



## Everything you need to know about having a party at Brimbank Traffic School

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### 1. The basics




Each standard private party slot is 3 hours, allowing for **2 hours of party time**:

30 mins  
set up


2hrs Party Time

30 mins  
pack up

### Bring Your Own

-  Food, drinks, decorations
-  Bike and helmet for each child (scooters are permitted)
-  Bluetooth speaker, if desired

### Not Permitted

-  NO alcohol on site
- NO smoking on site
- NO dogs on site (apart from service dogs)
- NO glass bottles on site
- NO balloons on site
- NO e-bikes on site
- The learn-to-ride ramp is a no-go zone during events and parties
- Track users are not permitted to wear thongs or open-toed shoes
- Adults are not permitted to ride any bicycles, scooters, or other recreational vehicles on the bicycle track

## 2. What do you get?

Hiring the BTS site for a standard 3 hour private party slot includes:

- 1 x Party Supervisor
  - *they will be your point of contact on the day*
  - *they will conduct a basic safety briefing and complete a walking lap of the bicycle track at the commencement of your party*
  - *this person is not a trainer or entertainer*
  - *this person does not count towards your supervising adult:child ratio*
  - *they can assist with bike and helmet hire, if required*
- 3 hours of access to the site (*this includes 30 mins either side of your party time for set up and pack up*)
- 2 hours of exclusive track use (*each child should BYO bike and helmet or scooter and helmet*)
- Exclusive use of the undercover party area including tables, chairs and easy-clean tablecloths
- Access to the kitchen including:
  - Fridge and freezer
  - Oven (*for reheating only*)
- Access to bathrooms (*including an accessible bathroom with baby change table*)

Only one party/hirer is allocated to each private party slot

### **What is available to hire?**

- BBQ with gas bottle, utensils and cleaning kit
- Picnicware for 30 people (plates, bowls, cutlery, cups + cake knife and cake server)
- Bicycles and helmets for children who aren't able to bring their own

### **What else is possible?**

If you'd like to book entertainment, food vendors or other activities for your party – please refer to the **BTS Hire Agreement** for limitations and requirements.

### 3. What's expected of you?

#### **Before the day**

- Familiarise yourself with these important documents:
  1. **BTS Hire Agreement**
  2. this **Everything You Need to Know** document
  3. your **Booking Confirmation email** from Humanitix
- Please let us know via email (TrafficSchool@CommunityBikeHub.com.au) if you are booking external entertainment and/or services providers
- Ensure your guests know that children must wear closed-toed shoes to use the track (no thongs or open-toed shoes permitted)

#### **On the day**

- Abide by all terms of the Hire Agreement accepted when confirming your booking
- Ensure you only attend the BTS premises within your confirmed booking slot times:
  - AM party slot access 10:30am – 1:30pm
  - PM party slot access 2pm-5pm
- Abide by any instruction provided by BTS staff
- **What if it's raining?**
  - If there are periods of light rain during your booking, it is possible to still use the track
  - If there are short periods of heavy rain on the day the undercover party area is fully protected and can be used for indoor activities you may wish to bring with you
  - If there are periods of heavy rain during your booking causing pooled rain on the track this could make the track unsafe for riding. There is equipment available to move excess water off the track
  - If the long-range forecast indicates heavy rain, you are able to cancel/reschedule your party up to 2 weeks before your booking
- **What if it's hot?**
  - The windows in the undercover party area can be opened
  - There is a large floor fan which the party supervisor can plug in for use in the undercover party area
  - There is an air conditioning unit in the kitchen area
  - There is a fridge/freezer if you want to bring pre-frozen ice-blocks etc.
  - You are also welcome to bring your own cooler/icebox
  - We recommend you be aware of the signs of [heat exhaustion](#) and limit time on the track to limit attendee exposure to risk factors

**Food preparation and serving**

BTS is a bring-your-own food and drinks venue. This also applies to bringing your own platters and serving utensils, as well as plates, bowls cutlery and cups if you don't hire a picnicware kit.

The fridge/freezer, oven and microwave are available for the duration of your party booking. The oven is available for reheating of food only.

Kitchen facilities must be left clean and tidy at the conclusion of your booking.

**Clean up and rubbish removal**

You are expected to use the general waste and recycling bins provided to dispose of your party rubbish. All containers must be emptied, and cardboard cartons are to be flattened before placing in bins.

If the BBQ has been hired, the hotplates must be cleaned with hot soapy water and wiped with a cloth and vinegar. Grill mats are to be washed and dried.

At the conclusion of your party, seats and tables are to be wiped down and chairs stacked.

As above, kitchen facilities must be left clean and tidy at the conclusion of your booking.

## 4. What's expected of your guests?

### **Supervision**

Your adult guests must supervise the children on the track for the duration of your party and be responsible for their safety. It is expected that there will be supervising adults attending your party at a ratio of at least 1 adult to 8 children.

Supervision of children aged 4 and under: the supervising adult of each child in this age range must maintain visual contact at all times - there are some sections of the track which require extra vigilance and supervision for younger riders.

You should plan for **3 adult volunteers** from your event to be stationed at designated "Safety Station" spots on the track.

### **Behaviour - Riders**

Children will be asked to leave the track in the event of:

- Being unsupervised
- Not wearing a bicycle helmet
- Wearing a bicycle helmet that is not 'done up'
- Disobeying road signs
- Riding in an unsafe manner
- Intimidation of other riders

### **Behaviour - Adult Guests**

Adults (including the Party Booker) may be asked to leave the premises if:

- BTS staff are not treated with respect and courtesy regardless of the situation
- They engage in any form of harassment, intimidation, or abuse, whether verbal, physical, or otherwise
- They do not comply with all reasonable rules and instructions provided by staff and those set out in the Hire Agreement

## 5. Please tell me more about the facilities...

### Undercover Party Area



Brand new chairs - March 2025



#### Features:

- Access to power
- Floor fan
- Sliding windows
- Bench seats
- Chairs
- Folding Tables
- Easy-clean tablecloths

## Decorations



We provide a selection of magnetic clips so you can quickly hang decorations without needing to use any prohibited adhesives etc.

Pictured are examples of what can be put up in approximately 5-10 mins



# Kitchen





### Fridge/Freezer



Fridge shelves approx 60cm wide x 40 cm deep

### Available for Hire: 4 burner BBQ and Utensils Kit

