

North Cottesloe Primary School Parents and Citizens Association (Inc)

28 November 2016

Dear Sherilee,

Please find attached our event application form for the proposed North Cottesloe Splash N Dash which we hope to host on Saturday 1 April 2017.

This event will be run by North Cottesloe Primary School P&C with the support of the North Cottesloe Surf Club. We are hoping to attract participants of all ages and across the whole local community.

This will not only be a community event but will also hopefully raise much needed funds for North Cottesloe Primary School. North Cottesloe Primary School is hoping to improve our play spaces with nature based playgrounds and refurbish our outdated undercover area to make it a more versatile usable space.

We are very excited about the prospect of holding this event and hope that the Town of Cottesloe will also get behind it by waiving any application/event fees and assisting us with any available grants.

Kind regards,

Kate Wood
P&C President
North Cottesloe Primary School



Town of Cottesloe

ABN 19 824 630 520
109 BROOME STREET, COTTESLOE WA 6011
PHONE: 9285 5000 FAX: 9285 5001 EMAIL: council@cottesloe.wa.gov.au

Event Application Form

ORGANISERS DETAILS

Event Organisers North Cottesloe Primary School PaC.
Contact person: Kate Wood Position PaC President
Postal Address: 100 Eric Street, Cottesloe WA Post Code: 6011.
Daytime Telephone Number: _____ Mobile: _____
Email: _____ Fax: _____

EVENT DETAILS:

Name of Event: North cott Splash n Dash
Day and Date of Event: Sat 1 April 2017 Time From: 5:30 To: 11:00

(Start and finish times must include setting up and packing away time)

Type of Event: Community Sporting event

Approximate numbers expected (please circle below):

Small: less than 100 **Medium: 100 – 300** Large: 300 +

Estimated age composition of audience:

0-12 years	% of total audience =	<u>40</u>
12 – 18 years	% of total audience =	<u>10</u>
18 – 25 years	% of total audience =	
25 – 40 years <u>55</u>	% of total audience =	<u>50</u>
55+ years	% of total audience =	
Tickets being pre sold	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Tickets sold at gate	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Confirmation of number of "pre sold" tickets to be provided to Council 24 hours prior to the event.		

AREA FOR EVENT:

Please see attached map – Reference: 2013 – 19 – 01

CIVIC CENTRE GROUNDS

Main Lawn/Main Lawn Stage

Rotunda

Two Palms

Tank Stand

Sunken Lawn

Other _____

BEACHFRONT:

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other _____

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

community sporting event - splash 'n dash

Is this event for profit or not for profit (fundraising) – Please circle

PROFIT

NOT FOR PROFIT

Not for Profit/Fundraising:

Name of fundraising/not for profit organisation	Norm Cottesloe Primary P&C
% of profit/funds going to this organisation	100%
Contact name from organisation:	Kate Wood
Contact number:	

EVENT DETAILS:

To ensure your event runs smoothly, please provide us with as many details as possible.

Catering:

The Town of Cottesloe has a preferred catering company – Beaumonde Catering. If you require catering, please contact Beaumonde Catering on 9377 2947 or info@beaumontecatering.com.au.

Management of Alcohol

Will guests be consuming alcohol? YES NO

Organisers holding an event at the Civic Centre Grounds or Cottesloe Beachfront must make a booking and are required to obtain a permit if alcohol is going to be consumed.

Large, catered and/or corporate functions may require additional licenses from the Department of Racing, Gaming and Liquor (RGL). Applicants must check with their caterers or telephone RGL on +61 8 9425 1888 prior to submitting this application to ascertain if an Occasional Liquor License is required.

An Alcohol Permit is required from Department of Racing, Gaming and Liquor (RGL)	YES	<input checked="" type="radio"/> NO
If a Licence as been already issued – has this been attached to this application form	NO –Licence has not been issued yet YES – Licence is attached	
Quantity of beer to be served		
Quantity of wine to be served		
Quantity of champagne to be served		
Do bar staff have their 'Responsible Service of Alcohol' ticket?	YES	NO
Estimation of time bar will be open and closed	Open: _____ Closed: _____	

Rubbish Collection:

To maintain public health and safety, all rubbish must be removed or placed inside rubbish bins. Leaving the rubbish next to the rubbish bin is classed as littering. Littering, including the throwing of confetti, rice or rose petals is prohibited. Ice from eskies must be emptied onto mulched garden beds. Under no circumstances can ice be emptied on the lawn as it causes damage to the grass. You may incur a fine if rubbish or litter is left behind after the event.

The Town of Cottesloe requires all bin hire to be purchased through the Council.

The fees for bins (including drop off and pick up) is:

\$19.00 per bin for 240L general waste bin & \$19.00 per bin for 240L recycling bin.

Type of Bin	How many required
240L general waste bin	2
240L recycling bin	2

Date for pick up (not public holidays):

Toilets:

According to the Guidelines on the Application of the Health (Public Buildings) Regulations, the following table gives an indication of the amount of toilets required for events.

Total Attendance	Male		Female	Hand Basins M + F
1-50	WC 1	U 1	WC 1	1
50-100	WC 1	U 1	WC 2	1
100-200	WC 1	U 2	WC 3	2
200-300	WC 2	U 3	WC 4	2
300-400	WC 2	U 4	WC 5	3
400-500	WC 2	U 5	WC 6	3
500-600	WC 2	U 6	WC 7	3
600-700	WC 3	U 6	WC 8	3
700-800	WC 3	U 7	WC 9	4
800-900	WC 3	U 8	WC 10	4
900-1000	WC 3	U 8	WC 11	4

Please indicate by highlighting or circling which part of the table this event fits. The Town of Cottesloe will be in contact throughout the event process to ensure adequate toilet facilities are available. If Portable toilets are required – Responsibility and cost is required to be covered by the event organisers.

Portable toilets not required

Infrastructure

Do you propose to bring external furniture or free standing structures, decorations, banners or signage? YES NO

Tables – How many? 4 tables Chairs – How many? NO

Market umbrellas or sun shades: _____ (only permitted in certain areas)

Flower arrangements

Other – Please provide details: _____

Do you propose to erect a marquee? YES NO

Approximate size: 2 x 3x3m.

Please contact the events officer at the Town of Cottesloe on 08 9285 5000 when marquee arrangements have been organised.

An Independent Structural Engineering approval for marquee/stage required must be forwarded to the Town of Cottesloe prior to the event.

Music instruments or electrical equipment

Do you propose to have any musical instruments or electrical equipment?

YES PA. NO

Power source is available in The War Memorial Town Hall & the Lesser Hall. Power source for the grounds and beachfront must be obtained from an external generator. This is the responsibility of the event organisers and a certificate of electrical compliance will be required (Form D).

Will you require a generator? YES NO

Will a PA system be used (e.g. microphone?) YES NO

Expected stage of the event (time frame)?

start, finish and commentary

Will there be live music (e.g. band, classical trio?) YES NO

Expected stage of the event (time frame)?

Will there be a DJ? YES NO

Expected stage of the event (time frame)?

Please note that the Town of Cottesloe has strict regulations with noise at both the beachfront and Civic centre grounds. A \$2,000 bond is required if the event will have a DJ or live music. After assessing your application the Town of Cottesloe reserves the right to have a sound monitoring company employed to monitor the sound throughout the event at the cost of the event organisers.

** Two months notice must be given to the Town of Cottesloe to obtain a non-complying noise/event permit.

Vehicles/Parking

Vehicles are not permitted inside the Civic Centre grounds unless the Town of Cottesloe has been informed prior to the event. Please note that if vehicles are parked in *no parking zones* they will liable for parking infringements. If parking permits are required for the beachfront, please liaise with the Events Officer to organise.

Please note that vehicles bigger than 3 tonne will not be allowed inside the Civic Centre grounds.

Will vehicles need to access inside the Civic Centre grounds? YES NO

How many vehicles? N/A

Are permits needed for the beachfront? N/A

How many? N/A

Please supply the company name and contact number of trucks that will be entering

the Civic Centre grounds:

Company _____ Number: _____

Company: _____ Number: _____

Company: _____ Number: _____

Please contact the Events Officer for fees that may be charged to lodge this application.

Declaration:

As the applicant, I have reviewed and completed the required information, and can confirm that the application is completed and correct.

Print Name: Kate Wood

Signature of Applicant: _____

Date of submission: 28.11.2016.

North Cottesloe Surf Life Saving Club Inc.
Phone: 08 9284 2626
Fax: 08 9284 3636
Email: office@ncslsc.com



151 Marine Parade
PO Box 173
Cottesloe WA 6911
www.ncslsc.com
ABN: 86 242 133 144

25 November 2016

Ms Tina Brothers

Via email –

Dear Tina,

Splash and Dash – 1 April 2017

Thank you for your enquiry with respect to the provision of water safety for the above event.

Please accept this letter as in principle agreement to provide water safety on the basis that we will be charging a fee (as discussed) and that this fee will need to be agreed and paid prior to the event.

We understand also that all other required approvals and documentation will be actioned by you and that we are only required to provide the water safety component for the event.

Kind regards

Rick Smith
General Manager

Tim Roberts Giving



YALUMBA
FAMILY VIGNERONS C. 1849

LONG DISTANCE EVENT

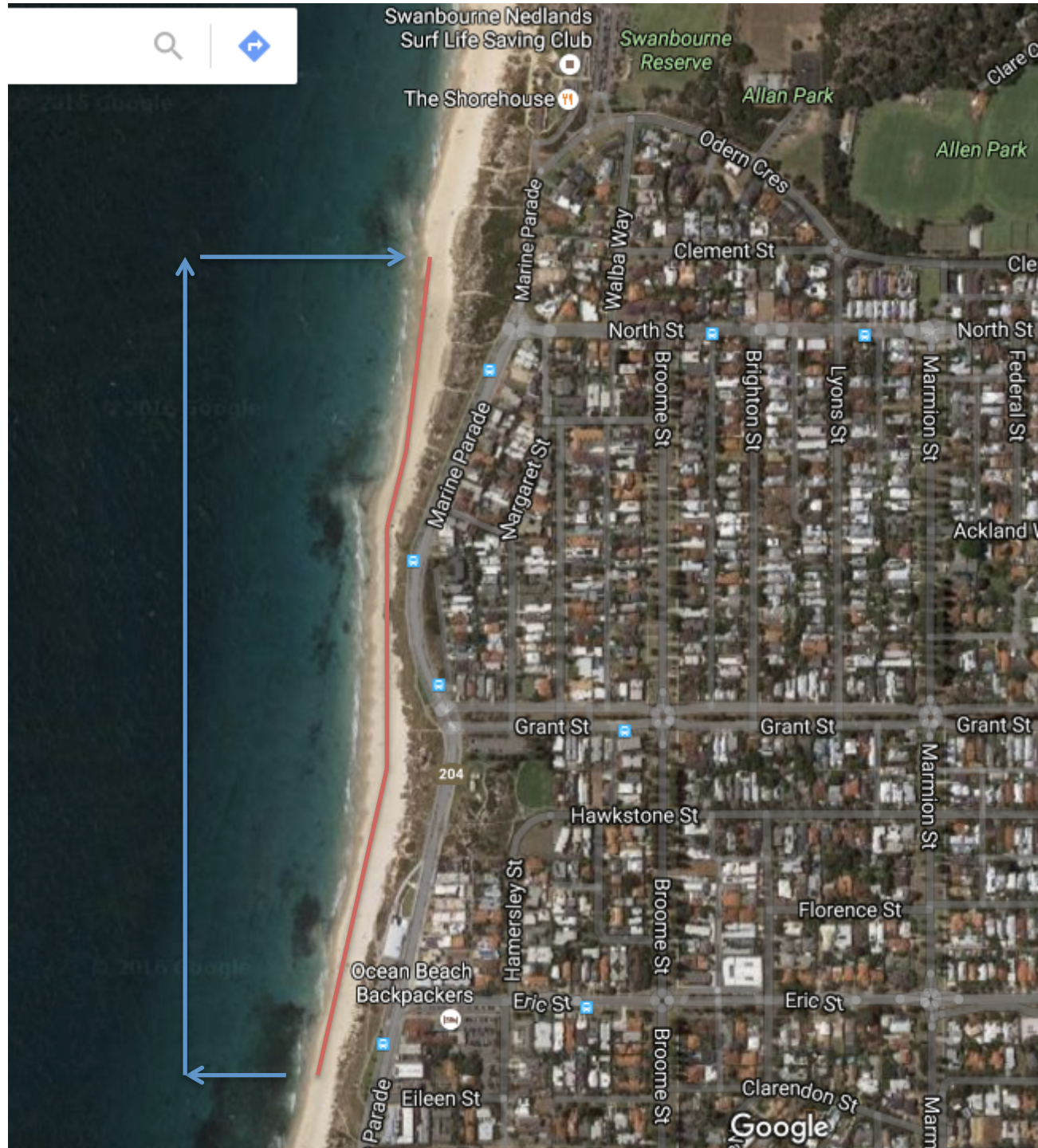
Swim: 1000m



Run: 1000m



** All maps are indicative only, not to scale exact course will be determined by weather and water conditions on the day in consultation with water safety

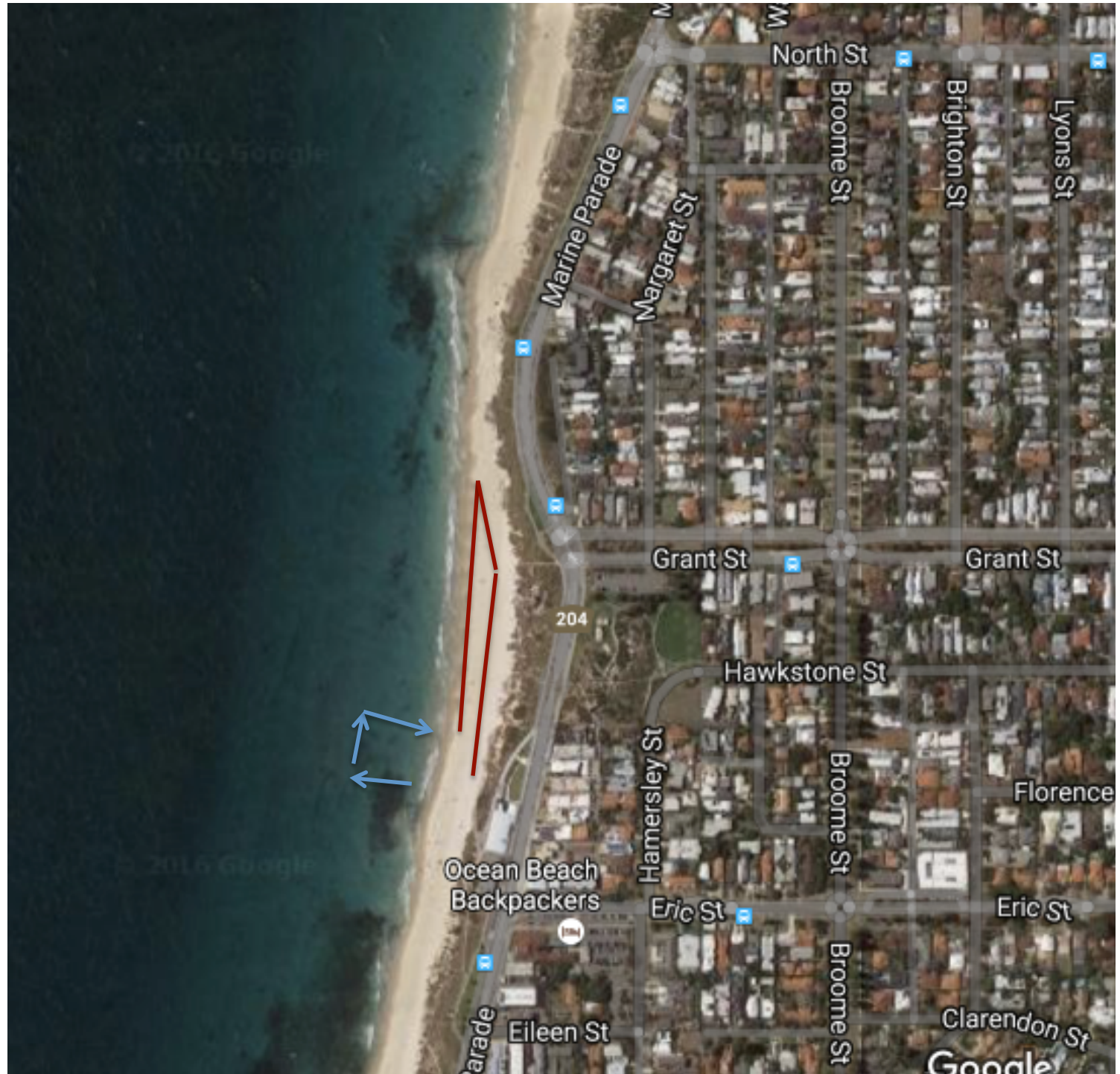


MID DISTANCE EVENT

Swim: 150 - 200m



Run: 750 - 800m

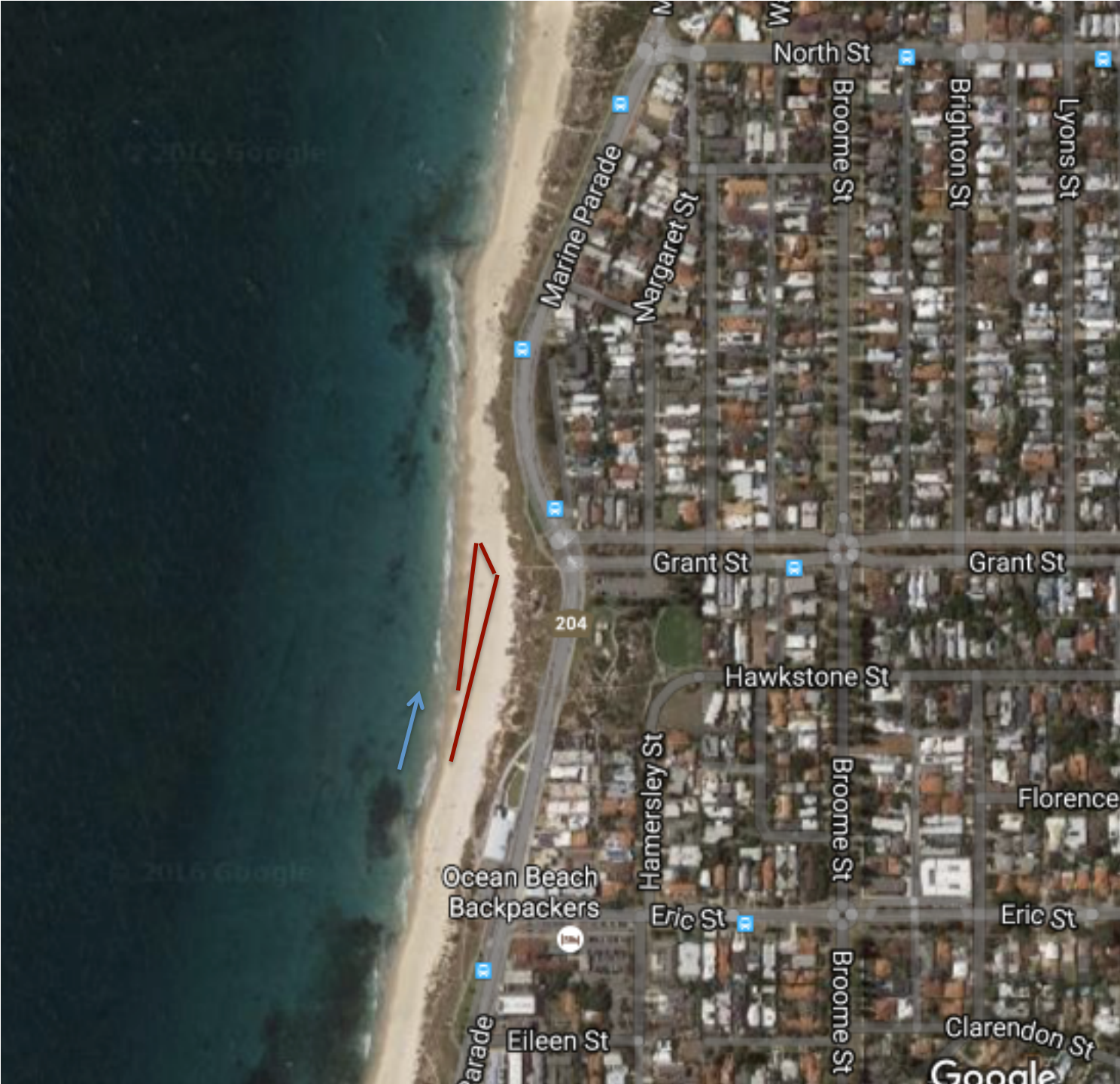


SHORT DISTANCE
EVENT

Swim: 50m



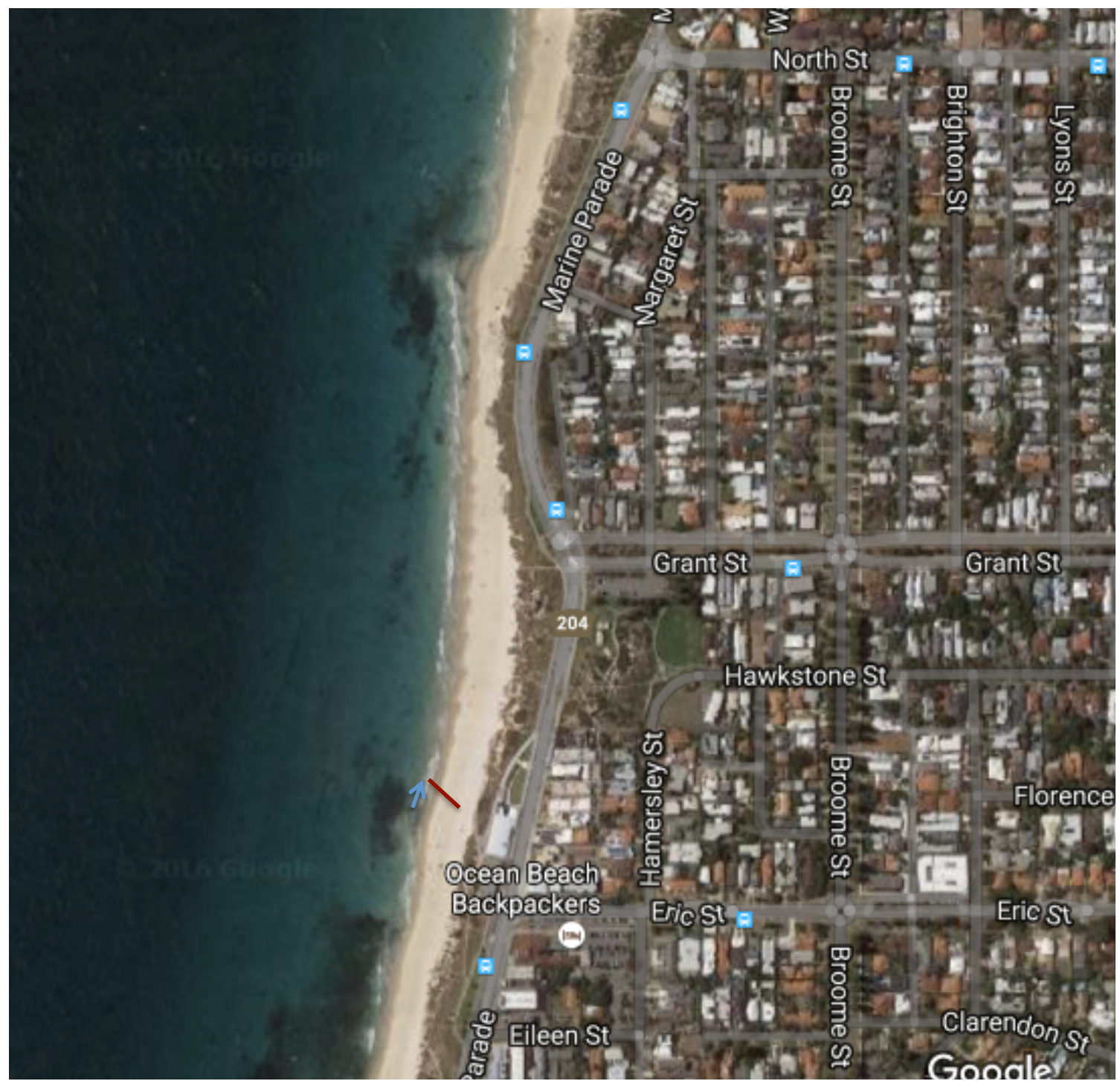
Run: 500m



KIDDIES EVENT

Wade: 10m
→

Run: 30 - 50m
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NORTH COTTESLOE SPLASH & DASH

SATURDAY 1ST APRIL 2017

NORTH COTTESLOE SURF CLUB

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1.0 About the Event: North Cottesloe Splash and Dash

The Splash and Dash is an Aquathon event, proposed to be held at North Cottesloe Beach. The event is to include a swim from the North Cottesloe Surf Club in a northerly direction with a returning soft sand run.

It is proposed that there be 4 different distances to allow a whole of community family event.

The date of Saturday 1st April has been proposed as both Sculptures by the Sea and the Surf Club season have concluded. The event will hope to attract people to the precinct at this quieter time.

North Cottesloe Primary Schools community has a strong link to beach life, it is thought to be an exciting opportunity for the school to raise funds via this type of event.

2.0 STAFF

2.1 North Cottesloe Splash and Dash Organising Committee

The Organising committee is made up of volunteers from the North Cottesloe Primary School and includes the President of the P&C and School Board members.

The Organising Committee is responsible for:

- the event layout
- logistics
- any required contractor and supplier negotiations and coordination
- volunteer management
- community consultation
- activating various areas of the event during delivery e.g. Athlete registration, end of race refreshments.
- Medical Aid Stations.
- Prize giving

The primary function of this team is to run a successful family event for the Community, whilst raising needed funds for the North Cottesloe Primary P&C.

2.2 Volunteers

The event will register approximately 50 volunteers for event day. Volunteers will assist in the areas listed above.

The volunteers are an integral part of the event to ensure there are adequate resources to run the event smoothly for the enjoyment and safe participation of all entrants and spectators.

3.0 EVENT SCHEDULES

3.1 Event Timetable

The Timetable is created to provide the best participant experience and provide a natural flow to the event, demonstrating not only the professional manner in which it is delivered, but creating a timetable that presents and compliments all that Cottesloe has on offer as a community.

This is an approximate running timetable. The final timetable will need to be signed off by NCSLSC. It may be deemed more appropriate to start 30-60 mins later.

7.00am: Race briefing for junior races

7.30am Race 1: 50m swim / 500m run

7.50am Race 2: 150m swim / 750m run

8.15am Race 3: Kiddies event 10m wade / small run up the beach (this is to include the youngest children of our community in the spirit of the day).

8.30am Race 4 (main event): 1 km swim / 1 km run

9.15am: Presentations and random prize draw (if applicable)

3.2 Equipment setup Schedule:

The equipment schedule is constructed to limit impacts on the community, provide enough time for contingency planning for unforeseen events.

5.30am: Registration & refreshment tables, signage and run course markers set.

7.00am: Race 1 swim buoys and run markers set.

7.30am: Race 2 swim buoys and run markers set (or as soon as race 1 swimmers are finished)

8.00am: Race 4 swim buoys and run markers set and race 3 volunteers in place.

10.00am: (or as soon as practical) equipment to be removed from beach.

4.0 VENUE

The Event will be located with the start and finish in front of (or close to) the North Cottesloe Surf Club (NCSLSC). The exact course will be determined on the morning of the event in consultation with NCSLSC dependant on weather and water conditions).

This location provides direct access for competitors and supporters to local cafes as well as facilities such as toilets.

4.1 Event Parking The car park on Grant Street as well as street parking will be utilised. Local residents will be made aware of the event with final timing and method to be agreed with council.

5.0 COURSE OVERVIEW

5.1 Swim Course (First Leg)

Starting in front of the North Cottesloe surf club, competitors will swim North towards Swanbourne Surf Club.

5.2 Run Course (Second Leg)

Will be run on the soft sand, returning in a southerly direction after exiting the swim back to the North Cottesloe Surf club.

Course maps are included in appendix 9.1

The distances are within the approved lengths for an Aquathlon as determined by of Triathlon Australia. See appendix 9.2

6.0 TRAFFIC MANAGEMENT

The event will not be run on any roads nor footpaths, it is not foreseen a traffic management plan will be required for this event.

7.0 AQUATIC RESCUE & RESPONSE PLAN

North Cottesloe (SLSC) has been appointed as the governing Water Safety (WS) body for this event. A letter of support is included in appendix 9.3. They will be supported on land by the St Johns Ambulance Event Service.

The primary focus of Water Safety is rescue and response to all participants via surveillance, directional support and assistance for the duration of the events. The secondary responsibility of this team is the installation, maintenance and removal of all course infrastructures pre, during and post event.

A combination of resources will be placed around the course as follows; paddle boarders flanking the course for general assistance and surveillance and IRB's for emergency rescue and response via an outer course patrol, their priority is to provide direct response and back up to the board paddlers.

Water Safety will undertake their own internal roster for personnel.

7.1 Communications

The event team will communicate via mobile telephones.

The Water Safety and supporting parties will use the standard NCSLSC radio for direct communication during the event periods. Standard surf lifesaving communications will be adhered to within the NCSLSC ranks.

8.0 RISK MANAGEMENT PLAN:

The Organising Committee has a duty of care to persons participating in activities associated with the event, where there is a reasonably foreseeable risk of harm or injury to them as a result of the event organiser's actions. In exercising this duty of care, the organising committee will take reasonable steps to reduce the likelihood of injury and damage to those involved in its activities as a result of those risks which are foreseeable.

The organiser has undertaken a process of identifying risks involved in the event's activities, and then adopting strategies and actions designed to reduce these risks wherever possible.

The organising committee will update and improve this plan if additional risks are identified.

The Risk Management Plan can be sited at Appendix 9.4

8. 1 Insurance

The organisers will ensure appropriate public liability insurance is in place for the event. North Cottesloe Primary School has insurance in place currently and this will be renewed for 2017.

A copy of the North Cottesloe P&C Public Liability Insurance can be sited at Appendix 9.5

9.0 APPENDIX

9.1 Course Maps

9.2 Triathlon Australia approved racing distances (by age). See Table 3 for Aquathon.

9.3 Letter of support from North Cottesloe Surf Life Saving Club

9.4 Risk Management Plan

9.5 North Cottesloe Primary School P&C Public Liability