



Town of Cottesloe

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 Melanoma WA

Contact person: _____ Position: _____

Postal Address: _____ Post Code: _____

Daytime Telephone Number: _____ Mobile: _____

Email: _____ Fax: _____

EVENT DETAILS:

Name of Event: 2018 community skin screening week

Day and Date of Event: Monday 19/11/18 - Friday 23/11/18 Time From: 9:00am To: 3:00pm

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

Type of Event: community mobile skin screening & melanoma awareness

Approximate numbers expected (please circle below):

Small: less than 100

Medium: 100 – 300

Large: 300 +

visitors for the full week ~ 100 a day

Estimated age composition of audience:

0-12 years	% of total audience =
12 – 18 years	% of total audience =
18 – 25 years	% of total audience =
25 – 40 years	% of total audience =
55 + years	% of total audience =
Tickets being pre sold	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Tickets sold at gate	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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

*same location as previously -
Grass area at the intersection
of Marine Parade and Napier
street.*

North Cottesloe Beach

Isolators Reef

Other _____

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

*melanomawa in conjunction with the Lions Cancer
institute will provide the community an opportunity
to have their skin screened for skin cancers, and in
particular melanoma. Also providing skin cancer
prevention literature and melanoma awareness
information.*

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	<i>melanomawa / LIONS cancer institute</i>
% of profit/funds going to this organisation	<i>50% / 50%</i>
Contact name from organisation:	
Contact number:	<i>✓</i>

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	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	1 for week
240L recycling bin	2 for week

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 <i>per day</i>
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.

Infrastructure

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

Tables – How many? 3 Chairs – How many? 20

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: 3m x 3m and 4.5m x 3m marquee

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 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)?

**screening truck has its own generator*

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? _____

Are permits needed for the beachfront? _____

How many? _____

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

** 5 x parking passes for Napier carpark*

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:

Signature of Applicant:

Date of submission: 28 / 5 / 18