



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 melanomaWA

Contact person: _____ Position Events Officer

Postal Address: _____ Post Code: _____

Daytime Telephone Number: _____ Mobile: _____

Email: _____

EVENT DETAILS:

Name of Event: 2016 Community Skin Screening Week

Day and Date of Event: Mon 14 - Fri 18 Nov Time From: 6am To: 6pm (event to stay set up for full week)

(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 =	10 %
18 - 25 years	% of total audience =	20 %
25 - 40 years	% of total audience =	30 %
55 + years	% of total audience =	40 %
Tickets being pre sold	YES	<input checked="" type="radio"/> NO
Tickets sold at gate	YES	<input checked="" type="radio"/> NO

Confirmation of number of "pre sold" tickets to be provided to Council 24 hours prior to the event. N/A

AREA FOR EVENT:

Please see attached map

CIVIC CENTRE GROUNDS

- Main Lawn/Main Lawn Stage
- Lower Lawn
- Playground 2
- Sunken Lawn
- Rotunda
- Two Palms
- Tank Stand
- Other _____

BEACHFRONT:

- Main Cottesloe Beach Same location as per 2014 & 2015 please.
- 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 skin screening for the Cottesloe community at Cottesloe beach for the period of Mon 14th - Fri 18th November 2016. This service will be free also providing participants with melanoma awareness information - spreading the word of sun safety, prevention & early detection.

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	melanomaWA / Lions
% of profit/funds going to this organisation	50% melanomaWA / 50% Lions
Contact name from organisation:	Clinton Heal
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 - Comestibles. If you require catering, please contact Comestibles on 9421 1222.

NA - Participants purchase their own food from beach front cafes if required.

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	YES	NO
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of Racing, Gaming and Liquor (RGL)	
If a Licence has 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	NA
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:

\$16.00 per bin for 240L general waste bin & \$16.00 per bin for 240L recycling bin.

Type of Bin	How many required
240L general waste bin	2 for week
240L recycling bin	2 for week
Date for pick up (not public holidays): following screening Friday 18th from 4pm.	

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 * per day
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? 4 trestles Chairs – How many? 20 chairs

Market umbrellas or sun shades: 3-4 (3x3 tents) (only permitted in certain areas)

Flower arrangements

Other – Please provide details: _____

Do you propose to erect a marquee? YES NO 3-4

Approximate size: 3m x 3m pop up marquees/tents.

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. It is self-sufficient & compliant.

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 any 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 permit. A non-complying noise permit refers to any

Vehicles/Parking - 5 x parking passes please for rapier car park.

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 the Civic Centre grounds:

Company _____ Number: _____

Company: _____ Number: _____

Company: _____ Number: _____

N/A

2016 MOBILE SCREENING MAP COTTESLOE BEACH





Lions Cancer Institute Inc

Saving Lives in our Communities through Research and Skin Cancer Screening Since 1990

MOBILE SKIN CANCER SCREENING FACILITY



PRIVATE and CORPORATE SPONSORS

