

Conditions of Hire Bunbury Regional Athletics Arena

To ensure this facility is used in a manner which maintains its quality – the following terms and conditions of hire are provided.

The conditions of hire are agreed to by the hirer at the time the facility is booked. It is the responsibility of the hirer to ensure that all members of their organisation are familiar with these conditions.

Administration

1. Application procedure for bookings/hire:

- Application for the use of this facility will be considered only upon receipt of a completed application form. Once the form has been received and availability has been confirmed, the 'Events Bookings Officer' will send a confirmation e-mail/letter.
- Nearer the date of the event the 'Events Bookings Officer' will send out an invoice which must be paid at least 10 days prior to the event (See attached fee schedule)
- Bookings can not be made for any longer than one year in advance.
- There is no guarantee that applications for previous years will be successful although every attempt will be made to accommodate recurrent bookings.

2. Application for private coaching/training access to facility:

All applications assessed on an individual basis. Please contact the Events Bookings Officer on 9795 2253 or wsmith@bunbury.wa.gov.au to discuss availability.



3. Alternative dates:

An alternative date will only be provided (subject to availability) if the original date was cancelled due to weather conditions.

4. Fees and Charges

Please refer to attached fee schedule.

5. Cleaning/Damage/Litter Bond:

A refundable cleaning and damage/litter of \$500 is to be lodged with the City of Bunbury following receipt of your confirmed booking/permit.

The bond will be refunded within a month of the event provided the facility is left in a clean and tidy condition to the satisfaction of the City of Bunbury or its representative, no damage has been caused to the facilities or equipment and the conditions of use have been adhered to.

The City of Bunbury reserves the right to raise the cleaning and damage bond in response to booking requirements. Should there be any overtime, damage and cleaning costs incurred at the time of use, the City of Bunbury will deduct these costs from the bond.

Should these costs exceed the bond the City of Bunbury will invoice the organisation/school for the remainder of the costs.

6. Insurance

Schools, clubs and groups are to provide a copy of their current liability insurance certificate for all bookings.

A copy of this insurance certificate must be sent to the 'Events Bookings Officer' along with the application form.



7. Cancellation of bookings:

Bookings fees are refundable for cancellations 24 hours prior to the scheduled event. The City of Bunbury reserves the right to cancel bookings if the facility is deemed unsafe.

In the event of inclement weather, the City of Bunbury must be advised of cancellation or postponement of the carnival prior to 9.00am on the carnival day.

It is recommended 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.

8. Termination of bookings:

The City of Bunbury may terminate the booking at any time in the event that the hirer fails to comply with any conditions of this agreement. Notice in writing will be delivered to the address on the application.

9. Payment of hire fees:

All payments including bonds are to be made following receipt of your permit and at least 10 days prior to the event.

10. Sub-letting

The facility must not be subject, transferred or re-assigned to any other organisation or individual. Hirers should notify the City of Bunbury immediately of any un-authorised user present during their booking period.

11. Pre-event inspections:

Arrangements can be made to inspect the facility prior to use by contacting the 'Events Bookings Officer' on 9795 2253 or email wsmith@bunbury.wa.gov.au

12. Accident reporting:

Hirer should provide the City of Bunbury with written details of any incident within 3 days of the date of the accident occurring.



Use of the Facility

The hirer shall duly comply with and observe all regulations and directions given from time to time by the Council and/or its authorised servants or agents.

1. Hours of operation

The athletics arena is available for event hire Monday to Friday, 9am to 3pm all year.

Casual Hire is assessed on an individual basis.

Saturday and Sunday can be booked as required for club activities if available.

2. Access to the track and track care:

The only persons permitted on the athletics track are to be competitors and officials. No spectators are allowed in this area.

The athletics track is susceptible to damage and care is required when moving equipment.

To support the care of the track surface, particular care should be taken when transporting and setting up equipment. No tables, chairs or equipment other than approved athletics equipment is permitted on the track surface.

3. Gate Access to Track

Electronic key pads have recently been installed to the single entrance gate located at the southern end of the facility near where the bore water shed is on Rotary Drive as well as to the double gates located at the northern end of the athletics arena near the athletics shed.

To gain access through these gates please go to the South West Sports Centre and ask for the Events Bookings Officer who will issue you with the key pad code to gain access to the facility. If the Events Bookings Officer is not available then receptionists at the South West Sports Centre will be able to give you the code.



As well as being given the code for the electronic key pads you will also be given a key which will allow you to unlock the ambulance gates as well as the toilet blocks and track gates.

Any gates that you unlock you must re-lock the padlocks to the gates you open to prevent loss of locks.

4. Use of the track for training:

When using the track for training purposes, hirers must ensure that lanes 1 and 2 (the innermost lanes) of the 400m track are not used.

The steeple chase hurdles will be laid out across lanes 1 and 2 to stop usage being carried out on these lanes during training. At the end of competitions or events the steeple chase hurdles must be placed back across lanes 1 and 2.

5. Steeple Chase:

Hirers requiring the use of the steeple chase must allow 1 hour to fill the area before use and open the drainage valve before leaving.

6. Food on the track:

No food or drinks other than water are permitted within the track perimeter fence.

7. Junior Throwing Circles

The junior throwing circles located on the outside of the athletics track to the northern side of the arena and on the rugby pitch are not to be used by casual users or school groups etc.

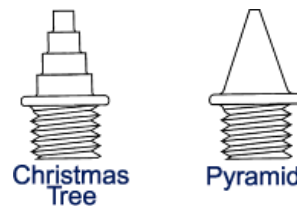
If damage is caused as a result of unapproved usage, repair costs will be taken from the hirers bond.



8. Footwear and starting blocks

Footwear:

To maximise performance and prevent damage to the Mondo surface, athletes must not use sharp spikes that will penetrate the surface. The track is designed so that blunt spikes will depress the surface and the rebound effect will propel them forward, thereby maximising performance. As such, the **only spikes permitted** for use on the track are of the Christmas Tree and Pyramid shape variety as pictured below.



For all training and competitions the spikes must conform to the below rules:

- Track spikes must not exceed 7mm
- Field spikes must not exceed 9mm except for javelin and high jump which must not exceed 12mm

Hirers should appoint an official to examine the quality and length of spikes worn by competitors. Announcements should be made to competitors with spikes to report to this official. Rubber soled running shoes are acceptable.

Starting Blocks:

Starting blocks are to be used by athletes using spiked footwear in all track events up to and including 400m and 4 x 100m relays.

Athletes will not be able to use their personal starting blocks during school carnivals. Upon request starting blocks can be provided as part of the equipment package. These starting blocks will be fitted with 12mm spikes.

Starting blocks used for bookings other than schools must be fitted with 12mm spikes as required on the track. Hirers are requested to provide an official to monitor the installation and movement of starting blocks in hi use areas (i.e. start of sprint tracks and 200m sprint) to avoid damage and excessive wear.



9. Waste Management

Please note you are required to leave the facility in a clean and tidy state. Before vacating the area is to be left in a clean and tidy condition. Four permanent bins are provided by the City of Bunbury.

Additional bins can be hired for a fee at time of booking. The cost of any excessive cleaning and ground restoration will be charged to the hirer. It is recommended that each hirer appoint an official with overall responsibility for the management of rubbish disposal during hire.

It is requested that the identified contact person inspect the facility before the carnival commences and again after completion to identify any possible damage, whilst also ensuring the ground is in a mutually satisfactory condition.

10.Noise Management

Noise from the use of the athletics arena shall comply with the requirements of the Environmental Protection (Noise) Regulation 1997. Public address (PA) System shall be used for marshalling and announcements only. Commentary is not permitted. PA System should not be used before 8am Monday to Saturday and before 9am on Sunday without prior consent from the City of Bunbury Health Services.

11.Reporting Damage

Any damage to the facilities or equipment being used must be detailed in writing and reported immediately to the 'Events Bookings Officer'. The cost of restoring the grounds or buildings will be charged to the hirer.

12.Vehicle Access:

Parking is permitted in allocated parking areas outside the arena only. Vehicles shall not be permitted with in the athletics track perimeter fence without approval from the City of Bunbury.



13. 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 toilet. For more information regarding toilet requirements please contact the 'Events Bookings Officer'.

14. Tents and temporary structures

The hirer shall not erect or alter any structures on the premises without the prior written consent of the City of Bunbury.

15. Animals

Animals are not permitted within the facility without the written consent of the City of Bunbury.

16. First Aid

Hirers are to bring their own first aid equipment with them to the facility.

17. Signage

Organisers of carnivals will be able to display sponsorship signage and displays on carnival days with the City of Bunbury's written approval.

18. Equipment

Equipment is available for hire upon request (please see application form). In the event any equipment is damaged the costs for repair or replacement may be taken from the bond.

Equipment is located in the green athletics storage shed – in the end bay closes to the external fence gates and is accessible with a key distributed from the Events Bookings Officer.



19. School Supervision

An adequate number of supervisors shall be available to supervise school children throughout the booking to ensure safety and adherence to conditions.

In the case of any other event, the hirer must ensure adequate supervision is provided. Children are not permitted to enter the main field area until it is necessary for them to compete in an event.

20. Bikes, rollerblades, skateboards etc

Are not permitted on the track or with in the facility. Any weight resistant equipment should only be used on the in field grass area and not on the track.

21. Bus Access

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

22. Ambulance Access

Where ambulance access to the track is needed care should be taken to protect the track surface. Vehicles on the track should drive at low speeds and avoid sharp turning of wheels.

Access is available via the double gates on the western and eastern end of the facility.

23. Theft

The City of Bunbury will not be liable for any loss or damage sustained by the hirer or any persons, firm or corporation entrusted to or supplying any articles or thing to the hirer by reason of any such articles or thing being lost, damaged or stolen and the hirer agrees to indemnify the City of Bunbury against any claim by any such person, firm or corporation in respect to such articles or thing.



24. Smoking

Smoking is not permitted with in the Bunbury Regional Athletics Arena.

25. Netball Facilities

If you are interested in hiring the Bunbury Netball Association facilities eg: kiosk you will need to contact them directly:-

Sue Howard 0418957750 e: bunburynetball@live.com.au

26. Emergency Evacuation

When hirers arrive at the facility they must open the following gates:

- Gates signed **EXIT**
- Main entrance gate (located on Rotary Drive near the netball courts)
- Gate located to the right hand side of the toilet block near the junior shott putt circle.

All interior fence gates onto the track are also padlocked so the corresponding internal gates located near to the EXIT gates must also be unlocked.

Further Information:

For any further information relating to these conditions or other matters in connection with the use of the Bunbury Regional Athletics Arena, please contact the City of Bunbury - Events / Bookings Officer on 9795 2253 or email wsmith@bunbury.wa.gov.au

