



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 Event People

Contact person: Scott Hollow Position Event Director

Postal Address: _____ Post Code: _____

Daytime Telephone Number: _____ Mobile: _____

Email: info@eventpeople.com.au

Fax: _____

EVENT DETAILS:

Name of Event: Cottelsoe Triathlon Festival

Day and Date of Event: 11/2/2017 Time From: 0600 To: 1300

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

Type of Event: Triathlon

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 =	10
12 – 18 years	% of total audience =	15
18 – 25 years	% of total audience =	25
25 – 40 years	% of total audience =	25
55 + years	% of total audience =	25
Tickets being pre sold	YES	NO
Tickets sold at gate	YES	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)

Triathlon event run as has been in previous years as an Olympic Distance as an enduro format (2 x 750 swim, 20km bike and 10km run), sprint, enticer distance and kids race.

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	
% of profit/funds going to this organisation	
Contact name from organisation:	
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 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	4
240L recycling bin	2

Date for pick up (not public holidays):

10/2/17

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? 5 ☒ 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: 4 3x3 Marquees

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)?

7am - 1pm

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

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: **Scott Hollow** _____

Signature of Applicant: _____

Date of submission: **5/10/2017** _____



Measure distance

Click on the map to add to your path

Total area: 15,484.94 m² (166,678.51 ft²)

Total distance: 750.21 m (2,461.33 ft)



**CHANGED
TRAFFIC
CONDITIONS**

NOTICE OF ROAD CLOSURE

Cottesloe Triathlon

Saturday 11 February 2017



EVENT PEOPLE

TO: Residents / Businesses within the Town of Cottesloe

The Event People will be conducting the Cottesloe Triathlon that involves a Swim, Cycle and Run as detailed below. The event is open to individuals and teams and are designed to promote fitness and enjoyment in a competitive environment. We wish to seek your cooperation with the event that involves some road closures for the race – especially the Cycle Section. Permission to close roads as detailed has been approved by the Town of Cottesloe and West Australian Police in the interests of safety.

The road closure is in place for only 2.5 hours and our aim is to minimize any inconvenience. We encourage you to watch the event and organize your own function to cheer on competitors or even enter the event. Please contact us on the numbers listed if you require assistance or need to move vehicles during the period described below.

DAY / DATE: Saturday 11 February, 2017
TIMES: 6.30am to 9.00am.
ROAD CLOSURES: Marine Parade from John Street to Curtin Avenue (all streets in between)
Beach Street from Marine Parade to Avonmore Terrace
Avonmore Terrace from Beach Street to Gibney Street
Gibney Street from Avonmore Terrace to Marine Parade
TRAFFIC: Officials will be at all road junctions to assist you if movement is required.

We thank you for your assistance and trust there will be minimal inconvenience. For further please contact us.

CONTACTS: Mob: Email: info@eventpeople.com.au
Scott Hollow Event Director for The Event People

MAP:  - Roads Closed

