

WA ATHLETICS STADIUM CARNIVAL BOOKING FORM

2024–2025

VENUES WEST



The WA Athletics Stadium accommodates track and field disciplines including discus, pole vault and steeplechase, as well as soccer and rugby. It hosts international, national, state and local athletics meets for both senior and junior levels, school athletics carnivals, training sessions and a variety of functions and events.

EVENT DETAILS

Client / organisation:	
Event name:	
Event day & date:	
Event contact person:	
Contact phone number:	
Postal address:	
Email:	

ESTIMATED ATTENDANCE

Participants:	
Spectators:	
Number of buses:	

TIMES

Set up:	
Students arrival:	
Carnival start:	
Finish time:	

Note:

- Times stated need to include set up and pack down.
- Any carnival running outside these times will incur an extra charge.
- Please send us your program of events for the day.

CARNIVAL PACKAGE OPTIONS

Prices only valid until June 2025 and are all inclusive of GST. Please tick your option.

CARNIVAL A	STANDARD	HALF DAY
	7:30am – 3:00pm or 12:00pm – 7:30pm	8:00am – 12:00pm or 11:00pm – 3:00pm, 4 hours or less
	\$1,718.20	\$1,189.20

*Times subject to change when back to back events

Includes: Track, infield, 1x high jump site and equipment, 1x javelin runway, discus cage, 2x long jump pits, grandstand seating, change rooms 1 & 2, first aid room, post event control room, 1x VenuesWest staff member*, PA sound system with roaming microphone. *(No announcers booth access. No upstairs access.)*

CARNIVAL B	STANDARD	HALF DAY
	7:30am – 3:00pm or 12:00pm – 7:30pm	8:00am – 12:00pm or 11:00pm – 3:00pm, 4 hours or less
	\$2,254.80	\$1,452.80

*Times subject to change when back to back events

Includes: Track, infield, 2x high jump site & equipment, 2x javelin runway, 2x discus cage, 4x long jump pits, grandstand seating, tape measures, change rooms 1 & 2, first aid room, post event control room, presentation table, photo finish room, grassed banks, two chairs and one scoring table per site booked, PA system and announcers booth, 1x VenuesWest staff member*.

WEEKEND CARNIVAL	STANDARD	HALF DAY
	7:30am – 3:00pm	8:00am – 12:00pm or 12:00pm – 4:00pm, 4 hours or less
	\$2,547.50	\$2,033.25








Includes: Track, infield, 2x high jump site & equipment, 2x javelin runway, 2x discus cage, 4x long jump pits, grandstand seating, field equipment as outlined on site map, change rooms 1 & 2, first aid room, post event control room, presentation table, photo finish room, grassed banks, two chairs and one scoring table per site booked, PA system and announcers booth, 1x VenuesWest staff member*.

*For events with 500+ participants, additional staffing charges will apply.

What if the listed carnival package options do not match my requirements?

Please contact our friendly team on (08) 9300 7153 or bookings@venueswest.wa.gov.au to discuss.

SITE MAP

-  DISCUS
-  HAMMERTHROW/
DISCUS
-  HIGH JUMP
-  JAVELIN
-  LONG &
TRIPLE JUMP
-  POLE VAULT
-  SHOT PUT



BOOKINGS

SITES (NUMBER AVAILABLE)	NUMBER OF SITES	EQUIPMENT
Start line (Track)	N/A	+ Hurdles
Discus (2)		
High jump (2)		
Javelin (2)		
Long (5) / triple jump (5)		
Shot put (2)		

Standard equipment required to run each requested site will be supplied, details are on next page. Any VenuesWest equipment used will incur a one off **\$80.30** service fee.

We may not be able to accommodate last minute requests. All equipment requests are required 2 weeks prior to the event and are subject to availability. Equipment is training standard only.

All equipment will be provided to each site booked for the client to set up except for photo finish. All equipment will be checked after each carnival and the client will be liable for any damages.

EXTRA EQUIPMENT FOR HIRE	QUANTITY	PRICE
3x3m small weighted marquee (8 available) <i>Marquees may not be available for use if it is deemed unsafe due to weather conditions.</i>		\$74.90ea <i>If booked, you'll be contacted to specify location. Once setup, marquees cannot be moved during the event.</i>
Chairs (50 available)		\$2.15ea
1.6m trestle tables (6 available)		\$16.40ea
WiFi		\$27.80
Photo finish pack <i>Does not include operator, please contact Athletics WA on (08) 6272 0480 to arrange.</i>		\$626.50ea
Will you bring your own timing gates?	Yes No	If yes, who is the supplier?
Please state any other contractor / supplier hired to provide equipment for your event:		

For use of the Little Athletics Hurdles please book with Athletics directly [via this link](#). This will incur a **\$50.00** fee paid directly to Athletics West.

EQUIPMENT HIRE

START LINE
1x set of starting blocks
1x set of lane markers <i>(on request)</i>
12x relay batons <i>(on request)</i>
Hurdles <i>(on request)</i>

DISCUS THROW
4x 0.75kg discus
4x 1kg discus
4x 1.5kg discus
1x measuring spike
1x 100m measuring tape

HIGH JUMP
1x high jump bar
1x broom
1x measuring stick

SHOT PUT
2kg shots <i>(on request)</i>
3x 3kg shots
3x 4kg shots
3x 5kg shots
1x measuring spike
1x broom
1x 30m measuring tape

LONG/TRIPLE JUMP
1x mat (triple)
1x take off board
1x blank blackboard
2x pit rakes
1x broom
1x 30m measuring tape
1x 50m measuring tape

JAVELIN
3x 400g javelins
3x 500g javelins
3x 600g javelins
3x 700g javelins
1x stretch pole
1x broom
1x measuring spike
1x 100m measuring tape

EVENT REQUIREMENTS

CAR PARK ATTENDANTS AND CLEANING

Please note that in keeping with VenuesWest’s safe management of the venue, car park attendants may be required and added to the total cost of the carnival. This cost will be advised after receipt of this form. If VenuesWest deems car park attendants are not required, we will request a copy of your own parking management plan. Cleaning of the stadium will also be on-costed post event.

FUNCTION ROOM

Completing this section does not mean you have a confirmed booking. This is to register your interest only. A VenuesWest staff member will contact you to discuss your requirements.

FRED NAPIER FUNCTION ROOM HIRE *Hire is included in Carnival C	Times required:	Set up required:

EXTRA REQUIREMENTS

Please detail any extra requests and/or queries and a staff member will contact you with more information:

FIRST AID

All carnivals must have a First Aid qualified person on site for the duration of the event. Please advise who your First Aid provider is:

CARNIVAL CHECKLIST

To assist you with the smooth running of your carnival, please use the below checklist in the lead up to your day.

4 WEEKS PRIOR

This completed Booking Pack, with signed Terms and Conditions	
If photo finish has been requested, email Athletics WA for operator request	
Submitted Public Liability Insurance certificate, Workers Compensation Insurance certificate, and risk assessment to VenuesWest	
First Aid provider organised	

2 WEEKS PRIOR

Any catering orders and requests	
Any final changes to equipment requests	
Signed Venue Hire Agreement (this will be sent to you once you have registered interest)	

FOOD AND BEVERAGE

VenuesWest has the exclusive right to provide or procure the provision of food and beverages for the whole venue.

The client is not permitted to bring in, or consume at the venue, any food or beverages not provided or procured by VenuesWest. This includes biscuits, muffins, fruit platters, cartons of bottled water and lunch items for two or more people. Students may bring in their own individual lunches.

On receipt of your carnival booking form, our Catering Team will be in touch with a catering pack to organise your event's catering needs.

If the above is not adhered to, a penalty fee of up to **\$1,000.00** (inc. GST) will be included in your final invoice.

OSH ASSESSMENT

In accordance with the OSH Act 1984 WA VenuesWest is committed to providing a safe and healthy environment for employees, contractors, hirers and visitors to its venues.

It is the goal of VenuesWest to have workplaces that are free from work-related injuries and diseases. As part of this, all Venue Hirers are required to submit to VenuesWest a copy of their current Public Liability Insurance certificate and Workers Compensation Insurance certificate. Please submit your insurance certificate and risk assessment with your completed booking form.

CANCELLATION POLICY

If the booking is cancelled by the hirer:

- More than 28 days prior to the booking – no charge
- 21 – 28 days prior to the booking a cancellation fee of 25% of the total booking costs will apply
- 14 – 20 days prior to the booking a cancellation fee of 50% of the total booking costs will apply
- 7 – 13 days prior to the booking a cancellation fee of 75% for the total booking costs will apply
- Within 1 week (7 days) of the booking, the total booking costs will apply in full.

PRIORITY OF USE SCHEDULE

All Booking applications are subject to availability. Ranking in this schedule is only relevant when there are competing applications for available space.

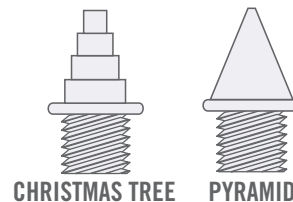
Except where VenuesWest reserves the right to reschedule or transfer bookings to support national or international sports or entertainment events, a higher ranking in this Priority Schedule does not give any applicant the right to space already booked by another party.



SPECIAL CONDITIONS

- Spectators are restricted to the grandstand and grass banks.
- Venueswest reserves the right to oncost parking staff to the client if deemed necessary.
- This information pack is a guide only and should not be considered a financial estimate. Should you require a financial estimate of all costs, please contact the relevant VenuesWest personnel.
- No crepe paper or face paint is permitted at WA Athletics Stadium. Additional cleaning charges will apply.
- Rescheduling of carnivals due to bad weather may incur a fee.
- VenuesWest marquees are not weather proof. Should the Venue Supervisor feel the weather is too forceful, they will not be erected. Please also note that once these have been erected, they cannot be moved throughout the day.
- Any damaged or missing equipment will incur a fee.

- Food and beverage consumption is restricted to the grandstands only. Only water is permitted on the track.
- Adult supervision is required at all times on the pole vault.
- The only spikes permitted for use on the track are the Christmas tree and pyramid shape variety as pictured right. The composition of the spike, i.e. ceramic or metal, is irrelevant and will not be monitored. Track spikes must not exceed 7mm. Field spikes must not exceed 9mm except for javelin & high jump which must not exceed 12mm.
- Pegs in the turf are strictly prohibited. Marquees must use water weights or any other weight approved by VenuesWest.
- Blu Tack is not permitted to be used on any surface of the WA Athletics Stadium, and will result in an additional cleaning fee.
- Rugby WA Oval is not to be used as a warm up area.



WA ATHLETICS STADIUM BOOKING TERMS AND CONDITIONS

1. FOOD AND BEVERAGE

- VenuesWest has the exclusive right to provide or procure the provision of food and beverages for the whole of the Venue, including food and beverage vendors. The Client is not permitted to bring in or consume at the Venue any food or beverages not provided or procured by VenuesWest.
- Food and beverage may be ordered from VenuesWest at an additional cost, subject to availability and terms including advance payment.
- The Client is not permitted to bring or allow others to bring alcohol into the Venue at any time, without the prior written consent of VenuesWest. If consent is provided by VenuesWest, VenuesWest may require the Client to obtain a license or permit under the Liquor Control Act 1988.

2. CAR PARKING

- VenuesWest reserves the right to charge for parking at the Venue.
- The Client must use all reasonable endeavors to ensure the Client's Agents are aware of, and abide by, the Venue's parking conditions and requirements.

3. MARKETING

No advertising, promotion, recording, broadcasting, collection, lottery, sweepstake, game of chance or gambling shall take place anywhere in the Venue without VenuesWest's prior written consent.

4. SAFETY

The Client must:

- comply with VenuesWest's safety procedures and regulations governing the Venue and promptly provide any information or documentation that VenuesWest may require to satisfy itself as to the safe and lawful conduct of the Activity;
- ensure that the Client's Agents are aware of, and comply with, VenuesWest's safety procedures and regulations governing the Venue and with all applicable laws; and
- ensure that the Client and the Client's Agents are aware of, and comply with, the Venue's Evacuation Plan and Emergency Response Plan in the event of fire or other disaster. These plans are available on the VenuesWest website.

5. CLIENT COVENANTS

The Client agrees:

- to comply with and ensure that the Client's Agents comply with all directions, rules, policies and regulations from VenuesWest which relate to the Facility, the Venue or the parking facilities of the Venue;
- to keep the Facility in a clean, tidy and sanitary condition;
- to comply with all applicable laws, policies of VenuesWest, and all lawful directions of any Government Authority in relation to the Venue;

d. to obtain all licences and permits from all applicable Government Authorities required for conducting the Activity;

e. to ensure that any coaching or instructional staff of the Client possess the appropriate approved industry standard or equivalent qualification;

f. not to use or operate any services that are within the Facility and Venue without the prior written approval of VenuesWest;

g. that they are solely responsible for the Client's Agents attending the Venue in connection with the Client's use of the Facility and shall indemnify and keep indemnified VenuesWest from all Loss suffered or incurred by such persons;

h. to use the Facility and the Venue at their own risk and without limitation agrees that all property belonging or brought into the Venue by the Client shall be at the sole risk of the Client;

i. not to hawk, sell, dispose of or supply anything whatsoever in the Venue unless VenuesWest has provided its prior written approval;

j. to provide adequate supervision of the Client's Agents during all Bookings;

k. to ensure that no neighbouring occupier or user of the Venue is disturbed or hindered by the Client's or the Client's Agents' use of the Facilities;

l. to leave the Venue clean and free of debris and to remove any of the Client's property at the termination of each Booking;

m. to complete and return the OSH Assessment, if requested by VenuesWest;

n. to comply with the conditions of the OSH Assessment, including any management plans provided by the Client.

o. not to permit smoking inside of the Facility or anywhere within VenuesWest's property;

p. not to do, display or permit to be done or displayed anything which offends against any law, public morals or standards of decency;

q. not to use drones at the Facility without the prior written consent of VenuesWest; and

r. not to abuse, misuse or wastefully or recklessly use or consume any facilities, utilities or consumables (including water, electricity and gas) on, comprising or servicing the Venue or to use any such facilities, utilities or consumables for a purpose or in a manner for which they are not intended by the manufacturer, installer or owner; and

s. clauses 8(g) and (h) apply despite any negligence by or on the part of VenuesWest.

6. INSURANCE

The Client must effect and keep in force at all times during the Term and any renewal or extension, with a reputable and solvent insurer such of the following policies of insurance and for the amounts as are detailed in the Special Conditions:

a. Public and Products Liability insurance policy covering the legal liability of the Client and the Client's Agents arising out of the use and occupation of the Facility and the services and Additional Services provided in connection with the Facility Hire for an amount not less than the amount set out in the Special Conditions for any one occurrence and unlimited as to the number of occurrences happening during any one period of insurance except for products liability limited in the aggregate to the amount set out in the Special Conditions during any one period of insurance.

b. The insurance policy must be extended to indemnify VenuesWest as principal to the extent of its vicarious liability arising out of the negligent acts or omissions of the Client and the Client's Agents in their use and occupation of the Venue, the Facility and performance or non-performance of services and Additional Services; Workers' compensation insurance in accordance with the provisions of the Workers' Compensation and Injury Management Act 1981 (WA), including cover for common law liability for an amount of not less than \$50 million for any one occurrence in respect of workers of the Client. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the Workers' Compensation and Injury Management Act 1981;

c. Personal Accident Insurance covering persons engaged by the Client on a voluntary basis in connection with the services for the Activity, and will whenever requested by VenuesWest produce to VenuesWest the policy or policies for such insurance and the certificates of currency for such insurance.

7. DAMAGE

a. The Client must not, and must ensure the Client's Agents do not, cause any loss or damage to the Facility (either directly or indirectly) or any part of the Venue or property at the Venue.

b. Should damage occur, the Client is required to report any damage immediately in writing to VenuesWest.

c. The Client is required to pay the cost of repairing any loss or damage (fair wear and tear excepted) that is caused to the Facility or any part of the Venue and any of VenuesWest's or any other person's property that is located in the Venue caused by the Client or the Client's Agents arising out of the Facility Hire.

d. The Client must not erect any sign or notice, alter, mark, paint, drill or in any way mark any part of the Venue or remove, alter or move any fixtures or equipment at the Venue.

e. The Client may not erect any tent, marquee, hut, stall or other structure without the prior written consent of VenuesWest.

The full Terms and Conditions of venue hire will be included in the Venue Hire Agreement, issued once your booking is confirmed.

NAME

COMPANY

SIGN

SIGNED

DATE

CONTACT US

WA Athletics Stadium
Stephenson Ave Mount Claremont WA 6010
PO Box 581 Floreat WA 6014

☎ 9441 8215

@ bookings@venueswest.wa.gov.au

🌐 venueswest.wa.gov.au