



# Maylands Waterland Kitchenette Booking Application Form



Office Use Only		
Phoenix Contract #	Invoice: \$	Payment Date:
Date Processed:	Officer:	Date & Time of Booking:
Key hire required: Yes <input type="checkbox"/> No <input type="checkbox"/> (Winter Bookings Only)	Key Number and Collected Date:	Key Returned Date:

Please complete and return application form to:  
Bayswater Waves, Cnr Broun Ave & Priestley St, Embleton WA 6062  
Tel. 9276 6538 or email [waterlands@bayswater.wa.gov.au](mailto:waterlands@bayswater.wa.gov.au)

## **Essential Information:**

1. Submitting an Application Form does not guarantee the hire of the kitchenette at Maylands Waterland. Applications are not confirmed until full payment has been received.
2. After submitting your Application Form you will be contacted confirm availability and make payment. Once payment has been received you will be sent a Confirmation Letter to your nominated email address.
3. This application form must be returned via the above details by no later than 14 days prior to your requested booking date. Late applications may result in us not being able to process your booking in time.
4. A key may need to be collected to unlock the kitchenette during the Winter booking months.  
**SUMMER** (Start of September School Holidays – April School Holidays) No key will need to be collected, please go straight to Maylands and supervisor will be there to assist you. Additional information will be provided upon application approval regarding these requirements.  
**WINTER** (End of April School holidays – Start of September School Holidays) A key will need to be collected to unlock the kitchenette during the Winter booking months. Additional information will be provided upon application approval regarding these requirements.
5. Your signature is required on the attached Acknowledgment Form to confirm that you understand and accept the Terms & Conditions of hire of the kitchenette at Maylands Waterland.

Applicant Details (Please print clearly)				
Activity Description:				
Organisation/Hirer Name: <i>(Invoice issued and bond returned to this name)</i>				
Best Contact Person:				
Postal Address:				
Suburb:	Post Code:			
Contact No:				
Email:				
How did you hear about our kitchenette at Maylands Waterland?				
<input type="checkbox"/> Facebook	<input type="checkbox"/> Return Customer	<input type="checkbox"/> Website	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other

**Booking Details** *(Please print clearly)*

Date Required:

Requested Booking Time:  10am-12pm  12:30pm-2:30pm  3pm-5pm

Approximate Number of People Attending\*:

*\*Please note there is a 30 person maximum recommendation for the kitchenette area***Fees & Charges**

The fee to hire the kitchenette at Maylands Waterland is \$100 per 2-hour time slot during peak season. \$80 per 2-hour time slot during off-peak. Full payment is required to secure your booking.

- Booking Inclusions:
- Kitchenette
  - 2x Barbecues (opposite kitchenette)
  - Up to 3x Benches & Seats

**Acknowledgement & Acceptance**

I hereby acknowledge that I have read and understood the Terms & Conditions associated with booking the kitchenette area at Maylands Waterland, and accept full responsibility to abide by these terms. I accept that failure to comply with these conditions may result in the cancellation of my booking, additional charges, or the retention of my bond.

I declare that the information contained in this Application Form is true and correct.

By signing this Application Form below, you are agreeing to pay for all bookings as accepted and invoiced by the City of Bayswater, before the commencement of your booking.

**Applicant Details** *(Must be 18 years of age or over)*

Name:

Date:

Signature:



# Terms & Conditions

## Maylands Waterland Kitchenette



The following Terms & Conditions apply to the booking of the kitchenette and included areas at Maylands Waterland. Failure to comply with relevant conditions may result in additional costs or jeopardise future booking requests.

### **1.0 General Bookings & Cancellations**

- 1.1 Booking forms must be returned 14 days prior to your requested booking date. Late applications may result in the booking not being able to be processed in time.
- 1.2 Submitting an Application Form does not guarantee the hire of the kitchenette at Maylands Waterland. After submitting your Application Form you will be contacted confirm availability and make payment. Once payment has been received you will be sent a Confirmation Letter to your nominated email address.
- 1.3 Access to the kitchenette is not permitted unless your booking has been confirmed and paid in full. Use of the kitchenette is restricted to your confirmed booking time and date only.
- 1.4 A maximum of no more than 30 people in attendance per booking is recommended.
- 1.5 A request to cancel your booking must be made at least 5 days prior to your booked date, otherwise the hirer forfeits the relevant fees paid.

### **2.0 Key Hire**

- 2.1 During the Winter booking months (April School Holidays to start of September School Holidays), Maylands Waterland may not be staffed at all times. The collection of a key may be required to unlock the kitchenette. Further information will be discussed upon the approval of your booking regarding collection.
- 2.2 Keys must be returned within 1 hour of the conclusion of your confirmed booking time.

### **3.0 Hirers Obligations**

- 3.1 The Hirer must comply with any directions that may be issued on the day by an authorised Officer of the City of Bayswater, including Community Rangers.
- 3.2 It is an expectation that the kitchenette, barbecues, benches/seats and surrounding area must be cleaned thoroughly within your approved booking time. The barbecues must be scraped down and the kitchenette and benches/seats are to be wiped down and the area swept. Basic cleaning equipment will be provided to accommodate this. Failure to clean the area sufficiently, or damaged and lost equipment will result in the hirer being charged the relevant costs to clean or replace the items.
- 3.3 Any litter/rubbish that does not easily fit into rubbish bins provided at Maylands Waterland must be removed at the end of your booking. It may not be left next to the rubbish receptacle under any circumstances.
- 3.4 Maylands Waterland is situated in a wetland area with diverse flora and fauna. The City does not support the use of single-use plastics, such as balloons or party poppers, and hirers.
- 3.5 Cooking utensils and cutlery are not provided at Maylands Waterland. Please bring what you require. Drinks must not be served in glass containers; including bottles, jugs etc.

### **4.0 Compliance with Local Laws**

- 4.1 Alcohol must not be sold or consumed at Maylands Waterland, in accordance with WA Police Laws - <https://www.police.wa.gov.au/Your-Safety/Alcohol-and-drugs/Alcohol-and-the-law>
- 4.2 [Dogs are prohibited from entering Maylands Waterland, as stated in Section 31\(2B\) of the Dog Act of 1976 and Schedule 2 of the City's Local Government Property Law of 2016.](#)
- 4.3 Noise/music must be kept at a low level so as not to disturb or cause nuisance to other patrons and local residents, in compliance with Environmental Protection (Noise) Regulations of 1997.