

EVENTS TOOLKIT

Interested in hosting an
event in Hedland?

This Toolkit is for you!



Town of
Port Hedland



Interested in hosting an event in Hedland?

With an active community and predictable climate for most of the year, Port Hedland is the ideal place to host events of all sizes.

All events with over 50 attendees require an event organiser to submit an application through our online facility booking site.

This toolkit provides you with everything you need to know about choosing the right site for your event and a step by step guide to help you through the process.



Town of
Port Hedland







Sites

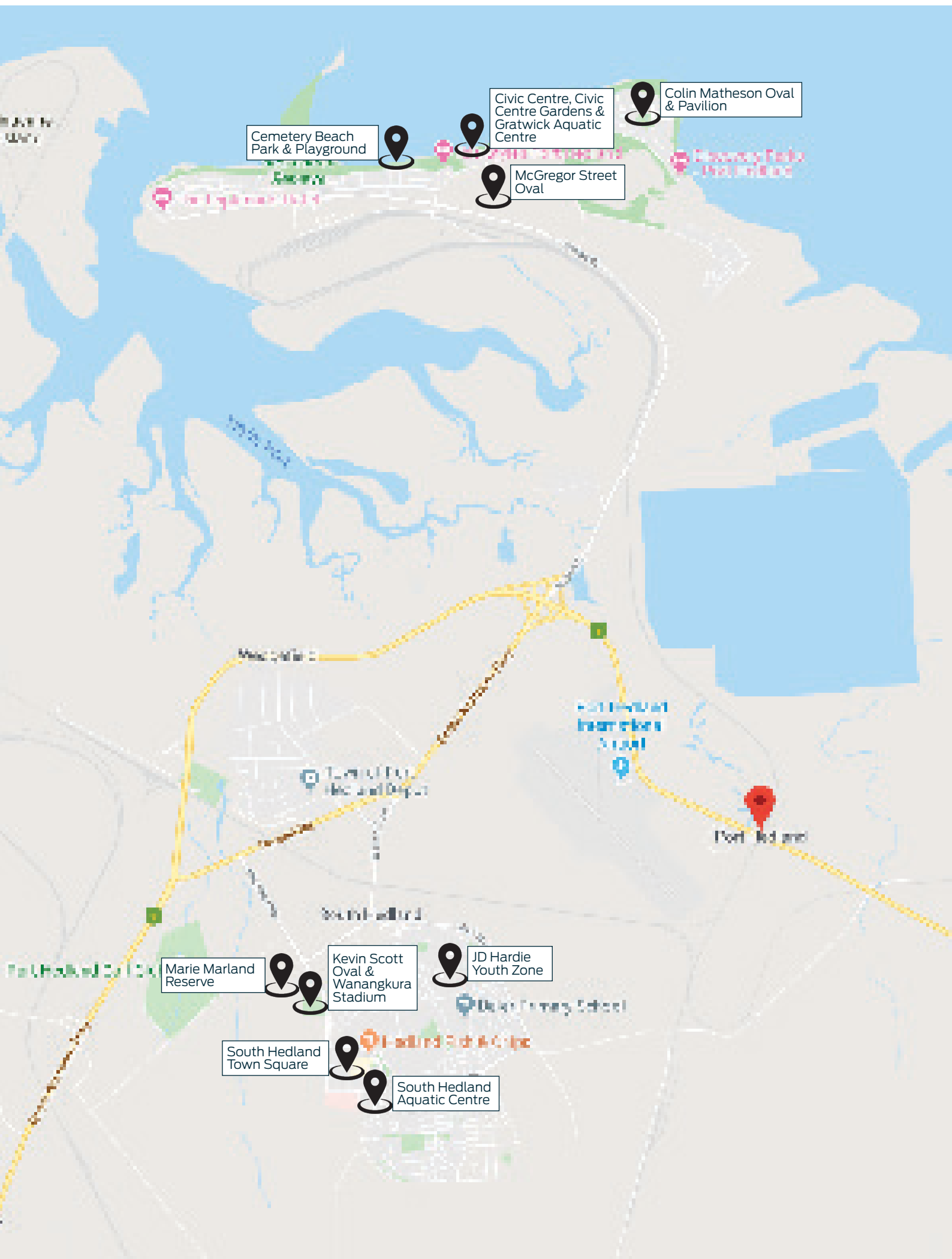
The Town of Port Hedland has twelve approved event sites for you to host your event.

These are: Colin Matheson Pavilion, Civic Centre Gardens, Cemetery Beach Park, Colin Matheson Oval, McGregor Street Oval, Town Oval, South Hedland Town Square, Kevin Scott Oval, Marie Marland Reserve, Wanangkura Stadium, JD Hardie Youth Zone as well as a selection of parks and gardens around Hedland.

Each site has its own considerations including the types of events that can be hosted and the capacity of each site. We encourage you to please check site details carefully when making your selection.

This toolkit covers all of the Town of Port Hedland's requirements. However, there are cases and sites where additional approvals from other agencies are required. Ascertaining these additional permits is the sole responsibility of the event organiser.

Where are the Town sites I can hire in Hedland?



Cemetery Beach
Park & Playground

Civic Centre, Civic
Centre Gardens &
Gratwick Aquatic
Centre

Colin Matheson Oval
& Pavilion

McGregor Street
Oval

Marie Marland
Reserve

Kevin Scott
Oval &
Wanangkura
Stadium

JD Hardie
Youth Zone

South Hedland
Town Square

South Hedland
Aquatic Centre

Colin Matheson Oval

The Colin Matheson Oval is a football oval featuring an electronic scoreboard, floodlighting, toilets and change room amenities.

Located at Corney Street, Cooke Point the oval can be hired for sporting fixtures and includes cricket nets and a playground.

Event Genres

The Colin Matheson Oval is perfect for holding sporting training and competitions, personal training sessions and family fun days.



Colin Matheson Pavilion

Colin Matheson Pavilion is one of Hedland's newest community facilities.

Located in Port Hedland, it has an elevated balcony area overlooking Colin Matheson Oval and Cooke Point.

The facility is air conditioned and a large number of windows provide natural lighting. The commercial bar and kitchen contains fridges, a stove and oven, microwave and preparation area.

The facility has access for people with disabilities including a lift as well as accessible toilets.

Event Genres

The Colin Matheson Pavilion is perfect for holding corporate events such as meetings, conferences and training, as well as birthday parties and other special events.

The Pavilion is also the ideal location for a small business requiring a licensed kitchen for food preparation for community events.

Capacity

160 people at any one time



Civic Centre Gardens

The Civic Centre Gardens are located on the beach side of the Civic Centre on McGregor Street, Port Hedland. With stunning views of the Indian Ocean, this grassy space can accommodate events of up to 2000 people. An electric BBQ is on site, power and water are available and the gardens contain an accessible Exeloo toilet.

The space is approximately 60 metres long and ranges in width from 25 metres at the eastern end to 45 metres at the western end.

Framed by palm trees, this is the perfect location for almost any event and is popular with the community.

Event Genres

The Civic Centre Gardens is the ideal location for holding large community and corporate events, family gatherings, high class food and wine festivals, open air cinema and outdoor exhibitions.



Cemetery Beach Park

Located at the eastern end of Sutherland Street in Port Hedland, Cemetery Beach Park overlooks the Indian Ocean and is a popular beach for turtle nesting. The park features a playground, toilets and a large open grassy space.

Event Genres

Cemetery Beach Park is perfect for holding community events and social gatherings.



McGregor Street Oval

Located in Port Hedland, McGregor Street Oval features sports fields, a clubhouse, an accessible toilet and is next to the Port Hedland Skate Park.

Event Genres

The McGregor Street Oval is perfect for holding sporting training and competitions, personal training sessions, large corporate events, carnivals and outdoor exhibitions.



Town Oval (Turf Club)

Town Oval is located in the interior of the racecourse on McGregor Street in Port Hedland. There is a cricket pitch in the oval and plenty of space for a crowd to gather on picnic blankets.

Event Genres

The McGregor Street Oval is perfect for holding sporting training and competitions, personal training session's large corporate events, carnivals and outdoor exhibitions.



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 amphitheater, 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.

The space has a minimum hire time of 3 hours. There is no alcohol permitted at events held at the South Hedland Town Square.

Event Genres

The conveniently located South Hedland Town Square is the perfect location to hold outdoor concerts, markets and community events.



Kevin Scott Oval

The Kevin Scott Oval is located on Hamilton Road in South Hedland. The facility sits adjacent to the Wanangkura Stadium and features AFL goal posts, a cricket pitch and practice nets, flood lighting and a playground.

During the football season the pitch is covered to provide a better surface for football.

There are toilet and change room's amenities at the Wanangkura Stadium.

Event Genres

The Kevin Scott Oval is perfect for holding sporting training and competitions, personal training sessions, community events and festivals.



Marie Marland Reserve

Marie Marland Reserve is located in Hudson Way (off Hamilton Road) in South Hedland. This sports ground offers space for diamond sports, rugby, soccer and touch football as well as hosting community events. Access to floodlighting, toilet and change room facilities is available.

Event Genres

The Marie Marland Reserve is perfect for holding sporting training and competitions, personal training sessions, community events and festivals.



Gratwick Hall

Recently refurbished, Percy Gratwick Memorial Hall reopened to the public 2019. Located at the Town of Port Hedland Civic Centre on McGregor Street Port Hedland, Gratwick Hall features a large floor area and stage for public performances.

Overlooking the ocean and Civic Centre Gardens this space is complete with a commercial kitchen and bar.

Event Genres

The Gratwick Hall is the perfect venue to hold community events, functions, formal functions, corporate events and more.

Capacity

Approximately 500



JD Hardie Youth Zone

JD Hardie Youth Zone is located on Cottier drive in South Hedland. The facility offers both indoor and outdoor spaces for hire. The indoor spaces available for hire include; a full size basketball court, a performing arts space including full length mirrors, commercial kitchen, and meeting and conference spaces.

Equipment such as projectors, PA systems and tea and coffee is available upon request. The outdoor space features three full size basketball/netball courts with flood lighting, and access to restrooms.

JDYZ Party Packages

Party Packages, party times are

Fridays 3 – 5pm and 6 – 8pm

Saturdays 9 – 11am, 12 – 2pm or 3 – 5pm

We provide:

- Bouncy castle and limited toys (we attempt to ensure toys are age appropriate and will consider special requests)
- Limited fridge space
- Limited oven space (please note we do not cook food, only keep it warm until you need it)
- Tables and chairs
- Speaker, AUX cord or CDs

Please be advised there is a maximum of 30 children permitted in the party area for a single booking.

As per Centre Policy the supervision of all children attending the party is the responsibility of the host of the party.

Capacity

Varies depending on space hired

Available Hours

School Term:

Monday – Friday 8:00am – 8:00pm

Saturday - 8:30am 5:00pm

Sundays – Closed

School Holidays:

Monday – Friday 8:30am – 5:00pm



Matt Dann Theatre & Cinema

The Matt Dann Theatre & Cinema offers one of the best experiences to be found in the Pilbara region. Boasting a recent technical refurbishment of over a million dollars, Matt Dann promises to deliver the best possible experience for your event.

The venue can offer a range of different hire options, from conference & seminar spaces to professional touring productions and private new release movie screenings, Matt Dann offers it all.

With a wealth of experience, the friendly team can provide comprehensive venue management services, including the provision of technical and front of house services, ticketing and sound/lighting design for your special event.

Capacity

Varies depending on space hired



Wanangkura Stadium

Wanangkura Stadium is a multi purpose recreational centre located on Hamilton Road in South Hedland. The name of the stadium, *Wanangkura*, was chosen from hundreds of local submissions and means 'whirlwind' in the local Kariyarra language.

The facility houses an indoor basketball court with commercial television quality lighting and spectator seating, a 24/7 access gym and group fitness rooms, crèche facilities, function rooms for corporate and business bookings - including club rooms for local sports clubs, a commercial kitchen and upper level function rooms with commercial servery/bar.

Adjacent to the main building are outdoor playing courts for netball and basketball with floodlights. The stadium's main hall can be configured for multiple sports including for basketball, netball, futsal and badminton, and can even be suitable for the hosting of large conferences and performances.

Wanangkura Stadium is fully accessible with lift and accessible toilets and change rooms.

Wanangkura Stadium main hall/indoor courts

The maximum capacity of the stadium is 1000 with fixed and retractable seating for over 400 spectators.

Jimblebar Function Room

The Jimblebar Function Room, located on the upper level of the stadium, offers fantastic opportunities to take in the amazing Pilbara sunset and is the perfect venue for corporate or private functions.

Jimblebar is equipped with a new state-of-the-art AV technology making it suitable for workshops, conferences, forums, award presentations, or birthday parties. The well trained venue staff also offer a variety of set up styles: theatre, workshop, boardroom, sit down dinner, or cocktail.

Room maximum capacity is 200 people, depending on the function and set up. Adjacent to the room is bar/servery.

Equipment:

AV: large screen, new tech projector, wireless microphone

Furniture: 10 large round tables (max 8-10 seats), 10 trestle tables (max 6 seats), 10 cocktail tables, 140 function chairs, 20 plastic chairs, white board

Servery/bar: commercial double glass door fridge, dishwasher, hot water urns, standard glassware

Wanangkura Stadium Yarrie Meeting Room

Yarrie Board Room is located on the upper level of the building and is perfect venue for small meetings or trainings. The Yarrie room is equipped with video conferencing capabilities, comfortable meeting chairs, and a spacious boardroom table.

Maximum capacity is 10-14 people



Other Parks & Gardens

In addition to these sites, Hedland boasts a number of other parks and gardens that are available for you to utilise.

- Marapikurrinya Park
- Port Hedland Skate Park
- Gallery Gardens
- Leap Park
- Spoilbank
- Yikara Park
- Pretty Pool Park
- Koombana Park
- South Hedland Skate Park
- Shay Gap Park
- Marquee Park

The parks and gardens of Port and South Hedland are ideal for holding community events, personal training sessions and social gatherings



Overview of Facilities

Event location	Capacity	Genre	Toilets Available Onsite	Accessible Toilets	Power Available	Lighting	BBQ / Cooking Facilities	Car Parking
Colin Matheson Oval	*	walks and runs, sporting events	Yes* Inside pavilion only	Yes * Inside pavilion only	No	Yes flood lighting to oval and pole lights to playground	No	26 Bays share with PHS
Colin Matheson Pavilion	160	Conferences, training, social gatherings, school and youth groups.	Yes	Yes	Yes	Yes	Kitchen	26 Bays share with PHS
Civic Centre Gardens	*	Community and corporate events, social gatherings, high class food and wine festivals, open air cinema, outdoor exhibitions.	Yes	Yes	Yes	Yes	1 bbq electric	90 Bays
Cemetery Beach Park	*	Community events, social gatherings	Yes	Yes	Yes	Yes – pole lights	7 bbq electric	95 bays
McGregor Street Oval	*	Community events, walks and runs, sporting events amusement and carnival rides and outdoor exhibitions	Yes	Yes	Yes	Yes – floodlights tokens required	No	26 Bays
Town Oval	*	Community events, sporting events, circus, festival, amusement and carnivals.	No	No	No	No	No	26 bays at oval, however can create large parking spaces
South Hedland Town Square	*	Outdoor concerts, markets, community events	Yes	Yes	Yes	Yes	No	Street parking
Kevin Scott Oval	*	Community events, walks and runs, sporting events, festivals	Yes	Yes	No	Yes floodlights	No	160 bays stadium, informal gravel Informal asphalt 2 accessible
Marie Marland Reserve	*	Community events, walks and runs, sporting events, festivals	Yes	Yes	No	Yes floodlights	No	Informal parking
Gratwick Hall	500	Conferences, training, social gatherings, school and youth groups.	Yes	Yes	Yes	Yes	Kitchen	90 Bays
Wanangkura Stadium - Jimblebar Function Room	200	Corporate/private functions including conferences, workshops, trainings, award presentations	yes	yes	yes	yes	Commercial servery/ Microwave	164 bays + 6 Accessible Acrod bays + overflow parking
Wanangkura Stadium - Yarrle Meeting Room	12	Meeting, workshop, teleconference	yes	yes	yes	yes	N/A	164 bays + 6 Accessible Acrod bays + overflow parking
Wanangkura Stadium - Indoor court	1000	Social or corporate sports: basketball, netball, volleyball, futsal, badminton; Large events including expos, theatre, performance, concert	yes	yes	yes	yes	Commercial servery available on request	164 bays + 6 Accessible Acrod bays + overflow parking
Wanangkura Stadium - Fitness Class Room	50	Social or corporate, team building fitness classes	yes	yes	yes	yes	N/A	164 bays + 6 Accessible Acrod bays + overflow parking
Wanangkura Stadium - Club room	64	Club room for local sports clubs (access to commercial kitchen)	yes	yes	yes	yes	Yes Commercial kitchen	164 bays + 6 Accessible Acrod bays + overflow parking
JD Hardie – Indoor stadium (Can be hired as ½ or full court)	660*	Community events, sporting activities and tanning (lined for basketball, netball, badminton, volleyball, roller derby, Futsal), events, festival.	Yes	Yes	Yes	Yes	Kitchen* if required this may need to be booked in advance	JDYZ public carpark 69 spaces
JD Hardie – Conference Room	50	Dance classes, conferences, training, meetings, social gatherings, and school and youth groups.	Yes	Yes	Yes	Yes	Kitchen* if required this may need to be booked in advance	JDYZ public carpark 69 spaces

JD Hardie – Small Meeting Room	50	Training, and meetings.	Yes	Yes	Yes	Yes	Kitchen* if required this may need to be booked in advance	JDYZ public carpark 69 spaces
JD Hardie – Kitchen (3hr minimum)	-	Training, and workshops	Yes	Yes	Yes	Yes		JDYZ public carpark 69 spaces
JD Hardie – Youth Lounge	50	Conferences, training, meetings, social gatherings, school and youth groups	Yes	Yes	Yes	Yes	Kitchen* if required this may need to be booked in advance	JDYZ public carpark 69 spaces
JD Hardie – Outdoor Courts	*	Community events, sporting activities/trainings (lined for basketball, and netball) events, circus, festival, amusement and carnivals	Yes	Yes	Yes	Yes	Kitchen* if required this may need to be booked in advance	JDYZ public carpark 69 spaces
Matt Dann Theatre & Cinema – Auditorium	300	Cinema & Professional Live Touring Performances, community functions, Conferences, Meetings & Seminars, Dance Concerts and more!	Yes	Yes	Yes	Yes	No cooking facilities on site. The venue can operate their Candy Bar which stocks Chips, Drinks, Chocolates and Popcorn.	Yes, including the surrounding area & carpark, it is sufficient for up to 300 patrons.
Matt Dann Theatre & Cinema – Lobby/Foyer	300*	Relax Foyer Space available for Sundowners through to smaller performances.	Yes	Yes	Yes	Yes	No cooking facilities on site. The venue can operate their Candy Bar which stocks Chips, Drinks, Chocolates and Popcorn.	Yes, including the surrounding area & carpark, it is sufficient for up to 300 patrons.

***Venue capacity varies depending on type of event being held, capacity will be confirmed at time of booking**



The Event Bookings Process

1 Read this information pack and make sure you understand everything you need to provide.

2 Consult with ToPH Bookings Officer: They will talk you through the required documentation, and provide some additional helpful hints to make your application better, and the process smoother.

3 Prepare your documentation: This toolkit outlines what you need to consider when preparing the event application.

4 Lodgement: The easiest way to apply for an event at one of these sites is through our online facility booking form. Note: by lodging your application you are not guaranteed to receive an event permit.

Things to consider when preparing your application

Event location

This guide lists all approved event sites for a variety of events. Each site comes with its own parameters, including the type of events that can be hosted as well as capacity. If you haven't been to the site, we encourage you to visit it to make sure it suits your requirements.

If you are planning an event held within a roadway (eg. Triathlon, March), you are required to complete a "Works within a Road Reserve Application."

Preferred dates

We require the following notice when booking events:

Number of people:	Notice required:
50	2 weeks
51-500	4 weeks
501-1000	6 weeks
1000+	12 weeks

Event Numbers

The larger your event, the more requirements you may have to meet, such as additional toilets, waste facilities and security.

Please think carefully about your event numbers prior to lodgement and specific as to how many people you expect to attend, both overall and at any one time.

Insurance

It is essential that you have all the right insurance information ready. Please ensure your event has Public Liability Insurance to the value of no less than \$10million with the Town of Port Hedland noted as an interested party on your policy.* We will need to see a copy of your Certificate of Currency which can be uploaded at lodgement.

Ultimately it is the responsibility of the event organiser to ensure the right insurances are in place for your event – we advise you to look at the following insurances in addition to the public liability insurance for the event itself:

- Public Liability Insurances of sub-contractors
- Volunteers' insurance
- Workers compensation
- Professional indemnity

* Public Liability Insurance is mandatory for: incorporated bodies, companies, associations, corporate entities and casual hirers with use of Town facility more than 12 times per year.

Power

The Town has power available at some event sites. It is important when preparing your site plan that you are aware of the Town's power connection location so that you can plan your event accordingly. Any generators to be used must be included on your site plan and must be test and tagged. In addition, consider residents when positioning such equipment and ensure it is properly secured.

A Form 5: Certificate of Electrical Compliance must be completed for electrical connections from generators to distribution points. Please see Overview of Existing Facilities on page XX of this toolkit to find out what's available at each site.

Sound

Music and sound are a feature of many events. We need to make sure your sound won't disturb surrounding businesses and residents, so please include the following information in your application.

- A description of the type of sound your event will incorporate ie. Live bands, performances, an MC, DJs or even a combination.
- A site plan that clearly shows where speakers will be located and the anticipated sound dispersion.
- Contractor details of any production specialists that will be part of your event.
- Details of any generators that will be used and where they will be located.

A Noise Management Plan is required when amplified noise/ live music is ongoing after 9:00pm.

Lighting

Lighting can be used in various ways to create unique and multipurpose events. We need to make sure lighting infrastructure associated with your event won't cause nuisance to surrounding business and residents. Use of the Town's overhead lighting may incur additional fees.

Restrictions apply to overhead lighting in certain areas including the Civic Centre gardens and Cemetery beach from November to March so as not to disrupt Hedland's turtle nesting season.

Please include the following information in your application:

- A description of the type of lighting your event will incorporate ie. Flood lighting, laser shows, production lighting or a combination.
- A site plan that clearly shows where lighting will be located.
- Contractor details of any production specialists that will be part of your event.
- Considerations of access and inclusion principles such as lighting displays affecting people with disabilities such as epilepsy, autism spectrum disorder.

Staging and Marquee Requirements

As long as the structure is less than 50m² and no higher than 2m off the ground, then bring it along. Structures larger than 50m² will require technical and/or structural drawings. Certification of Structural Adequacy must be provided to the Environmental Health department prior to commencement of the event.

Structures larger than these dimensions can still be part of your event, however we will need to apply more scrutiny on the location and design to ensure everything is as safe as possible. This will attract a one-off additional fee.

For any stages associated with the please provide:

- Contractor details
- A certificate of structural adequacy



Toilets

There is some flexibility in these requirements depending on timelines and the nature of your event, use the following scale as a guide.

Total attendance	Event Duration	Non-licensed event Unisex WC	Licensed event Unisex WC	Accessible WC (included in total WC)
0-1000	<4 hours	2	4	1
	4-6 hours	2	4	1
	6-8 hours	2	4	1
	>8 hours	3	5	1
1000-2000	<4 hours	4	7	1
	4-6 hours	4	8	1
	6-8 hours	4	8	1
	>8 hours	5	10	1
2000-3000	<4 hours	6	11	2
	4-6 hours	6	11	2
	6-8 hours	6	12	2
	>8 hours	8	15	2

Food

It is important to ensure all food vendors meet all relevant legislative requirements at events. All food vendors, including food stalls, must be registered under the Food Act 2008, unless eligible for exemption. The registration certificate must be able to be presented upon request.

All food vendors must complete an application for Trading in Public Places and temporary food premises, i.e. food stalls, are required to follow the Town's "Guidelines for Temporary Food Stalls".

Applications for Trading in Public Places must be submitted at least two weeks prior the event start date along with the relevant fees, where applicable.

Food vendors may be subjected to inspections by an authorised officer at any time.

Waste

As a general rule of thumb, events generate approximately one litre of waste per person, per meal. This figure may vary based on the type of event and whether the event involves the sale of liquor.

Adequate receptacles for waste are mandatory for all events; the number of bins needed can be estimated by using the calculation below:

Number of people x Number of meal times = Total amount of waste in litres

Total amount of waste/240L (standard bin) = Number of bins required

For example:

*1,000 people x 2 meal times = 2000L of estimated waste
2000/240 = 8 bins required*

Additional bins should be made available for licensed events

Bins should be placed in prominent locations including:

- Entrances and exits
- Areas where food is consumed
- Along walkways and high traffic areas
- Near toilets/ other utilities

Bins are to be emptied and serviced as required throughout the duration of the event.

General clean up internal and external to the venue are to be completed as quickly as possible following the event.

Accessibility

All events must ensure that people with disability have the same opportunities to other community members to attend events.

The Town has an Accessible Events Guide with a checklist which is useful in planning your event. Make sure you complete this along with your other plans.

Signage

Advertising signs associated with events need to be authorised by the Town's planning team. They can support temporary event signage (for no longer than 30 days) on a case-by-case basis.

Fees

Once you have applied for your event, you will be contacted by the Bookings Officer with a confirmation letter, facility Terms and Conditions of hire and Accessible Events Checklist.

Fee schedule depends on the booking.

Plans we need

Along with your application you will also need some plans:

1. Site Plan of your event

The Site Plan needs to include the following (if applicable to your event):

1. Entry and exit points
2. Boundary fencing
3. First aid
4. Fire safety equipment
5. Evacuation pathways and muster point
6. The location and number of toilets
7. Licensed area
8. Structures: Buildings, stages, amusements, marquees, stalls
9. Electricity supply points and number and type of power supply/generator locations.
10. The parked location of vehicles essential to the operation of the event such as food vending vehicles, emergency and safety vehicles and portable stage trailers.
11. Smoke free zones
12. The location and number of waste bins and associated waste facilities.

2. Traffic Management Plan

If partial or full road closures are required, a Traffic Management Plan must be submitted by an accredited provider holding an Advanced Worksite Traffic Management Certificate to the Town for approval.

A general event traffic management plan is available through the Main Roads website at:

<https://www.mainroads.wa.gov.au/Our-Roads/TrafficManagement/Pages/Plan-Prep.aspx>

Full road closures and larger events require liaison with all relevant stakeholders including the Town, Police and Emergency Services .

3. Transport Access Plan

This may not be so important for small events, but for some of the bigger events we need to know how many patrons are getting to and from your event.

For smaller events it may be more appropriate to provide a Pedestrian Access Plan.

The Transport Access Plan should detail: Patron movement to and from the event

- Public transport usage
- Additional buses if required
- Provision for all access requirements
- Parking requirements
- Any additional information as required

4. Security Management Plan

(Events where alcohol available)

If your event involves liquor, please supply a copy of your Security Management Plan. This should be prepared in conjunction with local Licensing Police to ensure all concerns are addressed prior to lodgement.

The Plan should also include emergency evacuation procedures.

5. Risk Management Plan (Required when 1000 people or more are expected to attend)

You are required to supply a Risk Management Plan that identifies all the potential risks that may arise from holding your event and steps identified to mitigate such risks. External risks are also required to be identified and noted.

6. Accessible Events Checklist

This checklist is available on our website. Make sure you complete and submit this with your Community Events Application.



Community Grants

Special Event Grant

The Special Event Grant supports organisations in delivering events to benefit the whole community.

The objectives of this grant include:

- Encouraging volunteering to help facilitate active, confident, resilient, cohesive and inclusive communities
- Celebrating and connecting the community

Possible events/occasions to celebrate include but are not limited to:

- Harmony Day
- Easter
- NAIDOC Week
- Awareness Days/Weeks
- Minority groups festivities

This grant will cover the following costs:

- Performer/presenter fees, travel and accommodation costs
- Venue hire
- Event Public Liability Insurance
- Equipment hire
- Permits
- Advertising/promotional costs
- Catering
- Fundraising for charity activities
- Materials for performances, costumes, uniforms, activities

The Town of Port Hedland will contribute 50% or less of the total value of the event. The maximum value of the grant is \$2,000.

Applications will be sought on a quarterly basis (March, June, Sept, Dec)

Public Spaces Activation Grant

The Space Activation Grant supports individuals, organisations and businesses to develop projects in their local community to strengthen connections between people and places they share.

The objectives of this grant include:

- Transformation of public spaces into vibrant and safe places where communities gather
- Create opportunities for people to connect with their local neighbourhood
- Increase participation in community life
- Encouraging fun and innovative ideas that generate community engagement

This grant will cover the following costs:

- Materials, furniture, costs
- Construction costs
- Artist fees
- Park or reserve hire

The Town of Port Hedland will contribute 50% or less of the total value of the event. The maximum value of the grant is \$1,000.

Applications are open all year.

How to Apply

To apply for the above Grants or if you would like to view all available Grants visit <https://porthedland.smartygrants.com.au/> to access our *Smarty Grants Portal*

If you would like further information or have any questions email: grants@porthedland.wa.gov.au

Your responsibility as a hirer

All hirers have responsibilities pertaining to the maintenance, cleaning and security of the facility hire. These include:

- Ensuring that the reserve/ facility / park is left in a clean and reasonable condition at the conclusion of the hire
- Any damage caused during the hire is reported to the Town's Booking Officer
- Ensuring facilities are locked and secured at the completion of the hire

Please note that the hirer will be invoiced with the cost of repairs/ additional cleaning required if the Town deems the damage is a result of the hirer's activity.

Hiring groups do not have permission to access any furniture/ equipment stored in sporting group facilities without permission from the sporting] group owner.

Marketing your event

A key component of holding any event is the ability to successfully market it to the local community. After all, an event requires people to attend to make it a success! The Town has an active stake in supporting the viability and vibrancy of locally run events. This is because all events contribute to the overall quality of life in Hedland.

How can the Town help with marketing my event?

The Town has a range of digital and traditional media channels which can be used by Town Officers to raise awareness of community events. Mainly this is to promote Town run events, however they can also be utilised to market your local, grassroots event. The channels available include:

- Town of Port Hedland website events calendar
- What's On Guide, printed every two months (circulation 1500 – distributed to schools and points of interest in Hedland)
- Town of Port Hedland Facebook (~8,200 likes)
- Town of Port Hedland Instagram (~1650 followers)
- Town of Port Hedland LinkedIn (~630 followers)
- Town of Port Hedland email subscribers (~700 subs)
- Flyer creation (circulated by requester)

Marketing is often the deciding factor on whether an event is well attended or not. A phrase you'll sometimes hear is that people didn't go to something because they didn't know it was on, which as a Town we want to avoid happening where possible.

What do I have to do to receive marketing assistance?

We will need key details on your event to be able to assist. A good starting point is the Town of Port Hedland website event calendar. All you have to do is log on to www.porthedland.wa.gov.au, click events and then click underneath "What's on" to submit your event's details. These details will then go to a Town Officer for final approval before it is published on the website.

If you wish to receive social media exposure via the Town's channels, please email media@porthedland.wa.gov.au and include the following information:

- Event title
- Background information
- Ideal number of attendees
- Key dates
- Relevant contacts
- Graphics
- Sponsor Logos

Please be advised it will be at the discretion of Town Officers whether your event's details are published on the Town's digital channels, and which ones are the most appropriate for use. However, events can always be published on the Town's website.

How much notice should I give?

Ideally, four weeks' notice is the best time frame in order for Town Officers to process your request and leave enough time for promotion. If something is last minute, it will be at the discretion of Town Officers and the resources available at the time whether the request can be processed.

We look forward to working with you to assist in marketing your event!



My Checklist

Read this document	
Made contact with a Town Officer	
Completed site plan of my event	
Completed Traffic Management Plan	
Completed Transport Access Plan	
Completed Security Management Plan	
Completed Risk Management Plan	
Completed Accessible Events Checklist	

**Ready to book your event?
Contact us!**

Booking officer

bookings@porthedland.wa.gov.au
(08) 9158 9300

JD Hardie Youth Zone Bookings

jd@porthedland.wa.gov.au
(08) 9158 9380

Wanangkura Stadium Bookings

leisure@porthedland.wa.gov.au
(08) 9158 9750

Environmental Health

council@porthedland.wa.gov.au
(08) 9158 9300



Town of
Port Hedland