



TEAM CAPTAIN KIT

PERTH: SUNDAY, 27 AUGUST 2017



CHEVRONCITYTOSURF.COM



Welcome Aboard!

Thank you for your interest in registering a team for the 2017 Chevron City to Surf for Activ! We would be thrilled to have you on board to join us in running, walking, or wheeling from the City to the surf this year.

What started as a 500 participant event all the way back in 1975 has now transformed into an iconic event on the WA calendar with an expected 40,000 participants all coming together to raise much needed charitable funds for the Activ Foundation, supporting those living with disabilities in WA.

Getting a team together, and participating in the Chevron City to Surf for Activ, is an exciting way to motivate, unite and reward your co-workers. In the lead-up to the fun and festivities on the day, you could also get involved and fundraise for a charity of your choice through *Everyday Hero*. For more information please visit our website: chevroncitytosurf.com.

To help get you started and ready for the 2017 event, your Team Captain's Kit includes:

- ✓ Team Captain Checklist
- ✓ Key Dates
- ✓ 'Join My Team' Poster
- ✓ Marquee Booking Form
- ✓ Marquee Equipment Form
- ✓ Corporate Catering Form

The Team Captain's Kit is also available on our website under the About-Teams tab. Please feel free to contact us with any questions you may have, we're always here to help.

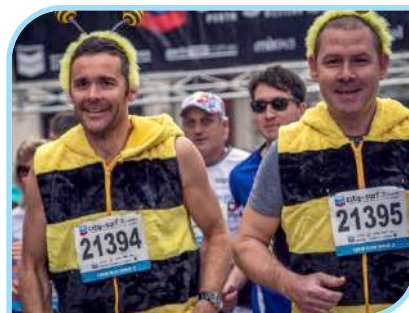
Look forward to seeing you on:

- > Sunday 23rd July in Albany
- > Sunday 30th July in Geraldton
- > Sunday 6th August in Karratha
- > Sunday 13th August in Busselton
- > Sunday 27th August in Perth

Happy Training!

Kind Regards,

The Chevron City to Surf for Activ Team



Registration Instructions

Creating a Team

1. Go to www.chevroncitytosurf.com and click on the REGISTER tab in the Navigation Bar.
2. Click on Register a Team - Perth
3. Enter your Team Captain details— These will be the details to log on to your Team Captain account
4. Enter your Team details—Team name, Team Member password (optional)
5. Choose your payment option: Payment by Individual (team members pay for their own registration) or Payment by Team Captain (as the team captain you are responsible for payment of registrations)
6. Enter your Team Captain contact details and select your Team category
7. Click Create—You are now on the Team Captain Page!
8. Share the link with your team members so they can register and start training!

Joining a Team

1. Go to www.chevroncitytosurf.com and select your location (Perth, Karratha, etc.)
2. Click on Register—Perth (or your chosen location)
3. Select your distance (12km Run, 4km, etc.)
4. Click on **Join a Team**
5. Type in the name of your Team and click search
6. Type in your team password to join (If your Team Captain has selected to have a team password)
7. Fill out the registration form
8. If your Team Captain has selected Payment by Individual you will need to pay for your registration and will receive a confirmation email with your e-ticket. If your Team Captain selected the Payment by Team Captain option you will not be asked to pay and will become a queued entrant. Once payment has been made then you will receive your confirmation email and e-ticket.





Team Captain Checklist

- Create your team at www.chevrontocitytosurf.com
- Send out communication to all members with information on how to join your team – share the link from your team captain account!
- Ensure all team members are registered and paid for by Friday 25th August (if applicable)
Note – anyone requesting a postal pack must fully pay by the **21st July 2017 for Perth**
30th June 2017 for regional areas.
- Start your training!
- Plan your team uniform and practice your team spirit ready for Race Day!
- **Book your marquee and catering** to reward your team for all their hard work and achievement.
Sit back in style after the race!

Perth Key Dates

DATE	INFORMATION
Now	Registration Now Open – create your team today!
Monday 21st July	Postal Option Closes . Ensure all teams members who have selected this option have been paid for. Early Bird pricing finishes.
Friday 25 th August	Team Entries Close. Ensure all team members have been paid for by this date.
Friday 25 th – Saturday 26 th August	Event Expo and bib collection. Collect team packs from Forrest Place .
Friday 25 th – Saturday 26 th August	Last minute registrations open at Forrest Place.
12pm Saturday 26 th August	Online registration close.
12pm Saturday 26 th August	Team Challenge Closes. Winner will be contacted by event organisers.
Sunday 27 th August	Chevron City to Surf for Active Event.



ALBANY Key Dates

DATE	INFORMATION
Now	Registration Now Open – create your team today!
Sunday 30 th June	Postal Option Closes . Ensure all teams members who have selected this option have been paid for by this date
Friday 21 st July	Team Entries Close. Ensure all team members have been paid for by this date.
9am – 5pm Saturday 22 nd July	Collection point open to collect race packs and for last minute registrations. Location to be confirmed closer to the event.
12pm Saturday 22 nd July	Online registration close.
Sunday 23 rd July	ALBANY Chevron City to Surf for Activ Event
Saturday 26 th August	Chevron School Team Challenge Closes. Winner will be contacted by the event organisers.

GERALDTON Key Dates

DATE	INFORMATION
Now	Registration Now Open – create your team today!
Sunday 30 th June	Postal Option Closes . Ensure all teams members who have selected this option have been paid for by this date
Friday 28 st July	Team Entries Close. Ensure all team members have been paid for by this date.
9am – 5pm Saturday 29 th July	Collection point open to collect race packs and for last minute registrations. Location to be confirmed closer to the event.
12pm Saturday 29 th July	Online registration close.
Sunday 30 th July	GERALDTON Chevron City to Surf for Activ Event
Saturday 26 th August	Chevron School Team Challenge Closes. Winner will be contacted by the event organisers.



KARRATHA Key Dates

DATE	INFORMATION
Now	Registration Now Open – create your team today!
Sunday 30 th June	Postal Option Closes . Ensure all teams members who have selected this option have been paid for by this date
Friday 4 th August	Team Entries Close. Ensure all team members have been paid for by this date.
9am – 5pm Saturday 5 th August	Collection point open to collect race packs and for last minute registrations. Location to be confirmed closer to the event.
12pm Saturday 5 th August	Online registration close.
Sunday 6 th August	KARRATHA Chevron City to Surf for Active Event
Saturday 26 th August	Chevron School Team Challenge Closes. Winner will be contacted by the event organisers.

BUSSELTON Key Dates

DATE	INFORMATION
Now	Registration Now Open – create your team today!
Sunday 30 th June	Postal Option Closes . Ensure all teams members who have selected this option have been paid for by this date
Friday 11 th August	Team Entries Close. Ensure all team members have been paid for by this date.
9am – 5pm Saturday 12 th August	Collection point open to collect race packs and for last minute registrations. Location to be confirmed closer to the event.
12pm Saturday 12 th August	Online registration close.
Sunday 13 th August	BUSSELTON Chevron City to Surf for Active Event
Sunday 26 th August	Chevron School Team Challenge Closes. Winner will be contacted by the event organisers.



Activ Recovery Village | City Beach Oval

MARQUEE BOOKING FORM

Secure your marquee space at the Activ Recovery Village at City Beach Oval today to avoid disappointment! Marquees will be allocated on a first come, first served basis and they are guaranteed to sell out.

The size of your marquee will be determined by the number of guests on this form. Should your numbers increase please fill out another booking form with the additional numbers and every effort will be made to accommodate your request, however this cannot be guaranteed.

Please complete and return this form by email to events@perthcitytosurf.com.au and ensure you have read the Terms and Conditions below.

CONTACT NAME	
COMPANY NAME As it is to appear on the Marquee Signage <i>(Please note: Additional company signage is not permitted on site)</i>	
COMPANY DETAILS	
COMPANY ADDRESS	
CONTACT NUMBER	
CONTACT EMAIL	
TOTAL NUMBER OF GUESTS NB: Minimum 60 Guests (Please contact us if your numbers are lower to discuss options).	<p>_____ guests @ \$30.00 per person incl. GST</p> <p>(marquee cost only, does not include catering and equipment please see below for Ultimo catering form)</p> <p>TOTAL: \$ _____</p>

By signing this form you agree to the Terms and Conditions of the Chevron City to Surf for Activ Marquee Sales.

Full Name: _____

Signature: _____ Date: ____/____/____

PAYMENT DETAILS

Please circle:

Visa	MasterCard	AMEX
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*Please note: 2% surcharge applies on Visa and MasterCard transactions and 4% surcharge on AMEX.

Card Number: _____

Name on card: _____ Expiry Date ____/____ CCV _____

Signature of Card Holder: _____



Marquee Sales Terms & Conditions

1. **Payment** The Client agrees to pay 100% of the total cost shown on the Schedule of Details (“the Total Cost”) within seven (7) days of its signature of the contract or within such longer period as Activ may in its sole discretion allow. Activ can if it chooses to do so, cancel the contract if the Total Cost has not been paid. In the event of cancellation, the provisions of clause 2 will apply.
2. **Cancellation**
 - (a) Without limiting Activ’s right to claim payment under the contract or any loss and damage arising as a result of the cancellation thereof, if Activ or the Client for any reason, cancels this contract more than twelve (12) weeks before the event, the Client agrees that it must pay Activ, 50% of the Total Cost plus GST as a cancellation fee.
 - (b) If Activ (pursuant to clause 1 or any other right it has to do so) or the Client for any reason, cancels this contract less than twelve (12) weeks before the event the Client must pay to Activ the Total Cost plus GST as a cancellation fee.
 - (c) Any amount which has at the time of the cancellation been paid by the Client in respect of the Total Cost due, will be forfeited to Activ and will be deducted from the amount which is due as the cancellation fee.
 - (d) Notice of cancellation by the Client shall not take effect until it is received in writing by Activ. If the notice is not received on a working day then the notice will only take effect on the next working day after it is received. This clause (d) is inserted solely for the benefit of Activ.
3. **Alteration to the advertised package**

Every reasonable effort will be made to adhere to the advertised package, but any package may be altered or parts omitted or dates changed for any cause that Activ shall in its sole discretion consider to be reasonable. Activ is entitled without incurring any liability, to change the site and location of the hospitality facilities being provided.
4. **Cancellation of days play or event**

Without limiting any other provision hereof, Activ has no liability to make any refund to the client whatsoever if for any reason outside the control of Activ, a day’s play or event be partly or wholly cancelled for any reason including bad weather. Activ recommends that the Client consider obtaining appropriate insurance coverage through its own Broker. Should a facility or venue for the event, for any reason be destroyed or made unusable Activ is not obliged to make any refund.
5. **Food and Liquor**

Activ has the sole right for the provision of food and liquor in all areas and no items of this nature shall be brought into the event venue. Activ shall adhere to the local licensing conditions for alcohol.
6. **Disclaimer and Indemnity**

The Client hereby waives and releases Activ from and indemnifies and holds Activ harmless against, any and all costs, damages, and expenses, which are incurred by the Client, its agents, employees and/ or guests and which arise in connection with this contract or the attendance at the event except to the extent that such costs, damages and expenses are caused or contributed by the negligent acts or omissions of Activ.
7. **Miscellaneous**
 - (a) The Client agrees that booking numbers must reflect the catering numbers to comply with the Department of Health’s regulations.
 - (b) This agreement constitutes the sole and exclusive agreement between the parties. The Client acknowledges that no other warranties, representations written or verbal, have been made that are not reflected herein.
 - (c) This agreement is governed by and construed in accordance with the laws of Western Australia, and the Client agrees to submit to the exclusive jurisdiction of the Courts in that State. The client hereby irrevocably waives any objection to the venue of any legal process selected by Activ.
 - (d) The Client agrees to pay all fees incurred by Activ in re-covering any sum due under the Contract, (or resolving any dispute with the Client), on a full indemnity basis.
 - (e) The Client agrees that any claim or dispute under or arising out of this contract shall be dealt with as a general procedure case as contemplated by the Magistrates Court (Civil Proceedings) Act 2004 WA (“the Act”) and that if Activ is a successful party in the case, then the Client agrees to pay all of the costs incurred by Activ regardless of the value of the claim or the relief claimed, and as contemplated by s25(7) of the Act, the Client agrees to pay Activ’s costs on either an indemnity basis or under the applicable costs determination whichever is the greater.
 - (f) The person who signs for the Client represents that he or she has authority to make this contract on behalf of the Client. If it is found that by reason of the persons’ lack of authority, the Client is not liable under this contract, then such person shall be deemed to have made this contract with Activ on his/her own behalf.

Catering Menu Options

Please choose from one of the 5 menus below. *Vegetarian options available on request

MENU OPTION	EQUIPMENT REQUIREMENTS
1 BRUNCH BOX TO GO \$16.00/person <ul style="list-style-type: none"> • Chicken Caesar wrap • Mini sweet muffin • Yoghurt tub • Whole fruit • Orange Juice 	No equipment required Individual pick up from club rooms only Packed in a box 'to go'
2 HEALTHY BRUNCH \$17.00/person <i>Includes biodegradable cutlery, disposable plates, napkins, serving platters</i> <ul style="list-style-type: none"> • Chicken Caesar wrap • Sweet muffin • Yoghurt tub • Fresh fruit platter 	No Equipment or chef required Wait staff optional, please see pricing below Delivered to marquee ready to eat
3 THE AUSSIE SAUSAGE SIZZLE \$18.00/person <i>Includes biodegradable cutlery, disposable plates, napkins, serving platters</i> <ul style="list-style-type: none"> • BBQ sausages • Grilled sliced onions • Cheese • Fresh bread rolls • Selection of sauces • Fresh fruit platter • Add Yogurt tub & Bircher Muesli for an additional \$3.50pp 	Required Equipment Package: \$254.00 Based on up to 60pax <ul style="list-style-type: none"> • BBQ & Gas • 1 x BBQ Scraper • 1 x BBQ Tongs • 4 x Serving Tongs • 1 x Bread Basket • 1 x Chaffing Dish & Fuel Chef & wait staff optional. Please see pricing below
4 B&E BARBIE \$20.00/person <i>Includes biodegradable cutlery, disposable plates, napkins, serving platters</i> <ul style="list-style-type: none"> • Smokey bacon • Eggs • Tomatoes • Chipolatas • Fresh bread rolls • Selection of sauces • Fresh fruit platter • Add Yogurt tub & Bircher Muesli for an additional \$3.50pp 	Required Equipment Package: \$307.00 Based on up to 60 pax <ul style="list-style-type: none"> • BBQ & Gas • 1 x BBQ Scraper • 2 x BBQ Tongs • 6 x Serving tongs • 1 x Egg Flip • 1 x Bread Basket • 2 x Chaffing Dish & Fuel Chef & wait staff optional. Please see pricing below
5 EGG-CELLENT \$25.00/person <i>Includes biodegradable cutlery, disposable plates, napkins, serving platters</i> <ul style="list-style-type: none"> • Bacon & egg rolls • Assorted savoury tarts or quiches (V) • Assorted sweet muffins • Individual yoghurt & toasted muesli pots • Fresh fruit platter 	No Equipment or chef required Wait staff optional, please see pricing below Delivered to marquee ready to eat

PLEASE NOTE: Packages do not include cost of chefs or wait staff. Packages are set up and drop off only. Chefs can be arranged to cook marquee holder's barbecues and wait staff can be arranged to serve. Prices over leaf include set up and pack down.



Catering Order Form

<p>Please view the catering menu options below and then complete and return this form to: events@perthcitytosurf.com.au</p>			
Company Name <small>(As it appears on your marquee signage)</small>			
Company Address			
Contact Email			
Contact Name <small>For person on the day</small>		Contact Number <small>For person on the day</small>	
Number of Guests <small>Must be the same number as per your marquee booking form</small>		Service Time:	

Menu Selection

Menu – <i>Please choose 1 option only</i>	Price	No. of Guests	No. of Guests Vegetarian	No. Guests Gluten Free	Total \$
Option 1 Brunch Box	\$16.00 pp				
Option 2 Healthy Brunch	\$17.00 pp				
Option 3 Sausage Sizzle	\$18.00 pp				
Option 4 B&E Barbie	\$20.00 pp				
Option 5 Egg-Cellent	\$25.00 pp				
ADD ONS: Add Yoghurt tub & bircher muesli (add to option 3 or 4 only)	\$3.50pp				
Catering Equipment - <i>Selected menus only. See above</i>		No of items			
Required Equipment Package for Menu 3	\$254.00				
Required Equipment Package for Menu 4	\$307.00				
EXTRA CATERING EQUIPMENT					
BBQ Tongs	\$2.20				
Serving tongs	\$2.20				
BBQ scrapers	\$3.00				
Chafing dish & fuel	\$44.00				
Bread basket	\$5.50				
Egg Flip	\$2.50				
Staff – <i>Optional</i>	Price	Yes/No			Total
Chef (min 5 hours)	\$305.00				
Service staff (min 5 hours)	\$285.00				
SUBTOTAL					\$

Beverage Selection

Please note, the event operates a strict 'no BYO alcohol or other beverage' policy.
 We recommend at least 2 ice tubs for chilling drinks for up to 30 pax.

Non-alcoholic	Price	Quantity	Total \$
Bottled Water 600ml	\$3.50		
Assorted Fruit Juices	\$4.00		
Assorted Soft Drink (Coke, Coke Zero, Sprite, Lift)	\$4.00		
PowerAde (Blue & Red)	\$5.00		
Wine			
Redbank Emily Sparkling	\$20.00		
Deepwoods Estate Ivory Semillon Sauvignon Blanc	\$20.00		
Deepwoods Estate Ebony Cabernet Shiraz	\$20.00		
Beer			
Peroni Nastro Azzuro (5.2%)	\$7.00		
Peroni Leggera (3.5%)	\$6.00		
Boags Premium Light (2.7%)	\$5.00		
Matsos Ginger Beer (3.5%)	\$9.00		
Beverage Equipment			
Ice tubs 68L (recommended 2 for every 30pax)	\$10.00		
15kg bag of ice (recommended 1 bag per drink tub)	\$10.00		
Disposable Cups (pack 50)	\$12.00		
SUBTOTAL			\$

Furniture Selection

We recommend at least 2 trestle tables & 2 trestle cloth for food service for up to 60pax

Equipment	Price	Quantity	Total \$
White plastic chair	\$3.30		
1.8m Trestle Table – recommended x 2	\$15.00		
1.2m round outdoor table	\$15.50		
0.9 round outdoor table	\$15.50		
Trestle cloth white – recommended x 2	\$16.50		
2.75m round tablecloth white	\$16.50		
2.13 m round table cloth white	\$16.50		
SUBTOTAL			\$

Order Total

FOOD SUBTOTAL	
BEVERAGE SUBTOTAL	
FURNITURE SUBTOTAL	
GRAND TOTAL	\$

PLEASE NOTE:

- Items ordered will be delivered to your marquee
- None of the menu options have chefs or wait staff included. Please specify if you would like professional staff to service your marquee – prices above.
- All pricing is inclusive of GST
- Ultimo Catering & Events, are hiring equipment on your behalf. Should there be any breakages or missing items, your credit card may be charged. You will be notified before the charges are processed.
- Orders may be received and paid for no later than **6th August 2017**
- Orders will not be supplied unless full payment is received
- All catering orders will be invoiced direct from Ultimo Catering & Events
- Any questions regarding catering please contact Ultimo Catering & Events (08) 9444 5807

PAYMENT DETAILS:

MasterCard
 Visa
 AMEX

*Please note, 2% surcharge applies to MasterCard

Card Number:

Name on card: _____

Expiry Date: _____ / _____ CCV: _____



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JOIN OUR TEAM

ALBANY 23 JULY | GERALDTON 30 JULY | KARRATHA 6 AUG
BUSSELTON 13 AUG | PERTH 27 AUG

TEAM CAPTAIN:

Email Me:



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