



Shire of Mundaring

MUNDARING ARENA - SPORTS HALLS
50 MUNDARING WEIR ROAD
MUNDARING WA 6073

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WELCOME TO MUNDARING ARENA

The Mundaring Arena is a multi-purpose community sporting and function facility consisting of two sports halls, a function room and a meeting room for hire.

This facility has many regular and casual users throughout the week. To avoid user conflict and loss of bond, please remember that setup for your function/booking and cleaning afterwards **MUST** be within the times of your hire period. Access to the facility outside of hire period is not permitted.

The following information has been prepared to provide you with practical and safety information that will assist you in using this facility. This does not preclude anything that is included in the Shire of Mundaring - Conditions of Hire.

If you would like to enquire about booking a sports hall, please call the Shire of Mundaring Facilities Bookings Officer on 9290 6731.



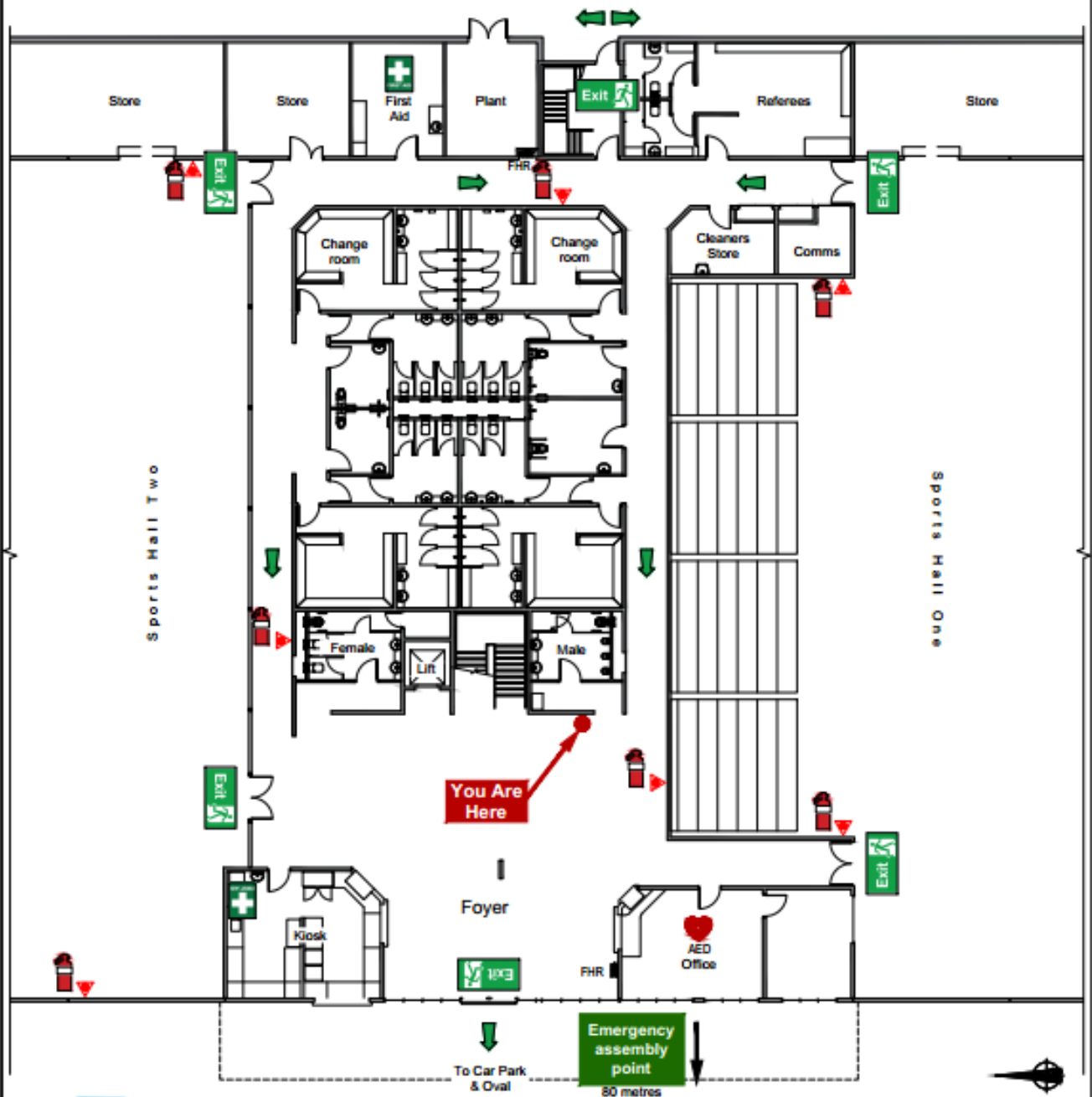
Evacuation Diagram

Mundaring Arena - Ground Level

Lot 12770, Mundaring Weir Road
MUNDARING 6073



Shire Of Mundaring - 9295 6666
Last updated: May 2018



Speak And Listen:
1800 55 727 and ask for 000

- | | | |
|--|----------------|----------------------------------|
| Dry Chemical Powder Extinguisher (AB(E)) | Emergency Exit | First Aid Kit |
| Evacuation Path | Fire Blanket | Automated External Defibrillator |

**IN CASE OF FIRE
DO NOT USE LIFT**

General pre-function duties



Should you notice any damage to the facility upon arrival, either:

- take a photo of it on your mobile and email it to bookings@mundaring.wa.gov.au;
- report it immediately to the Maintenance Officer who is on site from Monday to Friday 8am - 4pm;
- call 9290 6731 and leave a message detailing the nature and extent of the damage.



Rubbish Removal

Rubbish that does not fit into the existing bins or the bin store to the north of the Arena, must be removed from the premises by the hirer. The cost to dispose of any bags, boxes, bottles/cans or other rubbish left behind will be taken from the bond at the Shire's discretion.



Cleaning

As per the Conditions of Hire, all equipment and fixtures should be left in a clean and tidy condition. It is the hirers responsibility to ensure the venue is cleaned and vacated within the hire period.

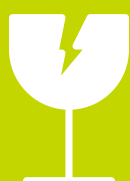


No Smoking Policy

As per all Shire facilities, the Mundaring Arena has a no smoking policy. Please respect the policy and refrain from smoking in or around the facility.

Damage to Facility During Booking

Please notify the Shire on 9290 6731 the next working day after your booking if damage occurs during your booking.



Costs incurred to rectify any damages will be taken from the hire bond at the Shire's discretion.

General Information

The Mundaring Arena has a staff member in attendance from 8am - 4pm Monday to Friday. Please call 9290 6773 if you need to speak to someone on site during these hours.

Capacities

Capacities may change depending on Covid-19 restrictions. Please check with the Booking Officer on 9290 6731.

Current Covid-19 Phase 5 capacities are below:

- Sports Hall 1 or whole venue - 1200
- Sports Hall 1 & 2 Sports Use - 300 each
- Sports Hall 2 Non Sporting - 500

Lift Access

Lift access is available to the Viewing Deck to Sports Hall 2.

If you require large items for use on the Viewing Deck, please be aware that the lift sizes below:

- 900mm wide door opening,
- 2.09 metres in height,
- 1.6 metres front to back
- 1.4 metres inside.

Extreme care needs to be taken moving items in the lift as any damage to the internal panels will be charged to the hirer.

Toilets

There are six sets of toilets including the public toilets in the foyer as well as four additional UAT's each with a toilet and shower. A baby change table is located in the unisex assisted access toilet/shower (south corridor).

Lights

The main foyer lights are on automatic sensors and will come on when entering the arena. Other areas with automatic sensor lights are; the office, control room, kiosk, toilets, change rooms, referee room and store rooms.

The control panel for the rest of the lights is located in the control room. This panel controls lights in sports hall 1, sports hall 2, corridors (downstairs), 1st floor foyer, viewing deck (1st floor) and stadium seating in hall 1.

The lights in the sports halls can be set to 50% (250 Lux) for training and 100% (500 Lux) for competitions.





Power Outlets

There is a bank of six double power-points which include 12 USB charging ports in each sport hall.



Fire Extinguisher

In case of fire, a fire extinguishers are located (also see plan):

- Hall 1 x 5;
- Hall 2 x 5;
- Ground Foyer x 1;
- Corridors x 2;

Under NO circumstances are fires to be lit in or around the facility.



Three Phase Power

There is 3 Phase power available for use in Sports Hall 1 (20 amp) and the Kiosk (32 amp). Approval in writing must be given for use of this.



Car Parking

There is plenty of parking available at the Mundaring Recreation Ground. Parking includes 443 sealed car bays and two gravel overflow car parks. This includes nine ACROD parking bays outside Mundaring Arena and another eight ACROD parking bays throughout the car park.

There are also three drop off bays at the base of the accessible ramp.

General Information

Keys/Entry

The key allocated to you will allow access to all areas appropriate to your user requirements. It is the responsibility of the hirer to ensure all doors are locked before exiting the building.

Please return your key to the Shire offices on the first working day after the event. Alternatively, the key/s can be dropped off through the after hours slot located next to the Administration Building main reception doors.

Lock Access/Security Alarm

Your key to the Arena also opens the boom gate leading into the venue carpark. Please make sure you close the padlock after opening the gate to prevent theft.

The door lock for the building is located on the metal frame on the left hand side of the double front doors. When you enter the building the alarm pad is located to the right past the two roller shutters.

Instructions to arm and disarm will be provided when picking up your key for the facility. **If you are the last user of the Arena, it is your responsibility to ensure the building is empty and to lock and arm the building.**



Drinking Fountains

There are two drinks fountains available for use on the outside of the building.

AED Defibrillator

There is a defibrillator located outside the office, next to the office door.

Outdoor Area

There is an uncovered outdoor paved area for use outside of the building.

Wifi

There is free wifi available for use at the venue seven days a week from 9am – 10pm.

Please connect to wifi or open a browser

Click on Public Wifi

Click on Accept (to agree to the Shire terms and conditions).

Rear Access / Large Items

There is rear access to Sport Hall 2 for large items to be transported into the building (2m height max.). Any equipment that requires to be moved on trolleys must receive approval from the Coordinator Community Facilities or Supervisor Mundaring Arena.

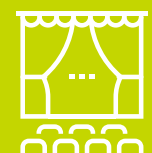
Staging

There is up to 80m² of staging that can be set-up in any location at the Arena if required. Costs are on application (users will be charged for set up/pack up times).

- adjustable size of up to 80m² (1m x 2m per stage section),
- adjustable height; 200mm, 400mm, 600mm,
- backdrop curtains,
- stage surround skirt.

Carpet Tiles

Carpet tiles are also available to be laid for functions in either Sports Hall. These cover the entire floor (two courts). Costs for this flooring is also on application.



General Information

Access for People with Disabilities

Please indicate at the time of booking if you or your guests have any particular access requirements. The venue is easily accessible by lift, has accessible toilets and the kitchenette in the Bendigo Room is also fully accessible.

Bonds

Once the facility is found to be in a clean and tidy condition with no damage, your bond will be returned via EFT. This refund usually takes approximately one week.

Contact

The Mundaring Arena has a staff member in attendance from **8am - 4pm Monday to Friday only**. Please call 9290 6773 if you need to speak to someone on site during these hours.

If you have any queries prior to or after your event, please do not hesitate to contact Bookings on 9290 6731 or email bookings@mundaring.wa.gov.au between 8.30am - 4.30pm Monday to Friday.





Foyer

Foyer

The ground floor foyer is 160m² with a maximum capacity of 160 people. The foyer usually has four café tables each with four chairs around them for a sitting area (this can be changed on request). All lights are on a sensor.

- access to kiosk servery and office reception;
- access to the public toilets, lift and the stairwell leading to the first floor;
- access to corridor leading to the additional toilets and change rooms as well as UAT's;
- access to corridor leading to referee room and first aid room.

Other amenities in this area include:

- drink fountains/bottle filler access;
- large LCD tv sign;
- digital clock;
- fire hose reel;
- FIP (Fire Information Panel).

Taps

There are two external taps at the front of the building. Please request the tap handles for these if use is required.



Kiosk



Kiosk

There is a roller door/servery that faces out to the paved outdoor area. Casual users will need to request staff to unlock this servery if required. This are also two roller shutter windows that face into the foyer. These are opened from inside the kiosk.

Kiosk Equipment:

- double door drinks fridge,
- 900mm oven,
- 2 x commercial microwaves,
- double extra-large/deep sink,
- separate hand washing sink,
- instant boiling water tap,
- pie warmer,
- baine marie,
- single upright fridge,
- single upright freezer,
- air fryer for chips and nuggets (training is required for use of the air fryer),
- large urn,
- money drawer'
- first aid kit.

Cleaning equipment including a broom, mop and bucket is located in the kiosk. All users are expected to clean the kiosk area before leaving.



Sports Hall 1



Sports Halls

Sports hall 1 is multi-marked for various sports for basketball, netball, hockey or volleyball (see below).

Sports Hall 1 – Courts 1 & 2

- stadium seating (296);
- basketball courts x 2;
- netball courts x 2;
- hockey court x 1;
- volleyball courts x 2;
- drop net to separate courts 1 and 2 if required;
- drop net to protect stadium seating (on request);
- two large LCD score boards with the capability of playing videos as well as scoring any sport with a hardwired siren (larger screen on court 1/show court);
- moveable score benches;
- shot clocks for basketball.



Sports Hall 2

Sports Hall 2 – Courts 3 & 4

Sports hall 2 is multi-marked for various sports for basketball, netball, hockey or badminton (see below).

- 1st floor viewing deck (32 seats);
- basketball courts x 2;
- netball courts x 2;
- hockey court x 1;
- badminton courts x 6;
- drop net to separate courts 3 and 4 if required;
- drop net to protect viewing deck (on request);
- 44 x public lockers are available for use with a \$1 coin return;
- hall 2 has a rear loading access (max. 2m height);
- two large LCD score boards with the capability of playing videos as well as scoring any sport with a hardwired siren;
- moveable score benches;
- shot clocks for basketball.



Sports Halls 1 and 2

Sports Equipment for Use

There are a bank of six double power-points which include 12 USB charging ports in each sport hall.

- multipurpose goals for either soccer, hockey or futsal (four goals available);
- volleyball posts and nets in Hall 1 (up to 2 courts);
- badminton posts and nets in Hall 2 (up to 6 courts);
- netball posts;
 - adjustable height posts for juniors (adjustable from 8ft to 10ft);
 - non-adjustable competition posts set at 10ft;
- basketball backboards – these are retractable and can be adjusted from 8 to 10 foot height;
- protective drop nets are available in front of the stadium seats, the viewing deck and between courts 1 & 2 and 3 & 4.



First Aid Room/ Referees Room

First Aid Room

Equipment:

- stretcher x 1;
- wheelchair;
- sick beds x 2;
- phone/intercom;
- hand basin;
- bar fridge.

Referees Room

Equipment:

- fridge/freezer;
- toilet x 2;
- shower x 2;
- phone/intercom;
- office chairs x 2;
- bench seating;
- 30 x lockers with \$1 coin return.



Emergency procedures

Emergency

In the event of any issues relating to security, crowd control or similar, please contact the relevant authorities as listed below.

Emergency	000
Midland Police Station	131 444

Shire of Mundaring After Hours Contact
Shire of Mundaring (24/7 Service) 9290 6666

Emergency Procedures:

The address for this facility is: Mundaring Arena, 50 Mundaring Weir Road, Mundaring 6073.

In case of Evacuation:

Evacuation muster point - oval

- Alert other occupants
- Call 000 and advise operator of nature of emergency.

In case of a Fire or Emergency:

- Call 000 and advise operator of nature of emergency
- Alert other occupants and EVACUATE the facility
- Assist mobility impaired persons
- Attend to human life in danger
- Do not endanger yourself or others



Emergency procedures

