



# Shire of Mundaring

MUNDARING ARENA - BENDIGO AND  
COMMITTEE ROOMS  
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 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 either the Bendigo or Committee Rooms, please call the Shire of Mundaring Facilities Bookings Officer on 9290 6731.



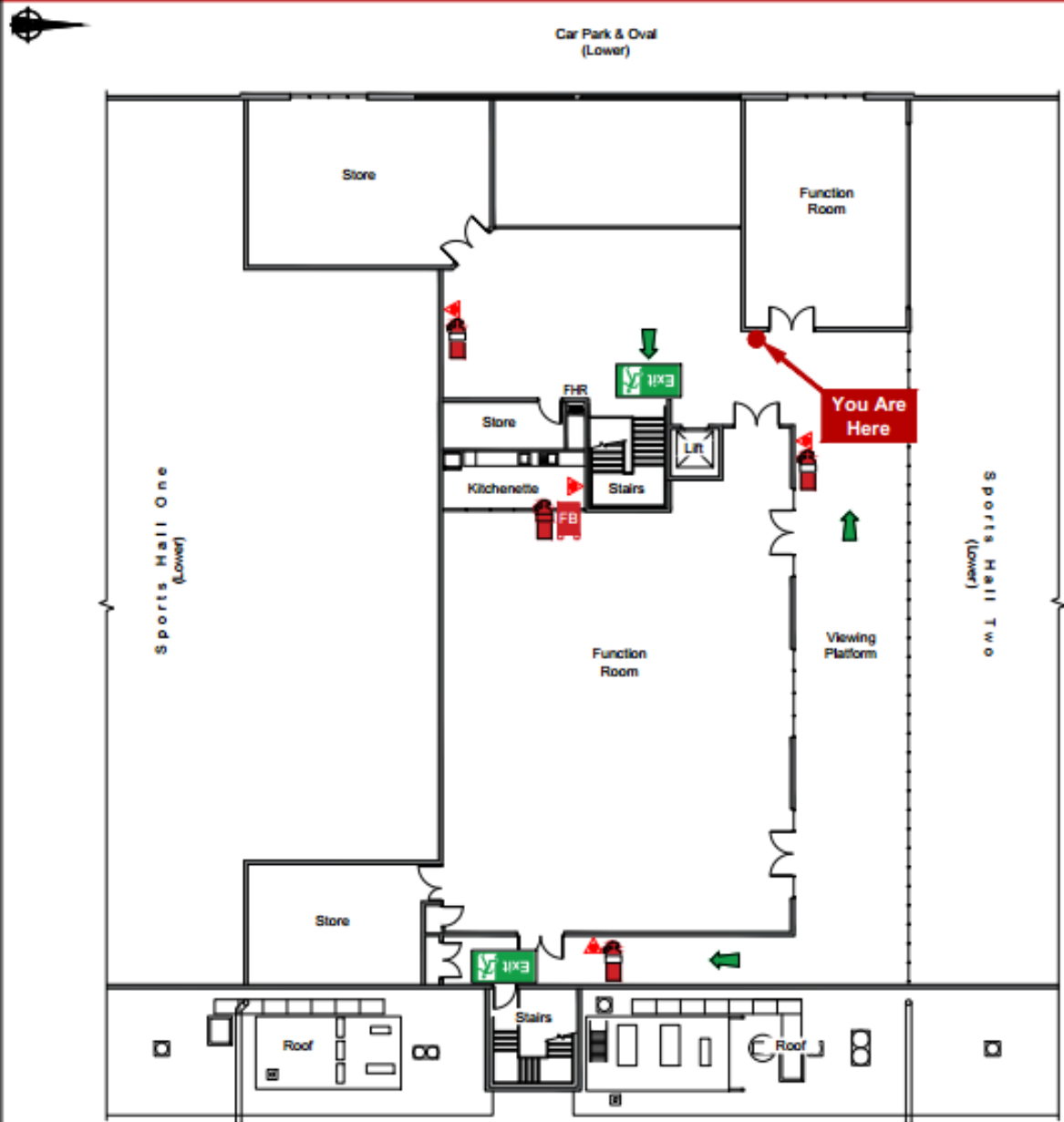
# Evacuation Diagram

## Mundaring Arena - Level One

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



Dry chemical powder extinguisher (B(E))



Fire blanket



Evacuation Path

**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](mailto:bookings@mundaring.wa.gov.au);
- report it immediately to the Maintenance Officer who is on site from Monday to Friday from 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 located in the kitchenette or the bins store to the north of bins 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 removed at the hirers cost. Costs incurred may 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. Chairs and tables must be cleaned and sanitised and neatly stacked in the storeroom. Floors must be swept and the kitchen floor wet mopped (no detergent), plus loose dirt and debris removed. A broom, dustpan, mop and bucket are located in the kitchen. There is a vacuum cleaner located in the kitchenette cupboard. 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 function.

Costs incurred to rectify any damages will be taken from the hire bond at the Shire's discretion. Any excess charges over the bond amount will be invoiced to the hirer.



# Functions

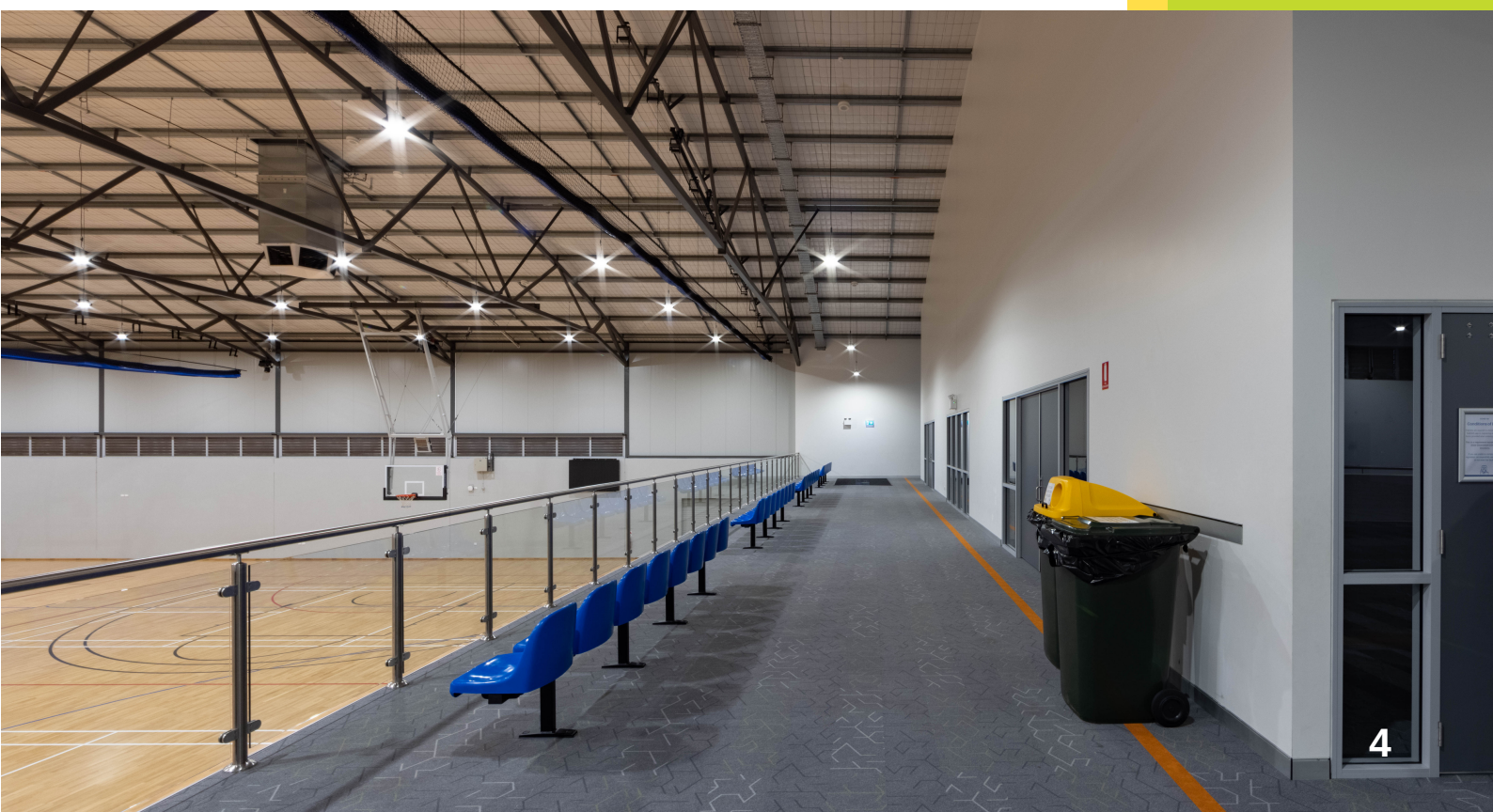
**High risk parties including 16th, 18th and 21st birthday's are not permitted in the Bendigo Room.**

If you are considering having any of the equipment below at your function, you will need to gain Shire approval before confirming your booking.

- stages;
- dance floor;
- heavy equipment;
- archways;
- hired seating;
- decorations;
- smoke machines;
- catering/cooking of food on the premises;
- alcohol service/portable bars;
- DJ equipment;
- games or amusements such as bouncy castles, arcade games, photo booths and/or juke boxes.

**Note:** The kitchenette in the Bendigo Room may only be used for reheating of food and no cooking is allowed.

Any bookings finishing at midnight are allowed one hour for pack-up and cleaning free of charge until 1am. All music needs to be turned off at midnight.





# General Information

## Keys/Entry

The key allocated to you will allow access to all areas appropriate to your function/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 when you enter the building, on the outside of the Office wall, past the two roller shutters.

Instructions to arm and disarm the building 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.**



## Capacities - Phase 5 Covid-19

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

Bendigo Room - 200 persons  
Committee Room - 40 persons



## 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).



# Bendigo Room - facilities available for use by hirer



## Chairs and Tables

The room has approximately 170 chairs (more available on request), 30 x 1.8m rectangle trestle tables and 20 x round tables to suit eight persons per table. At the conclusion of your event, all used chairs need to be cleaned and sanitised and stacked in lots of 10 in the store room. Tables that have been used need to be cleaned and sanitised and returned to the table trolley.



## Ovens, Stove Tops, Microwaves and Hot Water

The kitchenette equipment includes:

- 900mm oven;
- two single sinks;
- fridge/freezer;
- microwave;
- automatic hot boiling and cold chilled water tap.

There is an isolation switch to turn on/off the oven.

Please ensure all surfaces are cleaned and elements turned to the off position after use.



The facility has a free standing hot water urn which is available for functions. Please request at the time of making your booking.

Please advise if you require the kitchenette concertina wall open for your function and this can be arranged. DO NOT attempt to move or adjust this wall without Shire staff supervision.



## Fridges

There is a domestic fridge/freezer available for use.

The fridge will be on and ready for use when you arrive. Please leave it on when you depart. All foodstuffs must be taken away at end of the hire period.



# Bendigo Room - facilities available for use by hirer

## Dishwasher

There is a domestic dishwasher available for use. Please bring your own dishwasher tablets if you intend using this equipment.

## Crockery/Cutlery

There is crockery and cutlery available for use by hirers including:

- cutlery – 20 person setting;
- mugs x 60;
- glasses x 50;
- tall glasses x 50;
- jugs x 6;
- side plates x 60.

## Audio Visual System/Microphone

The venue has equipment required for most events including:

- projector and screen;
- handheld microphone;
- headset microphone;
- HDMI cable;
- AUX cable;
- podium with built in microphone.

Full instructions for use of the AV system will be provided at the time of key collection. **Please contact the Facilities Bookings Officer for prices.**

## Staging

There are two 1.5m x 3.0m stage sections with steps and a skirt that are available for use (up to 9m<sup>2</sup> total). Please advise at the time of booking if this is required.

## First Aid Kit

There is a small first aid kit kept in the kitchenette cupboard.





## Other Equipment

Other equipment available for use includes:

- 1 x poster stand holder A3;
- 3 x poster stand holders A4;
- 8 x tensa barriers;
- 2 x small portable whiteboards.

## Heating and Cooling

The Bendigo Room is temperature controlled.

To turn on, press MODE until your desired setting is selected, ONCE for Heat, TWICE for Cool and three times for Heat Cool. Pres the UP or DOWN buttons to set the temperature. To turn off, press MODE until the display reads OFF.

Instructions for use are also located on the wall next to the system.

Please ensure that the air-conditioner system is turned off at the end of your event.

## Light Switches

Light switches are located on the left hand side wall as you enter.

## Power Outlets

There is a bank of six double power points with six USB ports on both the left and right hand walls for use. The room has multiple double 10 Amp power outlets around the base of the wall of the room.





# Committee Room - facilities available for use by hirer

## Chairs and Tables

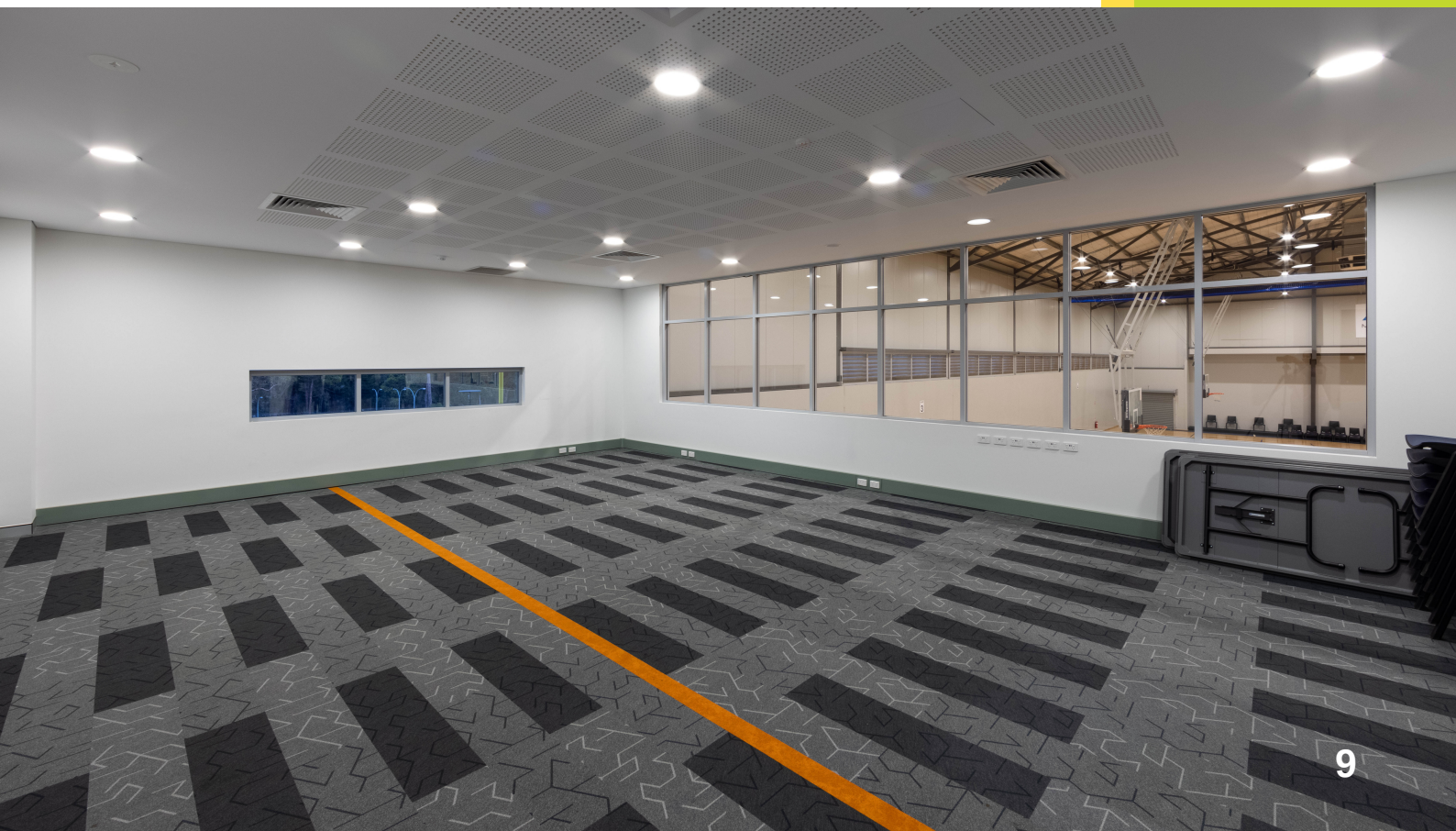
The room has 30 chairs (more available on request) and four x 1.8m rectangle trestle tables. The Committee Room key also fits Store Room 5 in the upstairs foyer if extra chairs are required. At the conclusion of your event, all used chairs need to be cleaned and sanitised and stacked in groups of 10. Tables that have been used need to be cleaned and sanitised and stacked neatly against the wall.

## Light Switches

All light switches for this room are located behind the door.

## Power Outlets

There is a bank of six double power points with six USB ports on the left and right walls for use. The room has multiple double 10 amp power points spaced around the base of the wall of the room.



# General Information

## Lift Access

Lift access is available to the Bendigo Function Room and the Committee Room.

If you require large items for use in the Bendigo or Committee Rooms, 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

All toilets are located in the downstairs area. There are six sets 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).

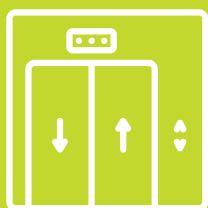
## Fire Extinguisher

In case of fire, a fire extinguisher is located in the upstairs foyer, the viewing platform and in the kitchenette of the Bendigo Room. There is also a fire blanket located in the kitchenette. Under NO circumstances are fires to be lit in or around the facility.

## 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 also includes nine ACROD parking bays outside Mundaring Arena and another eight ACROD parking bays throughout the car park.

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





### **Bottle Filler / Drinking Fountains**

There are two external drinks fountains and two accessible taps before you enter the building. There is a chilled water bottle station and as well as 1 x adult and 1 x child, chilled drink fountain in the Foyer area.

### **AED Defibrillator**

There is a defibrillator located outside the Office next to the entry door.

### **Outdoor Area**

There is an uncovered outdoor paved area for use as you enter the Arena building.

### **Taps**

There are three external taps at the front of the building. Please request the tap handles if required.





# General Information

## Flooring

Both the Bendigo Function Room and the Committee Meeting Rooms have carpeted floors.

## Consumables

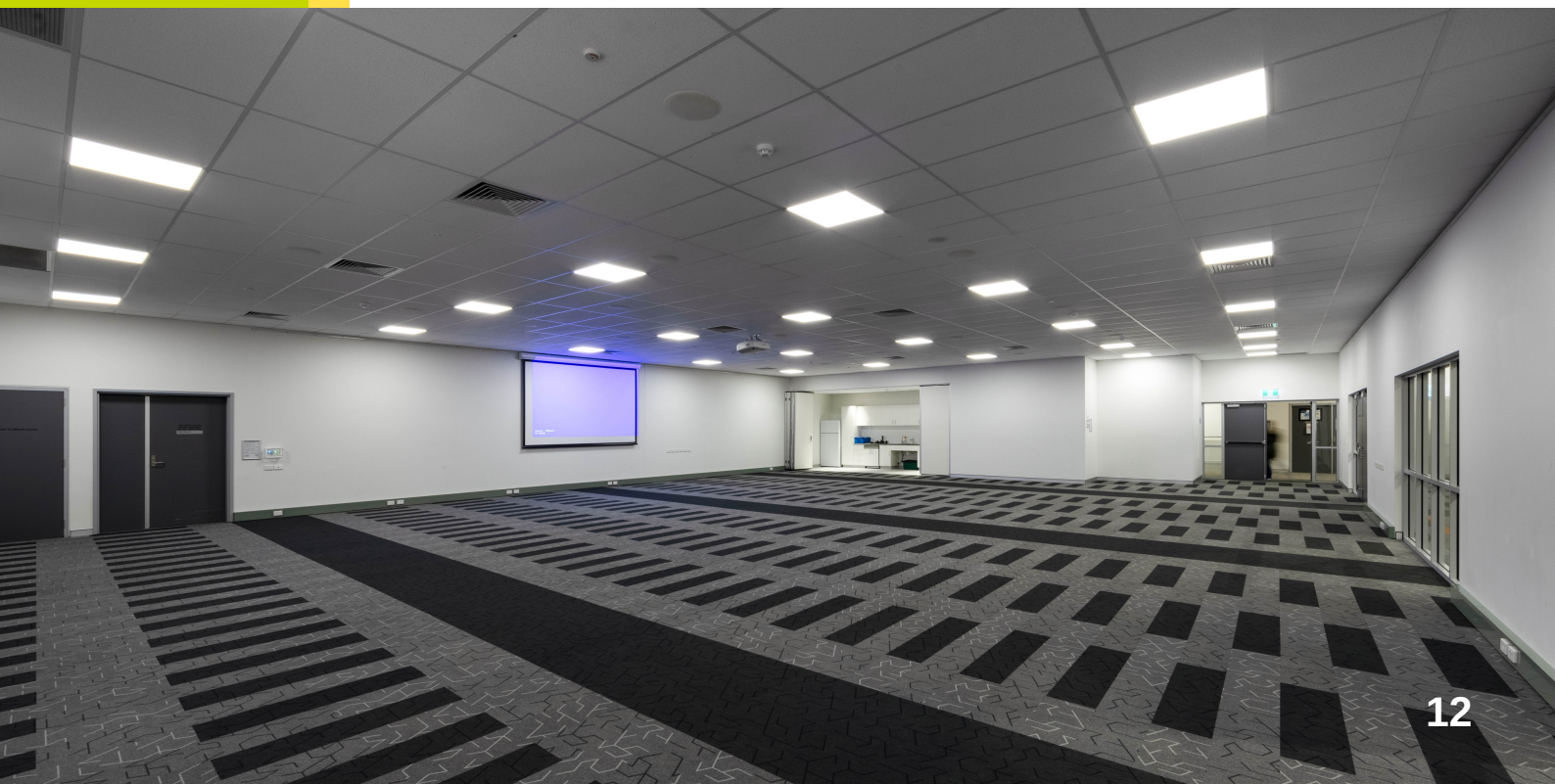
Disposable hand towels, hand soap and toilet rolls will be supplied by the Shire for your event.

## 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 is also fully accessible.

## Decorations

Decorations in the Bendigo and Committee Rooms are allowed on the condition they do not damage the building. It is requested that you discuss with Shire staff your decoration requirements. There are picture rails installed for hanging decorations and the Shire can also provide hooks and cables if required. All decorations (including fasteners) must be removed from the facility at the end of the hire period.



# General Information

## 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](mailto:bookings@mundaring.wa.gov.au) between 8.30am - 4.30pm Monday to Friday.

## 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.



# 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 After Hours Service	9290 6666
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## Emergency Procedures:

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

## In case of Evacuation:

Evacuation point muster point - lower carpark

- 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

