## 2026

**APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | | |
| Postal address: |  | | |
| Email address: |  | | |
| Contact person: |  | | |
| Telephone (BH): |  | Telephone (AH): |  |
| Mobile: |  | Fax: |  |

**EVENT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Event name: |  | |
| Dates required: |  | |
| Times required: |  | |
| Estimated number of participants: | |  |
| Kiosk times Preferred: | |  |
| Kiosk Customer Account required: | | Yes 🞏 No 🞏 |

**\*Please be advised that School backup dates listed will be given to other schools who want them as their first preference.**

**FEE STRUCTURE**

* + - * School Carnival full day - $2.70 per student
      * School Carnival half day - $1.55 per student
      * Combined Schools Carnival - $2.70 per student
      * Special Events (one or more days) – price on application

\*\*\***Please note, in line with AlburyCity’s fees and charges policy, all fees are raised on 1 July each year.**

**DECLARATION**

I, the person making this booking, agree to abide by the Conditions of Hire of the Les O’Brien Athletics Precinct and hereby accept the same conditions for and on behalf of the above named organisation and I undertake to be bound by the said rules.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |

**OFFICIALS BUILDING/PA USE TERMS AND CONDITIONS**

Access to the Little Athletics Officials Building is available for school carnivals - Terms and Conditions are below:

* The front room of the Officials Building is available for use by school carnival coordinators and volunteers on event day only for the purpose of event administration only.
* The room is provided free of charge however a fee will be charged for any damage caused or cleaning required.
* The room will be unlocked by the Track Groundsman.
* It is the responsibility of the school representative to inform the Track Groundsman of any issues in the room.
* School staff are not to over use the microphone, use of the microphone should be limited to organization of the event only, for example - highlighting people birthdays or other general messaging not pertaining to the running of the event is banned.
* Please do not commentate events, users of the microphone again should only be **using it as required** to organize events, not to doing running commentary.
* The **volume controls on the PA system are not to be touched or adjusted in anyway**, and users of the microphones are asked not to yell and to use a normal speaking voice.
* Set up and pack down time will be available on request.
* The room much be left clean and tidy.
* Please return all furniture and equipment to the correct location.
* Please place rubbish in the bins provided and ensure no perishables, other than the milk supplied, are left in the fridge.
* Any paperwork, posters etc may only be attached and displayed in a manner that will not cause damage to the walls, i.e. bluetac, and should be removed at the end of the day.

**KIOSK OPERATIONS**

* AlburyCity Leisure Facilities staff manage the Kiosk for all carnivals at the Complex and retain all rights to the sale of food and beverages during any and all events conducted in the venue.
* Please advise the Leisure Facilities Operations Co-ordinator if your organisation has any specific requirements, preferences or suggestions for the kiosk operations (opening times, products etc.)
* The Hirer shall not let or sub-let any section of the Complex for the sale of food and beverages without the prior consent of the Leisure Facilities staff.

**EQUIPMENT REQUIREMENTS**

* The electronic timing system is available for hire from the Albury Little Athletics Centre.

Bookings & further information: Albury Little Athletics Centre - email albury@lavic.com.au

Cost: $320.00 hire fee ($170.00 hire and $150.00 operator)

The following equipment is available for use on the day at no additional cost –

|  |  |  |
| --- | --- | --- |
| **General**   * PA System * 10 x Measuring Probes * 10 x Measuring Pins (5 sets) * Witches Hats x 12 large (blue) * Witches Hats x 12 small (yellow) * Walkie Talkies x 6 * Trestle Tables x 8 * Chairs x 30 | **Measuring Tapes**   * 20m x 6 * 30m x 4 * 50m x 3 * 60m x 1 * 100m x 3 | **Track**   * Track Lap Bell * Senior Relay Batons  (2 sets of 6) * Junior Relay Batons  (2 sets of 5) * Starter gun * Starting blocks x 18 sets * Senior hurdles x 80 * Junior hurdles x 57 |
| **Shot Putts**   * 1kg x 5 * 2kg x 4 * 3kg x 9 * 4kg x 7 * 5kg x 3 * 6kg x 2 | **Javelins**   * 400gm x 4 * 600gm x 8 * 700gm x 6 * 800gm x 6 | **Hammer**   * 6kg x 6 * 7.26kg x 1   **Long Jump**   * Rakes x 4 * Brooms x 3 * Shovels x 2 |
| **Discus**   * Fixed Discus Cage * Porable Discus Cage   **Rubber Discus**   * 500gm x 6 * 750gm x 2 * 1kg x 1 * 1.5kg x 4 * 4kg x 3   **Timber and Plastic Discus**   * 750gm x 6 * 1kg x 7 * 1.5kg x 12 * 2 kg x 10 | **High Jump**   * tall stands x 2 sets * 2.18 stands x 1 set  (weighted base) * small stands x 3 sets * 3 piece landing mat * 2 piece landing mat * high quality cross bar x 1 * black and white cross bars x 4 * green and red 4m cross bar x 1 * 2m measuring bar x 1 * 2.5m measuring bars x 2 * 4.5m pole vault bars x 2 | **Not provided**   * Braids * Caps * Stop and go sign * Stopwatches * Finish place and marker * Hoops * Clipboards * Bean bags * Vortex javelin * Ear Muffs |

**All enquiries and questions leading up to or on the day should be directed to the Leisure Facilities team at Albury City.**

**Contact is Leisure Facilities Co-Ordinator – Pete Bauerle 0260435810**