



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 Miranda Edmonds (Cottesloe Films) Peter Hudson (Sunset Cine)

Contact person: Miranda Edmonds Position Director

Postal Address: _____ Post Code: _____

Daytime Telephone Number: _____ Peter
Mobile: _____

Email: _____ Fax: _____

EVENT DETAILS:

Name of Event: Cottesloe Outdoor Film Festival

Day and Date of Event: 4, 11, 18, 24 Feb 2017 Time From: 3:30pm To: 11pm

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

Type of Event: Outdoor Cinema

Approximate numbers expected (please circle below):

Small: less than 100

Medium: 100 - 300

Large: 300 +

Estimated age composition of audience:

Kids Film

Adult Film

0-12 years	% of total audience =	25%	
12 - 18 years	% of total audience =	25%	
18 - 25 years	% of total audience =		10%
25 - 40 years	% of total audience =	50%	45%
55 + years	% of total audience =		45%
Tickets being pre sold	<u>(YES)</u>	NO	
Tickets sold at gate	<u>(YES)</u>	NO	
Confirmation of number of "pre sold" tickets to be provided to Council 24 hours prior to the event.			

(up to max. 250)

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 Lower Lawn

BEACHFRONT:

☐ Main Cottesloe Beach

☐ North Cottesloe Beach

☐ Isolators Reef

☐ Other _____

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

Outdoor cinema screening. Gates open 5.30pm - Patrons can
bring a picnic or buy dinner. There will be
local acoustic music until the screening commences
around 7.30pm. Possible introduction by film makers.
Gates will close at 10.30pm.

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

PROFIT

NOT FOR PROFIT

Not for Profit/Fundraising: To Be Confirmed

Name of fundraising/not for profit organisation	Cottesloe Coastcare Assoc.
% of profit/funds going to this organisation	10% of all ticket sales
Contact name from organisation:	TBD.
Contact number:	TBD.

EVENT DETAILS:

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

Catering: 2 x Food Vans

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)	<input checked="" type="radio"/> YES <input type="radio"/> NO
If a Licence as been already issued – has this been attached to this application form	<input checked="" type="radio"/> NO – Licence has not been issued yet <input type="radio"/> YES – Licence is attached
Quantity of beer to be served - approx	85 cans
Quantity of wine to be served - approx	4 cases (48 bottles)
Quantity of champagne to be served	N/A
Do bar staff have their 'Responsible Service of Alcohol' ticket?	<input checked="" type="radio"/> YES <input type="radio"/> NO
Estimation of time bar will be open and closed	Open: 5:30pm Closed: 10pm

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	2-3
240L recycling bin	2-3

Date for pick up (not public holidays):

6, 13, 20, 26 Feb 2017

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.

Infrastructure

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

☒ Tables – How many? 2-3 ☐ Chairs – How many? _____

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

☐ Flower arrangements

☒ Other – Please provide details: Screen + PA System – Please see attached brochure

Do you propose to erect a marquee? ☐ YES ☒ NO

Approximate size: _____

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)?

6-10pm Introduction of film + screening

Will there be live music (e.g. band, classical trio?)

☒ YES

☐ NO

Expected stage of the event (time frame)?

Acoustic musician 5.30-7.30pm + 9.30-10.15pm (approx.)

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 be 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? 4

Are permits needed for the beachfront? No

How many? N/A

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

the Civic Centre grounds:

Company TBD 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: Miranda Edmonds

Signature of Applicant: _____

Date of submission: 11 October 2016

October 11, 2016

Attention: Mr Garry Bird, Manager Corporate & Community Services

Cottesloe Outdoor Film Festival

This letter is in support of and in addition to the Event Application supplied.

We are writing to seek your support for an outdoor film festival to be held in Cottesloe at the Civic Centre over 4 evenings in the month of February 2017.

Who we are

The Cottesloe Outdoor Film Festival is a collaboration between Cottesloe Films (www.cottesloefilms.com) and Sunset Cine (www.sunsetcine.com).

Cottesloe Films is owned by Miranda Edmonds, a local resident and a filmmaker whose short films have played on Qantas, SBS, United Airlines and screened at festivals around the world. As a resident she frequently goes to the Somerville in Nedlands and Camelot Outdoor in Mosman Park but always wished an outdoor cinema experience existed here in Cottesloe.

Sunset Cine is a Western Australian business owned by Peter Hudson, using a mobile cinema system to take large screen outdoor cinema to unique locations, particularly in regional & remote WA. Film Festivals, corporate events, fundraisers and private film evenings are core services spanning Margaret River in the SW to Kununurra in the NW.

The wonderful thing about cinema outdoors is that it becomes more than a movie. It is the coming together of the community to share a meal together as well as the shared cinema experience. Situated at the Civic Centre, our vision is that many families will be able to walk to the venue and enjoy such a night. It will also provide a great opportunity to get many local businesses and the Town of Cottesloe involved in a great community event.

We are passionate about showing great local & national films and bringing great international films to Western Australia. There are many films that play at amazing festivals around the world such as Cannes, Venice, Sundance and Berlin that do not get released in Australia and the festival would allow our community to see these masterpieces.

The Cottesloe Outdoor Film Festival (COFF)

The festival will consist of four nights of films screened on an outdoor inflatable screen on the lower lawn of the Civic Centre in February 2017. As a ticketed event, we will bring to Cottesloe a fantastic opportunity for the community to come together and enjoy the stunning views of the

Indian Ocean, listen to local acoustic music, hear directors, producers and actors and watch world class film. Our proposed ticket price for the festival is \$15 for kids and \$22 for adults (with 10% going to charity).

The event will open at 5.30pm and be concluded by 10.30pm.

The Films

We intend to bring some world-class cinema to the Town of Cottesloe in a range of genres and styles. Some examples of the material we will be considering are:

- **Café Society (USA)** Directed by Woody Allen
- **La La Land (USA)** Directed by Damien Chazelle (Whiplash)
- **Beatles Eight Days a Week (UK)** Directed by Ron Howard
- **Up for Love (France)** Directed by Laurent Tirard
- **Lion (AUS)** Directed by Garth Davis
- **Revelation International Film Festival Short Film Program [Various]**
- **Flying Robot International Film Festival [Various]**

Before each feature film we plan to screen a short film from:

- **FTI's WA Indigenous Community Stories**

One night will be specifically aimed at families with a film such as:

- **Paper Planes [AUS]**
- **Storm Boy [AUS]**
- **Oddball [AUS]**

We will also invite filmmakers to introduce the film and participate in Q&A's where possible.

Food and Beverages

In order to create a vibrant atmosphere and a place for the community to interact we will encourage people to come early and enjoy dinner together before the film. They will be able to either bring their own picnic or purchase delicious affordable food from one of two food trucks that will be available each night.

We would like to provide a small bar selling beer and wine. Selling of alcohol will be subject to obtaining an extraordinary liquor licence to run this bar ourselves.

The Screen and Equipment

The inflatable screen and equipment is entirely portable and installed in under 3 hours, and will be removed entirely at the conclusion of each night. Specifics of the equipment are highlighted in the attached document.

Noise

Film evenings will take place on Friday or Saturday night and all sound systems completely shut down by 10:30pm.

The screen and speaker system placed on the lower lawn will face towards the Tennis Club minimising noise impacts to nearby residents. Additional to the film screening, a solo acoustic musician may play prior to and at completion of the film screening, along with a presentation/Q&A using microphone.

No generators are planned to be used and it is not expected noise limits will exceed the limits set by the Town of Cottesloe.

Community Benefit

The Cottesloe Outdoor Film Festival will engage local people and businesses gathered at a location set aside by the Town of Cottesloe for the enjoyment of residents and visitors.

We will be engaging local businesses to sponsor and advertise with us to promote their services and assist in the covering the financial costs of putting on the events.

The potential to use the screen and the events for awareness and education is an aspect we wish to promote and hope the Town of Cottesloe also embrace.

Whilst this is a commercial venture, The COFF is committed to making a formal donation, as a percentage of ticket sales, to a non-for-profit organisation of our choice, engaged in a charitable project specifically benefiting the suburb and residents of Cottesloe. We believe this to be an important aspect of community engagement that will benefit all stakeholders.

Our current preferred recipient is the Cottesloe Coastcare Association whose work benefits everyone in the community. The festival will not only support the organisation of choice but allow them a platform (via screen advertising and presence at the Festival) to promote their organisation to patrons.

Future Potential

We view the establishment of an outdoor film festival in Cottesloe as an annual project with the potential to provide significant community engagement and goodwill far into the future.

Whilst we propose only 4 cinema evenings for 2017, there is a desire to increase dates and guest numbers in the future subject to popularity and financial viability.

Council Support

As part of this application we also seek the Council's support for the program, which we believe has the potential to become an annual fixture on the Cottesloe community calendar.

As a small, yet high quality event, financial viability is always a risk for an untried event. Our aim is to keep ticket prices and food and beverage prices at a reasonable level to ensure maximum community participation.

As an integral stakeholder in this program, we would like to be able to acknowledge the Town of Cottesloe as a collaborative supporter of this community event. We are proposing that in exchange for acknowledging the support of the Town in marketing and promotional material, the Council waive fees for the use of the Civic Centre location.

Conservatively, current fees payable per evening to the Town are approximately \$1000, which essentially means the event would not be viable. With the support of the Town we will be able to make the event sustainable and support a local community organisation.

The fees in particular we seek to have offset for having the Town of Cottesloe as a supporter of COFF are:

- Location hire and set up fee
- Noise monitoring fee
- Fee for two food vans on site
- Fee for section 59 liquor licensing (if required)
- Fee for Rubbish bin hire/disposal

We trust the Town of Cottesloe Council will look favourably on our proposal and request for assistance, enabling us to bring this series of events to fruition in Cottesloe.

We can be contacted at any time for further input or clarification. (Peter -
-)

Miranda

Thank you and regards,

Peter Hudson & Miranda Edmonds
Cottesloe Outdoor Film Festival



PORTABLE OUTDOOR CINEMA SYSTEM

Sunset Cine provides a unique, portable outdoor cinema experience, adding value to the offerings of event organisers, clubs, government bodies and the film industry. We provide complete equipment, set-up and operation for clients, with a system that can be established anywhere – beach, rooftop, garden, indoors.



- Concerts & Live Events
- Conferences & Exhibitions
- Outdoor & Indoor Screening
- Corporate Marketing & Promotion
- Fundraising & Community Events
- Mobile Billboard Advertising
- Film Festivals



Giant inflatable screen measuring nearly 6m X 5m
Totally portable, complete cinema system installed in **3 hours**

Audience up to **250 people**

Minimal environmental footprint

Package includes screen, projector, audio,
12-channel mixer, computer, power generator &
experienced technicians



SCREEN

Screen size (overall):	4.88m x 2.74m (16ft x 9ft)
Screen weight:	8kgs (18lbs)
Screen material:	PVC matt white with black backside
Screen off the ground:	1.75m (5.75ft)
Frame size (overall):	5.50m x 4.80m (18ft x 16ft)
Frame weight:	43kg (95lbs)
Fire rating of screen:	DIN 2102 B1
Wind rating:	Beaufort 5, 39km/h, 24mph



Take
advantage of
this incredible
option to
increase your
audience!

PROJECTOR

Optoma EH500

- Native 1080p high-definition resolution for crystal clear presentations
- 4700 lumens bright output makes it ideal for use in large screen applications
- Latest image controller technology and Full 3D compatibility for the most amazing immersive experience



AUDIO

QSC K10 Speakers

The QSC K Series is the new standard in lightweight powered loudspeaker systems. Every model is fitted with the identical 1.75" HF device and woofers of the same high quality for unparalleled performance, regardless of speaker size.

- 1,000 watt, efficient and lightweight class-D power module
- Phone Mic/Line and Line inputs with Loop-thru connectors and independent level controls.
- Phono (RCA) inputs
- Dual angle, 35 mm pole socket with Tilt-Direct allows the speaker to be angled down



www.sunsetcine.com

Solido Pty Ltd. ABN 24 136 480 898

