information (Storage requirements, one-off booking details, etc.)

Booking details continued

Please provide a description of your activity:

Will you be charging entry for this booking?

Yes

No

If yes, please advise what participants will receive as part of their entry cost:

Will there be any noise creating devices? (*i.e. speakers, live bands, loud machinery etc.*)

Yes

No

If yes, provide details of these devices:

Provide details of any equipment you intend to bring into the facility:

(*Please note the City does not permit amusement rides, bouncy castles, smoke or bubble machines within City buildings*)

Food and alcohol

Do you intend to sell food?

Yes

No

If yes, please provide a brief description of the type of food (*i.e. buffet, finger food etc.*):

Do you intend to serve alcohol?

Yes

No

If yes, will you have a certified RSA person to serve?

Yes

No

Do you intend to sell alcohol?

Yes

No

If yes, please provide details and include a copy of the liquor licence:

Written confirmation will be provided once your booking has been confirmed.

Please note that submitting this application does not secure a booking.

Declaration

I agree that I have read the City of Rockingham Community Centres and Halls – Terms and Conditions of Hire and agree to abide by these conditions and be responsible for payment of all fees and charges associated with this hire.

Signature:

Date: (dd/mm/yy)

Collection Notice

The City of Rockingham is collecting your personal information for the purposes of processing your art space hire application. It may also be used for secondary purposes which would be reasonably expected.

The City may provide your name and contact number to a City staff member for the purposes of opening and/or closing your confirmed art space hire.

If you choose not to provide your personal information, we will be unable to process your art space hire application.

To access, correct or learn more about how we handle personal information please contact

privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.