



Application for hire of the Bunbury Regional Athletics Arena

Please note this is an application form only. Bookings are not confirmed until approval has been granted by the City of Bunbury's Events Bookings Officer & payment of all fees has been received.

1. Organiser	
Name:	<input style="width: 95%;" type="text"/>
Position:	<input style="width: 95%;" type="text"/>
Organisation:	<input style="width: 95%;" type="text"/>
Telephone No:	<input style="width: 95%;" type="text"/>
Mobile No:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 95%; height: 40px;" type="text"/>
E-mail:	<input style="width: 95%;" type="text"/>
2 nd Contact Name:	<input style="width: 95%;" type="text"/>
2 nd Telephone No:	<input style="width: 95%;" type="text"/>
2 nd Mobile No:	<input style="width: 95%;" type="text"/>

2. Event			
Event Name: <input style="width: 95%;" type="text"/>			
Event Date(s): <input style="width: 95%;" type="text"/>			
Event Times: <i>(Including set up & clean up)</i>	Start Time:	<input style="width: 20%;" type="text"/>	Finish Time: <input style="width: 20%;" type="text"/>
Estimated Attendees:	Participants: <input style="width: 20%;" type="text"/>	Spectators: <input style="width: 20%;" type="text"/>	Supervisors: <input style="width: 20%;" type="text"/>

3. Line Marking – If line marking is required you can contact the following companies:	
• To do the mark out:	BCE Surveying – 9791 7411
• To do the line marking:	West Oz - 0431 998 634 -westoz@westnet.com.au
<p>If you wish to do the line marking yourself you may be able to hire equipment from the Bunbury & Districts Little Athletics Club. Please e-mail mhrogers2@bigpond.com.au for more information NB: Water based paint only is to be used</p>	



4. Equipment Hire (Provided at a cost of \$100 per day)

Please complete the relevant sections below

The Track	Yes:		No:	
Hurdles	Yes:		No:	
Steeplechase	Yes:		No:	
Shott Putt	Yes:		No:	
Discuss	Yes:		No:	
Javelin	Yes:		No:	
Pole Vault (supply own poles)	Yes:		No:	
High Jump	Yes:		No:	
Long Jump	Yes:		No:	
Triple Jump	Yes:		No:	

5. Officiating/Starting Blocks/Starting Gates

The following clubs may be able to provide officials, starting gates & blocks for your event at an additional charge.

<p>Bunbury Regional Athletics Club:</p> <ul style="list-style-type: none"> www.bunburyregionalathleticsclub.myclub.org.au bunburyregionalathleticsclub@gmail.com 	<p>Bunbury & Districts Little Athletics Club</p> <ul style="list-style-type: none"> www.bdlac.mysouthwest.com.au mhrogers2@bigpond.com.au
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6. Marquees

Do you propose to erect tent(s)/marquee(s) etc? Yes: No:

If you ticked 'Yes', please specify:

Purpose:	
Location (Attach diagram or show on site map)	
Size:	

Are you bringing any other equipment/structures to the event (e.g. food stalls, bouncy castles, PA system, stages, banners etc)

If so please provide details below:



7. Food/Drinks			
Will food or drinks be sold or provided?	Yes:	<input type="checkbox"/>	No:
<input type="checkbox"/>			
If you ticked 'Yes', please specify: (e.g. food vans/stalls etc)		<input type="text"/>	
<input type="text"/>			

8. Additional Bins			
10 Permanent bins are located at the Athletics Track at all times. Approximately 1 bin per 100 people is recommended.			
<input type="text"/>			
Do you require any additional bins? \$14 each	Yes:	<input type="checkbox"/>	No:
<input type="checkbox"/>			
Additional Bin Quantity (Minimum 6 Bins)	No of Bins:	<input type="text"/>	

9. Toilet Facilities	
Toilets are available in the block at the athletics arena as well as there being 4 portable toilets located to the left hand side of the toilet block. The toilets in the athletics block are marked female and there is one unisex disable access toilet.	
<input type="text"/>	
Hirers with over 600 attendees will be required to hire two extra portable toilets. Portable toilets are to be located on the asphalt adjacent to the netball/athletics fence, facing the netball pavilion. For more information regarding toilet requirements please contact the 'Events Bookings Officer' on 9795 2253 or wsmith@bunbury.wa.gov.au	

10. Public Liability Insurance			(Required)
Have you attached a copy of your Current Public Liability Insurance to the application?	Yes:	<input type="checkbox"/>	No:
<input type="checkbox"/>			

11. Other Information/Requirements
Please provide any additional information or requirements for your event below.
<input type="text"/>



Declaration

I/We have read, understood and agree to abide by the Conditions of Hire. I/We agree to indemnify the City of Bunbury against all actions, claims, demands or costs arising out of connection with the hire of the facility.

In consideration for the use of facilities owned by the City of Bunbury, I/we assume all liability for specific losses arising from the event listed above and release the City of Bunbury from all liability and costs incurred arising from or incident to the event.

Name: _____ **Signature:** _____

On behalf of (Organisation Name): _____

Date: _____

Application Form Submission:

Please complete and submit to the City of Bunbury's 'Events Bookings Officer' at **least 6 weeks prior** to the event to ensure sufficient time for processing. Also please note that bookings can not be made for longer than 1 year in advance.

In Person: Events Bookings Officer
South West Sports Centre
1 Rotary Avenue, Hay Park
Bunbury, WA, 6230

By Mail: Wendy Smith
Events Bookings Officer
South West Sports Centre
1 Rotary Avenue, Hay Park
Bunbury, WA, 6230

By Fax: (08) 9792 7184

By Email: wsmith@bunbury.wa.gov.au

Enquiries: 9795 2253

Or visit our website: www.bunbury.wa.gov.au



Bunbury Regional Athletics Arena Site Plan



Note:

- *The Junior Throwing Circles on the outside of the track & on the rugby pitch have not to be used by casual users or school groups. If damage is caused as a result of unapproved usage repair cost will be taken from your bond.*
- *Car parking for the athletics arena can be found between the Bunbury Tennis Club and Bunbury Netball Association. An overflow car park can be found directly across from the athletics arena to the Northern side of the arena.*
- *The Netball Kiosk and Toilets will no longer be able to be hired through the City of Bunbury. If you wish to use these facilities then you will need to contact the Bunbury Netball Association directly to arrange access.*



Site Plan

A detailed layout of the event is to be included with your application form if the event has any of the following:

- * Stage
- * Seating
- * Food Stalls
- * First Aid Post/s
- * Marquees/Tents
- * Site Signage
- * Electricity Cables
- * Additional Toilets

