

# How to use this interactive form

- Step 1: Download this pdf to your computer and rename using a description of your function.
- Step 2: Fill out the form electronically.
- Step 3: SAVE.
- Step 4: Send application by clicking on email address at end of form. Make sure to attach saved application to your email.



## Wedding and Function Application Form

Rottnest Island is fast-becoming a hub for weddings and functions. When planning your function it is important to note that the Island is an 'A Class' nature reserve and all weddings and functions require approval from the Rottnest Island Authority (RIA). The RIA, upon receipt of a completed application, reserves the right not to issue a permit for any reason. Any information regarding the availability or costs of venues given prior to the issue of a permit is an indication only and is not an assurance that a permit will be issued.

The RIA shall only issue a permit when all relevant documents and payments are received by the Authority within the stated time frame (ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE).

**For further details contact the RIA Events department on 9432 9350/9432 9355 or email [events@rotnnestisland.com](mailto:events@rotnnestisland.com)**

### Applicant details

Contact name: _____
Name of organisation (if applicable): _____
Address: _____
Telephone: (mob) _____ (hm) _____ (wk) _____
Email: _____
Alternative contact: _____

### Function / Wedding details

Function contact and mobile <i>(Must be available on the day of the event):</i> _____
Nature of the function <i>(wedding, private function, corporate function, conference etc):</i> _____
Function date: _____ Function time From: _____ To: _____
Briefly describe the proposed function: _____ _____ _____

**Indoor Venue or location requested**

Thomsons	Country Club	Geordie Bay Café
Hotel Rottnest	Karma Rottnest	Kingstown Main Hall
Kingstown Parade Ground	Peacock Inn	Picture Hall
Other: _____		
<b>NOTE: Toilets / change rooms / power / water are not available at all venues / locations. Contact RIA events department for further information on 9432 9350 / 9432 9355.</b>		

**Outdoor Venue (refer to website for venue restrictions)**

Army Jetty Shelter	Bathurst Lighthouse	City of York Bay
Geordie Bay BBQ Shelter	Green Island	Longreach Bay
Main Settlement	Narrow Neck	Parker Point
Salmon Bay	Salt Lakes	Sports Oval
Stark Bay	Strickland Bay	The Basin
Thomson Bay BBQ Shelter	Wadjemup Lighthouse	West End
Other: _____		
<b>Wedding / function marquee available for hire for outdoor ceremonies and receptions. Would you like more information?</b>	Yes	No

**Please provide a detailed description of your function or wedding:**

**How many people approximately do you anticipate will be at your function or wedding?** \_\_\_\_\_ pax

**What is the average age of the attendees?**

*You can tick more than one box.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Up to 12 yrs        | <input type="checkbox"/> Between 13 & 18 yrs | <input type="checkbox"/> Between 19 & 25 yrs |
| <input type="checkbox"/> Between 26 & 35 yrs | <input type="checkbox"/> Between 36 & 55 yrs | <input type="checkbox"/> 55+ yrs             |

**Are you a not for profit organisation?** Yes No

*If so please supply documentation that supports this with your application.*

**What equipment are you bringing to the function or wedding?**

*A site map and inventory list is required with this application showing placement of stages, marquees, stalls, etc. Preferred method of weighting is water weights or sandbags. If you want to stake into the ground please advise RIA Events department as approval will need to be sought.*

**Are you charging a registration fee for the function?** Yes No

If yes, please specify the amount: \$ \_\_\_\_\_

**Will your function or part thereof take place on or in the waters surrounding Rottneet?** Yes No

If yes, please specify: \_\_\_\_\_

**Will the function be professionally catered?** Yes No

*If **Yes**, and the applicant is not using one of the Island Based service providers the applicant may need to obtain approval from the Department of Health and submit it to the Authority as 'additional information' no less than 30 working days before the event along with a copy of the vendors **Certificate of Currency**. Approval is subject to compliance and payment of the permit fee.*

**Do you intend to use a BBQ if available on site?** Yes No

**Will your function involve any interaction with children?** Yes No

*(Not applicable for private or social functions)*

*Please note that it is your organisations' responsibility to ensure that persons working with children comply with the 'Working with Children' Act 2004.*

*Please include Working with Children Identification number or recent Police clearance.*

**Do you intend to store any goods or equipment on site or in our yard for purposes of the function?** Yes No

*Permission may be required.*

**Do you plan to fence off any areas for the function?** Yes No

*Permission may be required.*

**Will any music be performed or played at the function?** Yes No

If yes, please specify: \_\_\_\_\_

**Do you require power to be available?** Yes No

*Not available at all locations, generators available for hire.*

*Please note all electrical equipment must be certified and may be required to be checked by a qualified island electrician prior to use.*

<b>Do you require water to be available?</b>	Yes	No
<i>Not available at all locations.</i>		
<b>Will you require transport assistance to move people?</b>	Yes	No
<i>Please note there may be a fee applicable.</i>		
<b>Will your require transport to move equipment or goods on the Island?</b>	Yes	No
<i>Please note there may be a fee applicable.</i>		
<b>Have you organised security guards if necessary?</b>	Yes	No
<i>May be requirement of approval.</i>		
<b>Will you require extra bins for the event?</b>	Yes	No
<i>Please note there may be a fee applicable.</i>		
<b>Are you hiring a company or individual to provide services on the Island other than Island based organisations?</b>	Yes	No
<i>If yes, please provide supplier details and include a copy of their Certificate of Currency.</i>		
<b>Will you be conducting any <u>commercial</u> photography / filming or utilising a drone?</b>	Yes	No
<i>If yes, please complete a <a href="#">Commercial Filming/Photography Permit Application Form</a>.</i>		

**Please supply any additional information or requirements for your function or wedding:**

## Events Application Checklist

<b>Required for all functions:</b> Application Form	<b>Depending on the function or wedding:</b> Permit to Drive Application Commercial Filming / Photography Application Fauna and Flora Application
<b>NOTE: This is an application form only, not a permit.</b>	

### Function Compliance Form

- Groups or organisations do not have exclusive use of any area or facility, unless otherwise specified.
- The consumption of alcohol is **not** allowed outside of Licensed or domestic premises.

**Rottnest Island Authority Regulation 72 – Places where liquor may be consumed (1) Consuming alcoholic liquor in unauthorised place. Maximum Penalty \$1000. Section 119 under the Liquor Control Act – It is an offence in Western Australia for persons of any age to drink in public, such as on the street, park or beach. On the spot fine of \$200.**

- The beach area is to be left clean and tidy after your function – dependant on the size of your event you may be required to provide extra bins at your own cost.
- Structures such as shade structures are not to exceed 3m x 3m in size and must be weighted not spiked.

**Regulation – 52. Erection of structures – (1)  
A person shall not without permission erect any structure within the limits of the Island.  
Maximum Penalty: \$1,000.**

- Boats are permitted to land/beach to drop off equipment however please abide by all signage indicating no boating or anchoring areas and no anchoring in sea grass or within ferry approach channel is permitted.
- For your own safety, participants should stay clear of limestone cliff edges, caves and overhanging rocks.
- This compliance form is to be completed and returned prior to the function.
- You may be required to post an Environmental Preservation Bond. The Bond will be fully refunded on a satisfactory inspection of the venue / site.
- Cancellation of ceremony / marquee reception within 6 months of the date will not be refunded.
- Full payment for ceremony and or marquee reception is required 30 days before your wedding date.

I, the permit applicant and hereby declare that I have read and fully understand this Permit Application and Function Compliance Form provided by the Rottnest Island Authority, pertaining to hold a function or wedding on Rottnest Island.

I agree to abide by these conditions and accept all associated requirements of these conditions.

I declare that I have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of Bonds and potential prosecution.

I also agree to indemnify and keep indemnified the Rottnest Island Authority from and against any claim, demand, action, suit or proceeding that may be made or brought against the Authority in respect to personal injury, death of, any person or loss or damage to any property and also from any cost or expense that may be incurred with any such claim, demand action, suit or proceeding arising from this function or wedding.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note that the Rottnest Island Authority reserves the right to impose compliance condition in addition to those listed above.*

## Charges and Fees

<b>Standard permit fee</b> Administration fee charged to all weddings and functions conducted on Rottnest Island.	\$200.00
<b>Rottnest Island Authority Event staff present on function day</b> Based on application.	Based on application
<b>Rottnest Island Authority Event staff stayover for function</b> Charged to all events.	\$150.00 per night
<b>Other Rottnest Island Authority staff</b> For example Rangers.	Based on application
<b>Environmental Preservation Bond</b> ( <i>based on application</i> ) Payable for large-scale public events, corporate events and private functions of more than 100 people. Bonds are fully refundable following a satisfactory site inspection by RIA Staff / Event Staff at the conclusion of the event and organisers can expect the bond to be returned within 14 days of the inspection.	50 – 100     \$1000 100 – 150    \$1500 Over 150     \$2000

An invoice will be sent for the outstanding amount once the event has been evaluated and approved.

If paying by Cheque please make check out to:

Rottnest Island Authority

Post to: Rottnest Island Authority

PO Box 693

Fremantle WA 6959

**If permits are not granted, your payment will be refunded.**

Please email to: [\*\*events@rottnestisland.com\*\*](mailto:events@rottnestisland.com)