



THE SOUTH HEDLAND TOWN SQUARE

The South Hedland Town Square is located directly adjacent to the South Hedland Shopping Centre. The Town Square includes a grassed outdoor amphitheatre, water-play features, interactive public art structures, public toilets and open space for community events.

The site is directly adjacent to the South Hedland Shopping Centre, and is bordered by Rason Link, McLarty Boulevard, Leake Street and Wise Terrace.

The Town Square incorporates an outdoor stage, which is equipped with basic white lighting, with provision to attach additional lighting and sound equipment. A power box is provided on either side of the stage, with a further two boxes on the western side of the site.

USER GROUPS

The groups of users that can gain access to these facilities on a casual basis or for events are recognised in the following categories;

- Not for Profit Community Groups (also including schools, fundraising activities, sporting groups)
- Commercial Groups

TERMS AND CONDITIONS OF HIRE

The terms and conditions provided in the Town Square Hirer Information Package are not inclusive. A list of terms and conditions, and an event application form, can both be found on the Town of Port Hedland website (www.porthedland.wa.gov.au).

Alternatively they can be obtained by contacting the Town of Port Hedland's Events Booking Officer on (08) 9158 9638 or bookings@porthedland.wa.gov.au

ADDITIONAL EQUIPMENT

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

Two public toilets are provided at the rear of the stage. Additional toilets must be provided at the cost of the hirer for events exceeding 500 participants.

PERMITS AND APPROVALS

All issues associated with your event must be addressed with the Town of Port Hedland Events Booking Officer to ensure compliance with regulations and to obtain relevant permits and approvals. Some charges may apply.



FEES AND CHARGES 2012/2013

Venue Hire	Fees 2012/2013 (ex GST)
Park Hire – Not for Profit Community Groups (limited power, no use of stage)	
<i>Hire Charge – half day (max 4 hours)</i>	\$50
<i>Hire Charge –full day (max 8 hours)</i>	\$100
<i>Refundable Cleaning and Damage Bond</i>	\$200
Non for Profit Community Charges (including power, stage and open space)	
<i>Hire Charge – half day (max 4 hours)</i>	\$200
<i>Hire Charge –full day (max 8 hours)</i>	\$400
<i>Refundable Cleaning and Damage Bond</i>	\$500
Commercial Activities (including power, stage and open space)	
<i>Hire Charge – half day (max 4 hours)</i>	\$350
<i>Hire Charge –full day (max 8 hours)</i>	\$700
<i>Refundable Cleaning and Damage Bond</i>	\$1000
Additional Charges	
<i>Refundable Key bond (2 x power box keys)</i>	\$100

Notes:

Cleaning and Damage Bond: To be refunded providing the conditions set out under the 'Vacating the Venue' section are adhered to. Costs to repair additional damage found to be caused by the hirer, event, or event participants, will be charged directly to the hirer.

BOOKING THE VENUE

Please complete and submit the Town Square Event Application Form to the Town of Port Hedland **at least 4 weeks prior** to the event. Please note that applications for large events (50 + persons) are to be submitted **at least 8 weeks prior** to the event to ensure sufficient time for processing.

Terms and conditions apply to each booking.



ACCESS TO KEYS

Access to the venue is available from 6am to midnight on the day of hire. Two keys will be provided to the hirer, which will allow access to the four power boxes on site. No access is permitted to the backstage area, and keys will not be provided for this.

The keys to the venue are to be collected by the hirer from the Town of Port Hedland Recreation Services office, located at the Port Hedland International Airport, Airport Operations Building.

Alternative arrangements may be made by contacting the Bookings Officer on 9158 9638 or bookings@porthedland.wa.gov.au

ALCOHOL

As the main aim of this venue is to be community and family friendly, events at the town square are alcohol and drug free. No alcohol is to be sold or BYO at the venue.

PROMOTIONAL MATERIAL

No advertising or promotional materials or other items are to be attached to the Outdoor Stage as the display of such items may result in damage to the building. A blank pole has been placed 20 metres to the west of the Outdoor Stage – this has been designed for promotional materials to be attached.

SECURITY AND SAFETY

It is recommended that all hirers supply supervision and security at events held at the Town Square.

Hirers are also required to advise the following emergency services of their event:

South Hedland Police Station	9160 2100
St John's Ambulance Service	9172 1333 hedland.ambulance@bigpond.com
South Hedland Volunteer Fire and Rescue	9172 3176



ADDITIONAL SPECIAL CONDITIONS OF HIRE

- The Town Square is an alcohol and drug free venue.
- Ticketed events may be considered upon special application.
- Tents, banners and stalls are not to be pegged into the ground surface. These items may be sandbagged or tied down.
- The area is not to be fenced unless special permission is granted
- No access to the back of stage is to be granted to hirers
- No water is available on site
- Hirers are required to provide their own change and green room facilities for performers
- No vehicle access to the site is permitted

ON SITE POWER

The following power is provided onsite:

Power Box 1 (Stage Left): 2 x 3 phase 32 AMP, 10 x single phase 10 amp

Power Box 2 (Stage Right): 2 x 3 phase 32 AMP, 10 x single phase 10 amp

Power Box 3: 2 x 3 phase 32 AMP, 6 x single phase 10 amp

Power Box 4: 2 x 3 phase 32 AMP, 6 x single phase 10 amp

Unless otherwise stated, the hire fees and charges include power – which is allocated via four power boxes detailed below. These boxes may be accessed by the keys provided.

It is the responsibility of the hirer to ensure that all devices plugged into the power boxes are be tagged and certified by an electrician.

Faulty devices may cause the power boxes to malfunction, and the Town of Port Hedland cannot guarantee that staff will be available to assess and resolve this issue in the event of a fault.

In this instance, hirers are directed to contact:

Redding's Electrical
dr289633@bigpond.net.au
0418 916 203



VACATING THE VENUE

Upon conclusion of your event you are required to leave the Town Square and outdoor stage 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 Outdoor Stage and adjacent grassed area
- Remove any grease or associated dirt from cooking activities.
- Ensure power boxes and doors are locked.