

# LIBRARY

Department of Biodiversity,  
Conservation and Attractions

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## Booking Request Form

Name  \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date of Function/Event: \_\_\_\_\_

Purpose of Function/Event: \_\_\_\_\_

### GROUP SIZE

- Small group (less than 50 people)
- Medium group (50 to 100 people)
- Large group (101 to 200 people)
- Extra large group (more than 200 people)

### TYPE OF BOOKING

- Unspecified area
- Exclusive area for a tent/marquee (north end of the Reserve ONLY).

### NB: BOOKINGS CANNOT BE MADE FOR

- Christmas Day
- New Year's Eve
- Australia Day

Please attach a cheque made payable to the Executive Director, Department of Conservation and Land Management and post to the Department of Conservation and Land Management's Matilda Bay Reserve Booking Office, Australia II Drive, Crawley WA 6009.

### FEES INCLUDING GST

(Per day or part thereof)

Small group (less than 50 people)	Medium group (50 to 100 people)	Large group (101 to 200 people)	Extra large group (more than 200 people)
N/A	\$110	\$220	By negotiation

### Unspecified Area

N/A	\$110	\$220	By negotiation
<b>Specified exclusive area for your own marquee/tent</b>			
\$220	\$330	\$550	By negotiation

## Conditions of hire

- Marquees may be erected the day before the function but should be removed the morning after the event. Extra fees are charged if the marquee remains on the Reserve longer.
- No alcohol is to be sold on the Reserve. Consumption of alcohol must be within the area specified for the function and an official booking confirmation letter must be in the user's possession.
- Your guests should be well behaved and respectful of others. Inappropriate behaviour that disturbs other users of the Reserve may result in your event or function being closed.
- Vehicles are allowed in the Reserve to deliver heavy equipment, tents, marquees and catering supplies but must be driven off the grass immediately afterwards to avoid parking penalties. Regular patrols are made.
- On request, gate keys (\$20 cash bond) are available from the Department's Crawley office the day before your function. If your function falls on Saturday, Sunday or Monday, collect the key on Friday.
- Arrangements can be made with the booking office to turn the sprinklers off on the day of your function.
- All functions must end by midnight.
- It is your responsibility to take out insurance for personal injury or damage to property.
- Repair costs to any underground services damaged by the event are your responsibility.
- The Department has the right to refuse bookings.
- Please leave the area clean and tidy after the function, as you are charged for any damage or cleanup costs.
- If you own a business and have booked the Reserve for a business activity where people pay for your services, you require a commercial operations licence. Call the Licensing Officer on 9334 0119 for details.

## Contacts

Department of Conservation and Land Management  
Matilda Bay Reserve Booking Office  
Australia II Drive, Crawley, WA 6009.  
Ph 9442 0300. Email: wendym@calm.wa.gov.au  
(Monday to Friday)

Matilda Bay Reserve Ranger 0412 782 351

Department of Conservation and Land Management's  
Swan Coastal District Office,  
5 Dundobar Rd, Wanneroo, WA 6065.  
Ph: 9405 0700 (Monday to Friday)

## Hiring Matilda Bay Reserve



Matilda Bay Reserve, overlooking the peaceful waters of the Swan River Estuary with stunning city skyline views, is the ideal location for your next function.

The Reserve is managed by the Western Australian Department of Conservation and Land Management for the community's recreational enjoyment.



## How to Hire Matilda Bay Reserve

If you're planning a small family picnic or gathering of less than 50 people and don't intend to erect a structure such as a tent or marquee, you don't have to book the Reserve.

But if you're planning an event for 50 or more people and require a space to be reserved so that you can erect a structure, you need a booking that complies with the terms and conditions of hiring Matilda Bay Reserve.

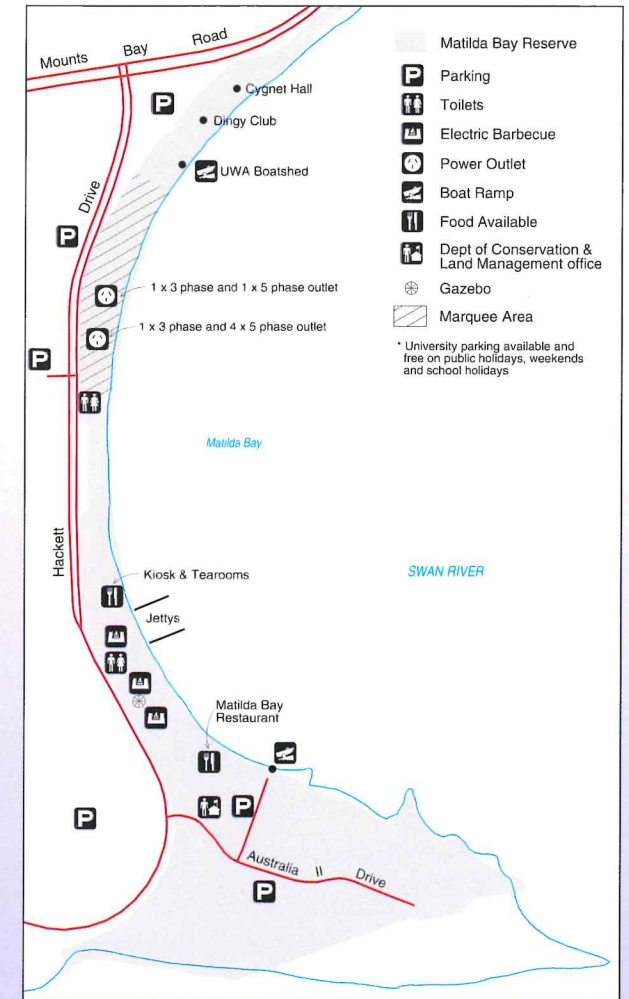
## What is provided for you?

- Connection to and supply of electricity if required
- Rubbish bins
- BBQs as shown on the map
- Toilets as shown on the map
- Limited on-site support
- Unique parkland setting with stunning city and estuary views

## Exempt areas

The gazebo cannot be hired, reserved or saved for functions as it is a public facility available on a first come first served basis.

All marquee functions and extra large functions must be held at the northern end of the Reserve only.



Fill in the tear-off slip attached and mail it to the Department's Matilda Bay Reserve Booking Office with your payment. Once written confirmation of your booking is sent out, the payment is non-refundable.



## What do you need to provide?

- Security if required
- Marquee if applicable
- Catering
- Any additional toilets
- All other equipment/services required

Paid parking is available off Australia II Drive.