

# Wanangkura Stadium Facility Guide



## Acknowledgement of Country

The Town of Port Hedland would like to acknowledge the Kariyarra, Ngarla, and Nyamal people as the Traditional Custodians of the Port Hedland lands. We recognise their strength and resilience and pay our respects to their Elders past and present. We extend that respect to all Aboriginal & Torres Strait Islander people of the local community and recognise their rich cultures and their continuing connection to land and waters.

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## Contact Information

During staffed hours, your first point of contact for all event enquiries should be via the Events & Bookings Officer. Please see the Wanangkura Stadium reception should the Events & Bookings Officer not be available at the time of your event, for escalated enquiries, please see the Customer Service Supervisor at the reception or the Leisure Business Coordinator on the contact below.

### Staff Information

Events & Bookings Officer	08 9158 9768
Stadium Reception	08 9158 9750
Leisure Business Coordinator	08 9174 6242

### Emergency Information

South Hedland Police Station	08 9160 2100
Port Hedland Police Station	08 9173 8100
Hedland Health Campus	08 9174 1410
SES Emergency Assistance	132 500
DFES	13 33 37

## Facility Conditions

### Terms & Conditions of Hire

<https://www.porthedland.wa.gov.au/documents/2739/facility-hire-terms-and-conditions>

### Conditions of Entry

<https://www.porthedland.wa.gov.au/documents/3645/wanangkura-stadium-conditions-of-entry>

## Bathroom Facilities

There are several bathroom locations at Wanangkura Stadium, your event location will determine the most convenient bathroom facility.

**Ground Floor:** Closest amenities are located along the hallway behind the Indoor Court.

**Level 1:** Closest amenities are located at the end of the level 1 hallway, past the offices to the right.

**External:** Depending on the type and time of booking, there are toilets available next to the external courts through the roller shutter on the left of the external court side of the building. Access to these amenities should be secured in advance, clubs may access these amenities using their issued club room key via the door next to the roller shutter.

## First Aid

**Responsibility:** As per the terms and conditions of hire, the hirer is responsible for ensuring there are adequately training staff in attendance to administer first aid to their attendees. The hirer is also required to provide first aid supplies for their event.

**During Staffed Hours:** whilst the Stadium is open, basic first aid supplies are available at the reception and there are generally trained staff on site to assist with the supplication of first aid, should it be needed. There is aid room next to the staff and accessible bathrooms, that can be opened by staff. This room contains a first aid kit, bed, and wheelchair.

**Outside Staffed Hours:** Clubs have access to an external first aid room accessible next to the changerooms using the same club room key that provides access to the club room and bathrooms.

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## Filtered Water

**Ground Floor:** Closest drinking fountain is near the squash courts, past reception to the left.

**Level 1:** Jimblebar function room servery contains a reverse osmosis tap at the sink; this is room temperature filtered water.

**External:** There is a drinking fountain and tap located next to the building side of the external courts.

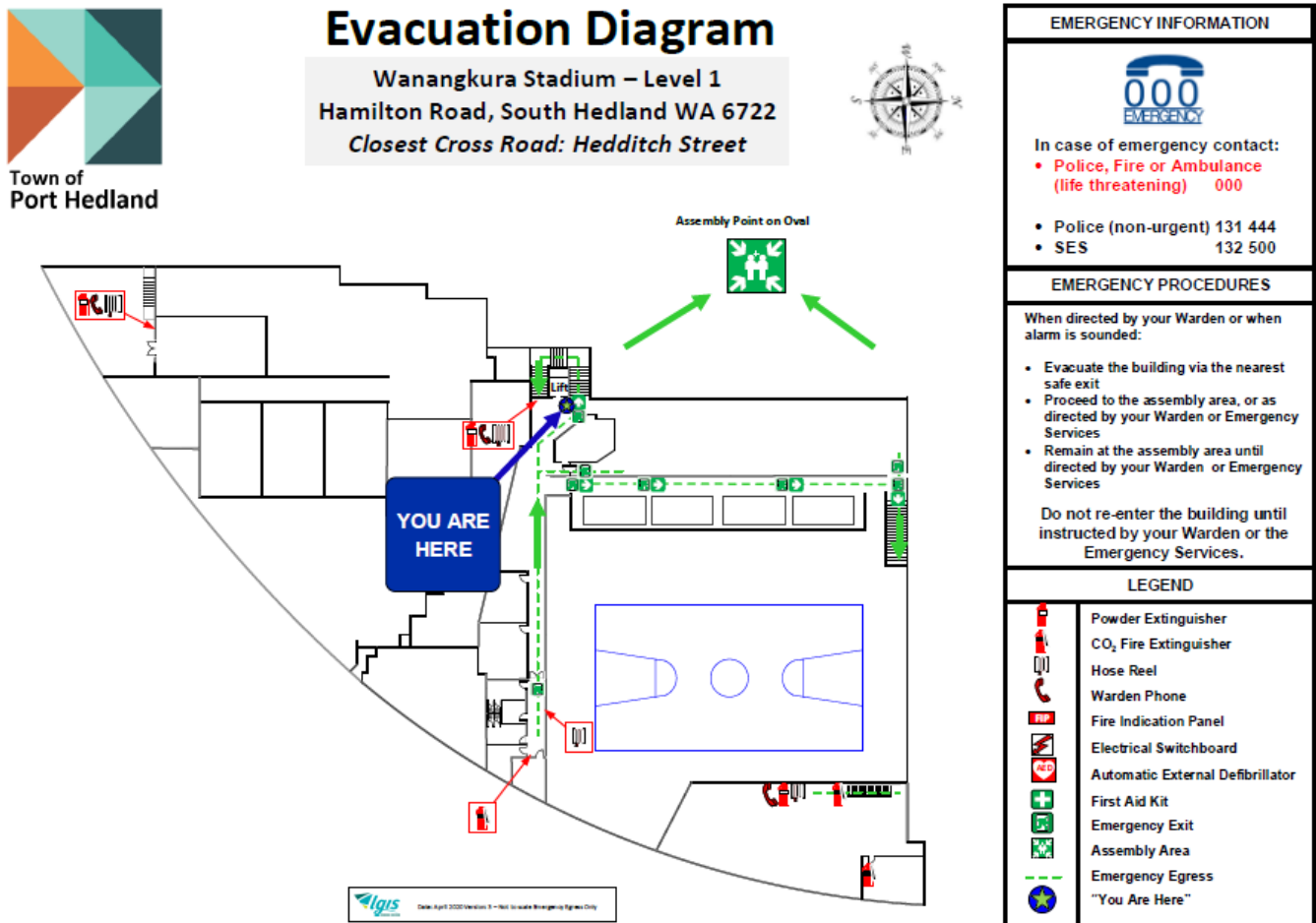
## Guest Wi-Fi

Wi-Fi services are not included in the list of guaranteed services provided by the Town of Port Hedland facilities and may not be available at all times. We welcome hirers to use our 'TOPH GUEST' Wi-Fi, should it be available on the day of your event. The password is changed on a regular basis and the Events and Bookings Officer can provide it to you at the commencement or set up of your event.

## Jimblebar Function Room

**Evacuation:** Evacuation diagrams are available for reference physically on the walls around the facility. As per our terms and conditions, the hirer is responsible for the implantation of necessary evacuations and safety measures for their attendees. If your event has attendees with assisted access requirements, please submit a Personal Emergency Evacuation Plan prior to your event:

<https://www.porthedland.wa.gov.au/documents/3688/personal-emergency-evacuation-plan>



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**Lighting:** light switches for the servery and function room are located and labelled at the entrance of the servery, the rooms contain dimmable lighting.

**AV System & Projector:** The Jimblebar function room has full access to the AV system and projector, including microphones and HDMI cord. The AV system is in the back-left corner cupboard in the function room, there are instruction on how to use this, located in the top drawer next to the AV system. Remotes for the system are on the wall to the left of the AV system and include: screen remote (to lower and retract the screen), projector remote (to turn the projector on/off), presenter remote (laser pointer remote that can be used to move through your PowerPoint presentations without using your laptop keyboard).

**Furniture:** There are 10 round tables and 6 trestle tables available for use in the function room, we will set up your event the day before as long as the plan was submitted via the online booking form. Black tablecloths will be provided for all tables is use for your event. The room also contains a lectern, whiteboard and mic stand that is available for use upon request.

**Servery:** if you have selected servery access, you will have access to the adjoining servery with a fridge, dishwasher, limited crockery, glasses, mugs, knives and serving trays. A tea and coffee station can be set up with an urn, we will provide all the tea, coffee, sugar, sweetener, etc. Port Hedland Leisure does not provide perishables such as milk for the station or catering in general but can provide information based on caterers locally based upon request.

**Cleaning:** General cleaning is included in the cost of the facility hire, this includes stacking and unloading the dishwasher, vacuuming the carpet, mopping the servery, changing of bins on conclusion of your event, washing the tablecloths and clearing out the fridge. Additional cleaning requirements may have been requested at the time of your confirmation; these requirements will be discussed individually depending on the event needs. Should your event require additional cleaning due to the state of the space on conclusion of your event, we will employ our cleaners at a cost of \$210 per hour (as per our fees and charges) and the cost will be directly on-charged. An additional carpet cleaning cost of \$500 may apply depending on the amount of excessive mess.

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## Indoor Court

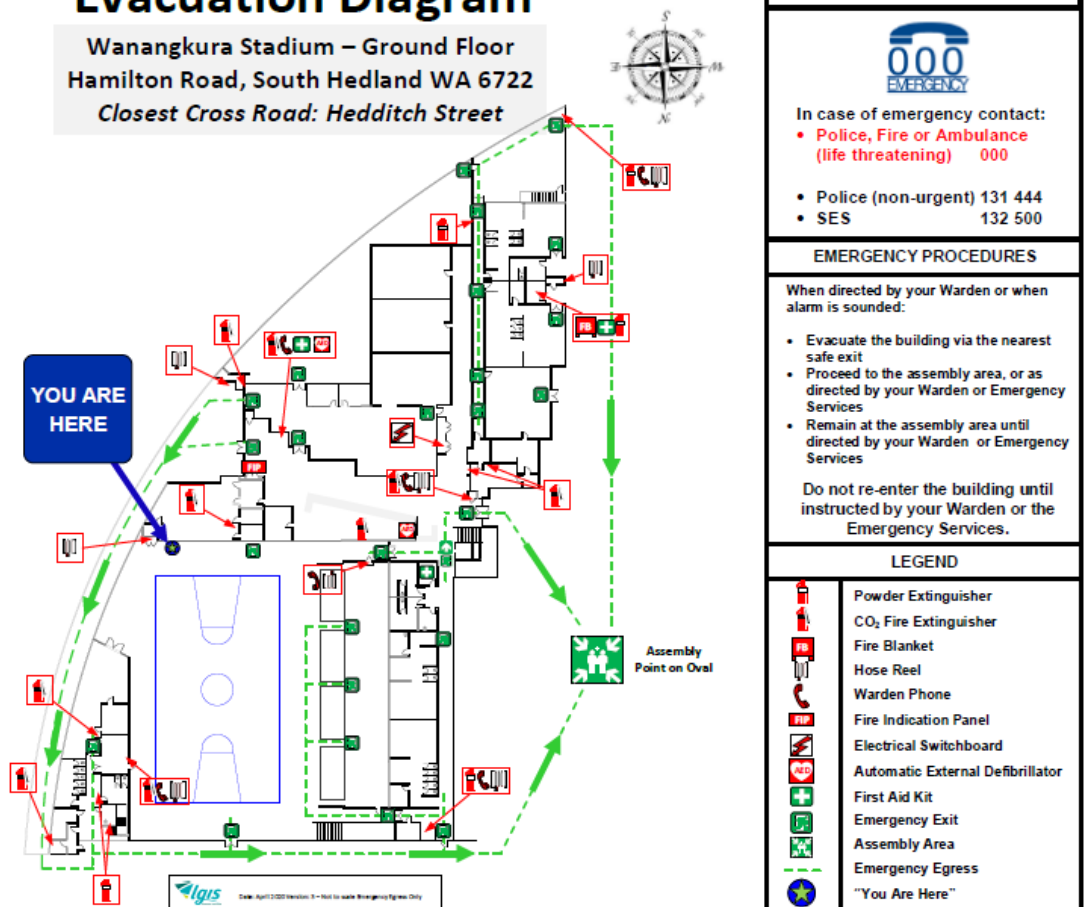
**Evacuation:** Evacuation diagrams are available for reference physically on the walls around the facility. As per our terms and conditions, the hirer is responsible for the implantation of necessary evacuations and safety measures for their attendees. If your event has attendees with assisted access requirements, please submit a Personal Emergency Evacuation Plan prior to your event:

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### Evacuation Diagram

Wanangkura Stadium – Ground Floor  
Hamilton Road, South Hedland WA 6722  
Closest Cross Road: Hedditch Street



**Food/Drink Policy:** No food or drink is allowed in the indoor court, with the exception of water and sports drinks (Powerade, Gatorade, etc). All drinks must be in sealable containers, such as drink bottles and no cans of any drink is permitted in this space.

**Lighting:** Lights for the indoor court are controlled by reception.

**Furniture:** There is a total of 186 fixed seats in the upper level above the court, any furniture being placed onto the court floor without a rubber bottom will require carpet squares to be placed underneath. We can arrange this will prior approval at an additional cost.

**Sports:** The indoor court is a single court that can be divided into 2 half courts via a curtain. The hoops and curtain can only be controlled via key by a member of staff. The court space can accommodate the following sport with the equipment available on site: basketball, netball, badminton, netball, volleyball, futsal.

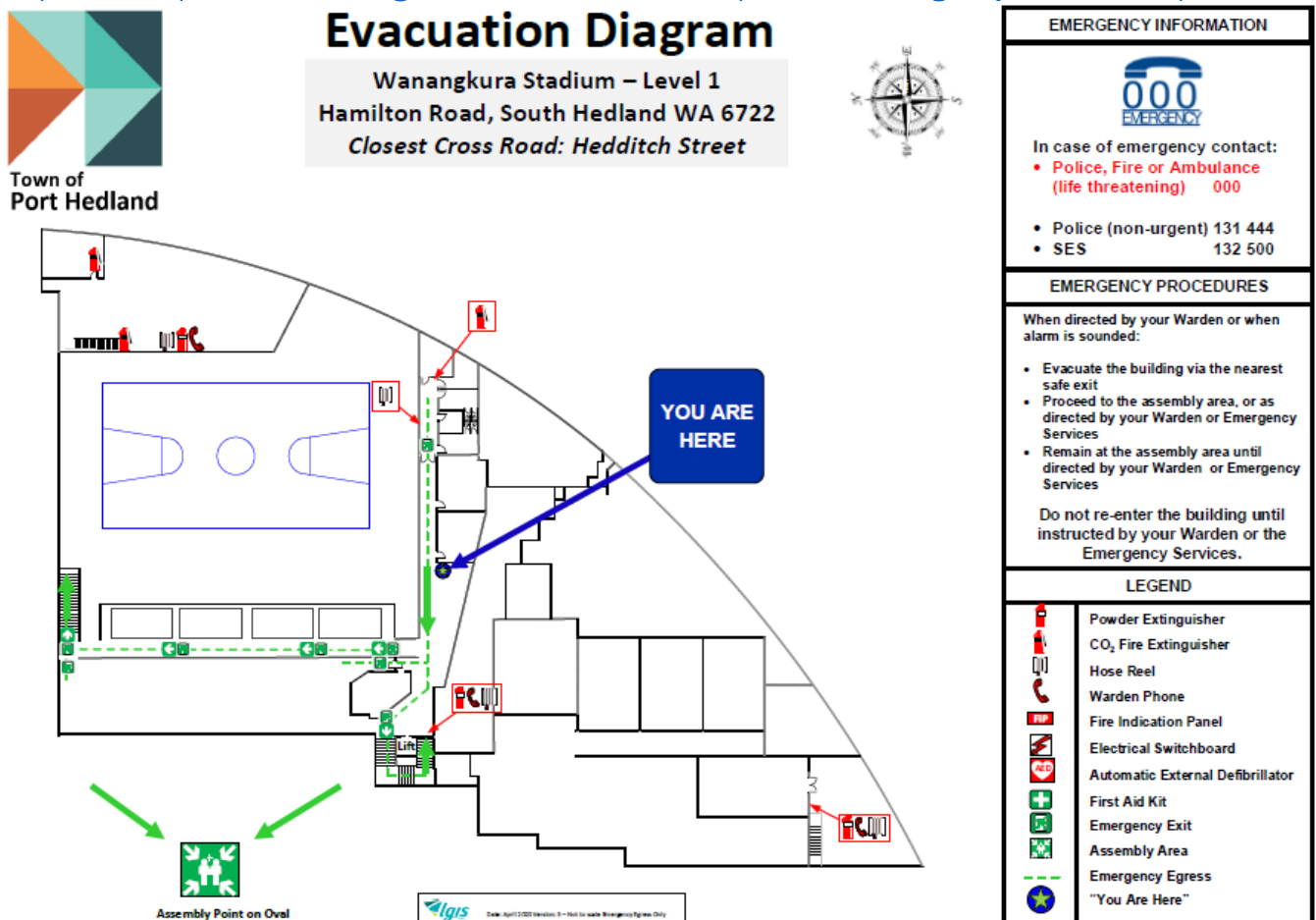
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**Cleaning:** Events booked in this space come with an expectation of hirer cleaning, all rubbish must be disposed of in the bins provided and any drinks spilled must be immediately reported to a member of staff to assist with clean up. Additional cleaning requirements may have been requested at the time of your confirmation; these requirements will be discussed individually depending on the event needs. Should your event require additional cleaning due to the state of the space on conclusion of your event, we will employ our cleaners at a cost of \$210 per hour (as per our fees and charges) and the cost will be directly on-charged. An additional carpet cleaning cost of \$500 may apply depending on the amount of excessive mess in the seating area.

## Yarrie Meeting Room

**Evacuation:** Evacuation diagrams are available for reference physically on the walls around the facility. As per our terms and conditions, the hirer is responsible for the implantation of necessary evacuations and safety measures for their attendees. If your event has attendees with assisted access requirements, please submit a Personal Emergency Evacuation Plan prior to your event:

<https://www.porthedland.wa.gov.au/documents/3688/personal-emergency-evacuation-plan>



**Lighting:** The light switch is located on the wall to the left when you walk into the meeting room, the lighting is dimmable.

**Video Conferencing:** The meeting room has the capacity to accommodate video conferencing. There are two ways to connect, the complete instructions are located on the wall next to the TV: 1 – plug your laptop directly into the camera and TV via the HDMI and USB cords provided, 2 – by sending the meeting link to the Events & Bookings Officer and the link will be added to the conferencing console in the room.

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**Furniture:** The room includes a large conference style table with 8 boardroom chairs in the room. There is a TV and camera mounted to the wall facing the table.

**Tea & Coffee:** Upon request, a tea & coffee station can be made available to you. This station will include a limited amount of supplies of coffee, tea, sugar, and sweetener along with some crockery, a jug or two of filtered water and a kettle.

**Cleaning:** General cleaning is included in the cost of the facility hire, this includes vacuuming the carpet and emptying the bin on conclusion of your event. Additional cleaning requirements may have been requested at the time of your confirmation; these requirements will be discussed individually depending on the event needs. Should your event require additional cleaning due to the state of the space on conclusion of your event, we will employ our cleaners at a cost of \$210 per hour (as per our fees and charges) and the cost will be directly on-charged. An additional carpet cleaning cost of \$500 may apply depending on the amount of excessive mess.