



4 Stephen Street, PO BOX 21, BUNBURY WA 6231, Telephone: 9792 7315 FAX: (08) 9792 7184
Email: records@bunbury.wa.gov.au

INFORMATION PACKAGE

GRAHAM BRICKNELL MEMORIAL MUSIC SHELL



2008/2009

Disclaimer: The information extracted from this document is to be used as a guide only. It is the responsibility of the applicant to ensure that all approvals from other agencies (eg Police, Main Roads) are received in relation to each particular event.

All information and specifications contained within this document are subject to change without notice.

Last Revised August 2008

THE MUSIC SHELL

The Graham Bricknell Memorial Music Shell is located in Bicentennial Square on the corner of Blair and Symmons Streets. It consists of a covered stage and backstage preparation areas. The music shell is equipped with basic white light, with provision to hang and patch stage lighting. Lighting and audio patch points are situated 10 metres in front of the stage.

ADDITIONAL EQUIPMENT

Additional requirements for lighting, audio and staging are the responsibility of the Hirer.

PERMITS AND APPROVALS

All issues associated with your event must be addressed with the City of Bunbury Events Scheduling Officer (Ph: 9792 7315) to ensure compliance with regulations and to obtain relevant permits and approvals.

i.e: Liquor consumption or sales; noise levels; food preparation and sales;
Installation of tents/marquees; traffic management, parking or road closures;
Installation of advertising signage and banners, etc.

Refer to The Community and Sporting Events Application Package for further information.

FEES AND CHARGES 2008/2009

VENUE HIRE	FEES 2008/2009
❖ Commercial Activities:	(inc GST)
Hire charge – half day	\$250.00
Hire charge – full day	\$500.00
Refundable Cleaning & Damage Bond	\$500.00
❖ Community Group within City of Bunbury:	
Hire charge - up to 1 day	No charge
Hire charge - if more than 1 day	On application
Refundable Cleaning & Damage Bond	\$250.00
❖ Community Group from outside City of Bunbury:	
Hire charge – half day	\$100.00
Hire charge – full day	\$300.00
Refundable Cleaning & Damage Bond	\$250.00

The Venue Hire Charge and Bond are payable to the City of Bunbury a minimum 2 weeks prior to the date of hire.

BOOKING THE VENUE

Hire charges include power. It does not include staff or equipment such as lighting and audio. Booking requests are to be made in writing, using The Community and Sporting Events Application Package, obtainable from the Events Scheduling Officer (ph 9792 7315) or at www.bunbury.wa.gov.au.

ACCESS TO KEYS

Access to the venue is available from 6am to midnight on the day of hire.

The keys to the venue are to be collected by the hirer from the Events Scheduling Officer at the Council Administration Offices at the City of Bunbury. Office hours are 8.30am to 5.00pm, Monday to Friday (excluding public holidays).

The keys are to be returned by 4:30pm on the next normal working day after the hire.

The refund of bond money will not be authorised until keys are returned to the City of Bunbury Office.

City of Bunbury
4 Stephen Street
BUNBURY WA 6230

SEATING ARRANGEMENTS

Stored in the Music Shell are 199 chairs. These are available for use at no extra cost by authorised users of the Music Shell. However in the event of chair losses or damages a charge of \$25.00 per chair will be deducted from the Refundable Damage/Litter Bond.

Upon completion of your event the chairs are to be repositioned in the Music Shell, to the height of 20 chairs (maximum) per stack. All chairs with evidence of food spills or significant soiling are to be wiped clean prior to stacking.

STAGES

Portable stages located within the Music Shell are not for general use.

Permission to use the stages during your event **must be obtained** from the Events Scheduling Officer.

In the event of loss or damage to portable stages a fee to repair or replace will be determined and deducted from the Refundable Damage/Litter Bond.

PROMOTIONAL MATERIAL

No advertising or promotional materials or other items are to be attached to the Music Shell as the display of such items may result in damage to the building.

PLACEMENT OF EQUIPMENT

No advertising or promotional materials or items of equipment are to be placed on or within the Music Shell at any time except during the time allocated to your particular performance. Early placement of these may interfere with other scheduled events/program in the venue and could be a hazard to users.

VACATING THE VENUE

Upon conclusion of your event you are required to leave the Music Shell in a clean and tidy condition. This includes the following procedures:

- Sweep the floors.
- Remove personal belongings, props and decorations.
- Remove litter created as a result of your activities from the Music Shell.
- Check that taps are firmly turned off.
- Turn lights off.
- Ensure power boxes and doors are locked.
- Return chairs to their original position in stacks of approximately 20 chairs in designated area marked on the floor.
- Return stages to their original position.

EVENTS SCHEDULING OFFICER

Postal Address:

Events Scheduling Officer
City of Bunbury
PO Box 21
BUNBURY WA 6231

☎ (08) 9792 7315