



Bunbury Regional Athletics Arena Frequently Asked Questions (FAQ)

1. How do I book the facility?

For all casual bookings, club bookings and school carnivals please contact the 'Events Bookings Officer' Wendy Smith on:

- 9795 2253
- wsmith@bunbury.wa.gov.au

The 'Events Bookings Officer' will then inform you if the athletics arena date you have requested is available and will send you an Application Form for you to complete and return.

Another option for professional coaches who are registered with Athletics Australia is that they can go through the South West Academy of Sport when making a booking as the South West Academy of Sport will cover the bond for these sessions.

Bookings of this type will only be confirmed once the South West Academy of Sport has agreed to the booking and notified the 'Events Bookings Officer'.

2. Holding an Event

2.1. Are there bus drop off bays available?

Bus drop off bays are available at the netball car park at the southern end of the facility.

2.2. Which is the main entry gate?

The main entry gate is at the southern end of the facility near where the bore water shed is on Rotary Drive.

The main entry gate for vehicles wishing to access the athletics arena is again at the southern end of the facility near where the netball club rooms are. Access to this gate can be found by driving down the back of the rugby pitches at Hay Park



2.3. Where can vehicles park?

Car parking is available between the Bunbury Tennis Club Rooms and Bunbury Netball Association Club Rooms.

2.4. Is equipment available for hire?

Equipment is available for hire upon request - There is a **\$100.00** charge for hiring any equipment.

2.5. Is a kiosk available?

There is no longer a kiosk available to hire through the City of Bunbury however there is a kiosk located with in the Bunbury Netball Associations Club Room. If you wish to gain access to this facility you will need to contact the Bunbury Netball Association directly and liaise with them over usage of this facility. Contact: Sue Howard 0418957750 e: bunburynetball@live.com.au

2.6. Toilets

Toilets are available in the block at the athletics arena and there are also currently four portaloos located to the right of the toilet block. Hirers with over **600 attendees** will be required to hire two portable toilets and one disabled access toilet. For more information regarding toilet requirements please contact the 'Events Bookings Officer'.

2.7. Is power available?

Power is available at the athletics shed (located at the northern end of the athletics arena) and the netball pavilion (located at the southern end of the athletics arena).

Two power outlets are available inside the perimeter fence of the track at the start and finish lines for electronic timing equipment.

2.8. Is water available?

Drinking fountains are located on the side of the athletics arena toilets and near the marshalling area at the athletics shed.

2.9. Set Up

Layout of disciplines – see map provided.



3. Booking Information

3.1. When is a booking confirmed?

The Events Bookings Officer will issue a confirmation letter or e-mail once the application has been received, assessed and processed. An invoice for the hire of the athletics arena will follow closer to the date of the event.

3.2. When does a hirer pay for the hire?

Hire fees & bond are required to be paid at least **10 days** before the event.

3.3 When is the refunded bond received?

The City of Bunbury will refund the cleaning and damage/litter bond within one month after the carnival, providing all hire fees are paid for, no damages have occurred and the venue is left in satisfactory condition.

3.4. Can marquees be constructed for events?

Marquees can be constructed for events at the athletics arena but a site plan must be filled out when filling out the application so that reticulation can be marked off. Marquees must be assembled and de-assembled on the day of the event. For health and safety reasons marquees can not be left assembled overnight.

3.5. What happens if the venue is left unsatisfactory or conditions breached?

The hirer will be notified in writing and any future use of the venue will need to be reconsidered. The bond is automatically used to cover the costs associated with extra cleaning, damages and overtime. A further invoice is sent to hirers to cover any costs exceeding the cleaning and damage bond.

3.6. What if a hirer cancels the hire for whatever reason?

The City of Bunbury will fully refund the bond and any other payments made if 24 hours notice is given.

Cancellations will only be accepted in writing, by post, fax or email.



3.7. Can a hirer receive a refund if the venue was not used due to Un-foreseen circumstances?

If a hirer did not use the venue due to unforeseen circumstances acceptable to the City of Bunbury, the hirer must notify in writing no later than one week after the scheduled carnival for full refund. No other refunds will be given after this period except the bond.

3.8. What happens if the weather conditions are not practical?

In the event of inclement weather, the City of Bunbury must be advised of the cancellation or postponement of the carnival prior to 9am on the carnival day.

It is recommended that when making a booking at times of the year when the weather is likely to be bad and may result in an event being cancelled that you also provisionally book a back up date to avoid any future problems.

3.9. Emergency Evacuation

When hirers arrive at the facility they must open the two ambulance gates. The first ambulance gate is located on Rotary Drive to the left of the toilet block and the second ambulance gate is located at the southern end of the athletics arena near to the netball pavilion.

Also all gates marked 'EXIT' must be opened along with the main entrance gate located on Rotary Drive near the netball courts.

4. More Questions

Please contact the 'Events Bookings Officer' Wendy Smith on 9795 2253 or wsmith@bunbury.wa.gov.au



5. How much does it cost?

(Fees adjusted annually in line with Council Budget)

Bunbury Regional Athletics Arena 2012/2013	
Booking	Cost
Casual Athletics Club Carnival	
• Juniors	\$325.00
• Seniors	\$325.00
Non Athletics Clubs	
• Juniors Pre Season (One Lane 10 per team for two months pre season – 1 lane x 1 day)	\$6.00
• Seniors Pre Season (60 for two months pre season per team – 1 lane x 2 days)	\$12.00
Primary/Secondary School Carnival	\$325.00
Interschool Carnival	\$550.00
Commercial Operators (Includes gyms, personal trainers, boot camps etc) – Individual Coaching Sessions per 1 hour	
• Coach	\$0.00
• Seniors per person	\$5.00
• Seniors Annual per person	\$260.00
• Juniors per person	\$3.50
• Juniors Annual per person	\$155.00

- With any booking for the Athletics Arena there is a **\$500.00** bond which must be paid prior to use of the facility.
- The City of Bunbury will decide whether this **\$500.00** bond is required depending on the type of booking.
- Coaches wishing to make a permanent booking to train individuals or groups at the track must be registered with **Athletics Australia** and must show proof of insurance/working with children's check and may be subject to a bond for the year at a cost of **\$500.00**.

