



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 _____

Contact person: _____ Position _____

Postal Address: _____ Post Code: _____

Daytime Telephone Number: _____ Mobile: _____

Email: _____ Fax: _____

EVENT DETAILS:

Name of Event: Celebration of the Motorcar

Day and Date of Event: November 24/25 2018 Time From: 9am/6am To: 6pm both days

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

Type of Event: Classic Car Exhibition

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>5%</u>	
12 – 18 years	% of total audience = <u>5%</u>	
18 – 25 years	% of total audience = <u>10%</u>	
25 – 40 years	% of total audience = <u>30%</u>	
55 + years	% of total audience = <u>50%</u>	
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.		

AREA FOR EVENT:

Please see attached map

CIVIC CENTRE GROUNDS

☒ Main Lawn/Main Lawn Stage

☐ Rotunda

☒ Lower Lawn

☐ Two Palms

☒ Playground 2

☒ Tank Stand

☐ Sunken Lawn

☒ Other Area if front of access stairs on Napier St

BEACHFRONT:☐ Main Cottesloe Beach☐ North Cottesloe Beach☐ Isolators Reef☐ Other _____**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

*A charity fund raising event showcasing the finest examples of classic, prestige and exotic cars,
with classical music and fine food*

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	<i>Wheels for Hope</i>
Contact name from organisation:	<i>Dependent upon funds generated, bulk of profit</i>
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.

Management of AlcoholWill 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	
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	
240L recycling bin	
Date for pick up (not public holidays):	

Toilets:

NOTE: *On site toilets have been sufficient in past years*

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	U6	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? Approx 10-15 ☐ Chairs – How many? Approx 60

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

☐ Flower arrangements

☐ Other – Please provide details: Several 3x3 pop-up tents. Quantities undetermined at this stage

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

Approximate size: 3x3 pop-up marquees on stage area

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)?

1.00pm for awards presentations and charity auction - single speaker PA on stage area

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

☒ YES

☐ NO

Expected stage of the event (time frame)?

Classical Trio - un-amplified. 10.30am to 2.30pm, with break 1.00-1.30pm 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 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

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? Unknown at this stage - for Volunteers and Officials

Are permits needed for the beachfront? No

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: _____

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: August 30 2018

EVENT MANAGEMENT PLAN

Celebration of the Motorcar

Sunday 25th November 2018 - Cottesloe Civic Centre

With set-up Saturday, 24th November



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Prepared by Paul Blank, Automotive Events Management, August 2018

Event Description

The Celebration of the Motorcar is an upmarket exhibition of classic, exotic and prestige cars, held as a charity fundraising event. The cars are shown by invitation only to ensure only the very best are exhibited. Approximately 150 cars will be exhibited.

Many of Perth's premier collections are to be represented. Several cars will be shown to the public for the first time since purchase or completion of restorations.

The event has been held along the same lines since 2012 following the successful format of the same exhibition which was run at the Cottesloe Civic Centre from 1993 for five years.

The charity beneficiary is Wheels for Hope, to which all profits will go (www.wheelsforhope.org.au).

Classical music will be performed live on the Sunday, but will be non-amplified, as per past years.

The cars will all be roped-off to ensure the public do not touch them, however this will be done with silk ribbon to add to the ambience of the day.

We anticipate good support from the dealers in prestige and exotic cars with examples of the latest models complimenting the classic and vintage models of their marques.

General public event admittance fees for the motoring exhibition will be unchanged and are as follows:

- Adults admission \$20
- Children admission \$10
- Family admission \$50 (2 adults and up to 4 children)

Schedule

The draft schedule for the event is as follows:

Friday

Afternoon Mark out lawns for display areas

Saturday

10.00-1.00 Corner posts for ribbons installed. Traffic cone guidance set up
10.00-2.00 Temporary fencing panels to be installed (gates open)
1.00-5.00 Some display cars to be delivered
 Hire equipment delivered
5.00 on Security on site

Sunday

7.00-8.30 Signs placed temporarily to indicate access and display areas
7.00-8.00 Signs placed (event & direction signs)
7.00-8.30 Tents erected
8.00 Food and Beverage set-up begins
8.00 Briefing for car placing marshals
8.00-9.00 Trade display stands set-up
8.00-8.30 Entry area & gate prepared and manned
8.30 Car entry gate opens – marshals in place
8.30-10.00 Cars arrive and placed
9.30-10.30 Ribbon teams operational
9.00-3.30 Food & Drinks available
10.30-3.30 Gate open to public
12.00-12.30 Judging conducted
1.00-1.30 Awards announced, charity auction
3.30 on Ribbons & poles removed and cars may leave



Previously approved location for main sign at public entrance.

Traffic management

On the Saturday number of display cars will be brought into the venue. Past experience show this to be a relatively small number and easily handled. Event staff will be on site to look after the delivery of these vehicles.

There is no plan this year for historic racing cars with temporary suspension of road regulations as has been the case in the past two years.

For the Sunday, the event will run with three entrances for accessing display areas. This has been done the past two years and proved very successful. The top of the hill driveway to the Main Lawn. Driveway closest to Napier Street for the Lower Lawn and the southern-most driveway for the Playground area access.

At the end of the day, flow of traffic, including exiting display cars will work in the same manner.

Marshals wearing high-vis vests will be placed at the entry points, the ramp to the lower lawn and the exit gate at appropriate times. Arrow signs will also be placed to assist.

The key marshals will be in 2-way radio contact with the display co-ordinator.

Once the arrival time for display cars is finished, the gates on Broome Street will be locked, with the exception of the pedestrian gate closest to Napier St, which will be open to public access. One gate at the top driveway on Broome St will be closed but not locked, as an emergency exit and the position manned by event staff throughout the day.

Display areas on the lawns will have approximately 5-metre wide walkways between them, sufficient to allow emergency vehicle access if required.

In previous years, the Town of Cottesloe arranged parking direction signs and toilet direction signs supplied by and placed by the Town of Cottesloe on the day – it is anticipated the same will be in place for 2018.

At 10.30am the public entry gate will open. During the event, two entry and exit point will be available to visitors. This is the entry on Napier Street and the driveway on Broome St closest to Napier St (giving wheelchair access). These will also be the exit points for visitors.

To assist with the free flow of visitors, the parking bays immediately in front of the entry point on Napier St will be blocked by traffic marker cones, to be supplied and placed by the event organizers. Some display cars will be placed here as done successfully the last few years, as an attraction to the event.

Additional infrastructure

Signage for the event will primarily be an entrance sign, as previously approved by the Town of Cottesloe (illustrated above), plus some small signs placed around the displays. Each car will have a sign on its windscreen describing the vehicle.

A public **entry point** between the two toilet blocks at the top of the stairs at the Napier Street entrance will have a small shade tent erected where officials will manage the selling of entry to the event. They will be supplied with tables and chairs. Programs and sun screen will be available to visitors at this location, at no cost.

Some **small 3x3 shade tents** will be erected at locations among the displays, allowing the public somewhere to sit and rest if the weather is very hot. These are not large marquees and do not have long tent pegs or anything which can risk reticulation. Refer to final site diagram for their locations.

For the Sunday, **food and beverage** vendors will be restricted to one location, along the eastern-most edge of the upper lawn. The Town of Cottesloe has previously provided details of nearby power outlets for this purpose. The raised stage area adjacent may be used for this also. A coffee van will be placed on the lower lawn to serve visitors and exhibitors in that area. Following detailed discussions with the organizers for 2012's and the following years' requirements, Beaumonde Catering advised their position of non-involvement direct to the Town of Cottesloe. It is anticipated that the same would apply for this year's exhibition. Wheels for Hope will arrange the vendors. Details of the vendors will be provided by vendors in accordance with Town of Cottesloe requirements. No alcohol will be served on the day.

A VIP area was successfully run the past few years, being on the raised area at the Upper Lawn. Pop-up 3x3 marquees were erected there and chairs and tables provided. This is planned again for 2018.

We are satisfied that the existing **toilets** are sufficient for the number of people expected and the duration of visitors' stay. They have proven sufficient when the event was previously held here.

Fencing panels will be placed by a fence supply company, which has all the necessary certification for temporary fencing. These are to be located in areas to stop members of the public walking in from other areas.

The **rubbish bins** which are padlocked to poles in the grounds will need to be unlocked so that they can be moved from what will become inside car display areas. The Town of Cottesloe undertook to provide rubbish bins for the day in past years satisfactorily and we would hope the same can be arranged again. Quantity and locations to be determined.

Other details

Public liability insurance will be on the charity's policy, details of which will be provided separately.

A map of the **display layout** will be provided closer to the event. The layout is dependent upon RSVP responses from owners of invited cars. It will be generally similar to last year.

Risk Management Plan

Assessment of each of the risks listed as follows:

- ▶ Likelihood - Almost Certain (A), Possible (B), Doubtful (C) or Rare (D)
- ▶ Consequence - Insignificant (1), Minor (2), Major (3) or Disastrous (4)

Category of Risk	Risk	L	C	Prevention/Action
LOW RISK				
HUMAN BEHAVIOUR	Rowdiness/drunken visitors	D	1	Officials manning the sole entry point will have the discretion to not allow patrons in who appear to be under the influence of excessive alcohol. If needs be Police can be called. Extremely unlikely.
	Litter	D	1	Garbage bags will be brought by the organizers in case of litter beyond what the on-site bins can deal with. Additional bins may be provided by the Town of Cottesloe. A clean-up by event staff will be conducted after event concludes.
	People wanting to go in where access is not allowed	D	2	Temporary fencing will restrict access to the Napier St entry point. Officials with 2-way radios will patrol the fenced areas periodically.
	Injury/poisoning - staff or patron	C	3	First aid post at entry point, with radio contact. If necessary ambulance would be called.
ENVIRONMENTAL	Extreme wet weather	B	1	Event continues regardless of weather conditions Officials will be equipped for wet weather
	Extreme hot weather	C	1	Event continues regardless of weather conditions Officials will be equipped for hot weather
	Fire in nearby area	D	2	Officials would contact Emergency Services. Officials equipped with emergency contact list and mobile phone.
	Participating car catching fire	D	2	The officials area and entry points will be equipped with small automotive fire extinguishers in case of a car catching alight.
	Noise	C	1	All vehicles comply with 95dba regulations as apply to all normal traffic. No amplification is to be used by musicians present. Excess noise unlikely
	Dirty/malfunctioning toilets	D	2	Officials would advise venue representatives
OTHER	Structure collapse	C	2	Officials will be on site and correct any issue of partial or complete collapse
	Theft/robbery	D	1	Vendors and exhibitors would advise Officials and dependent on situation would advise rangers/police
	Fire in nearby area	D	2	Officials contact Emergency Services and rangers
MEDIUM RISK				
VEHICLE DRIVING	Car hitting object	D	2	Exhibitors are extremely careful with their precious cars. The Chairman of the event would be contacted by an official, or the participant to evaluate the situation and take appropriate action. This is an extremely unlikely situation. Once parked for display vehicles remain in situ until the show is over and public has left.
	Vehicle breakdowns	D	1	Officials can assist to move a car by hand if required.
	Vehicle fire	D	2	Fire extinguishers will be provided by organizers.
HIGH RISK				
VEHICLE DRIVING	Car injuring people	D	3	Vehicles will only move during set up and removal periods, during which the event is not open to the public. Cars will only move slowly, and under the guidance of officials who will be directing cars where to park. Once in place, no cars will move. Officials will have medical response plan.

Medical & Emergency Response Plan Checklist

The purpose of this Medical Response Plan Checklist is to highlight what resources are required and available as well as to ensure that vital information has been prepared and a satisfactory procedure is in place in the case of an emergency occurring during the running of the following event.

Name of organizer/s: ***Wheels for Hope and Automotive Events Management***

Type of Event: ***Car exhibition – Celebration of the Motorcar, static display***

Venue: ***Cottesloe Civic Centre, cnr Broome St & Napier St, Cottesloe***

Access for Emergency vehicles: ***Via Broome St, driveway nearest Napier St***

Alternative access – on foot: ***Napier St entrance***

Date: Set-up: ***Saturday, November 24th 2018***

Event: ***Sunday, November 25th, 2018***

Times: ***Sat: Set-up from 9am to 6pm***

Sun: Officials from 6am to 6pm, exhibitors from 9am-5pm, public 10.30am to 3.30pm

What Medical Facilities in place at venue: ***First-Aid trained staff on site***

Emergency phone list in place: ***Yes, below***

Communication system for medical requirements: ***Mobile Phone***

List of First Aid equipment available: ***First Aid Kit***

Location of the First Aid equipment: ***Charity's tent near entrance/exit***

Location of fire extinguishers: ***Charity's tent near entrance/exit***

Name of nearest Hospital with Emergency facilities: ***Sir Charles Gairdner Hospital***

Address of the Hospital: ***Hospital Avenue, Nedlands***

Phone No. of the Hospital: ***9346 3333***

Phone number of local Police station: ***Cottesloe Police Station - 9286 7777***

Non-emergency police phone number: ***131 444 (metropolitan area)***

Emergency Phone Numbers:

Police ***000***

Ambulance ***000***

Fire ***000***

Photos from past years of Celebration of the Motorcar





WHEELS FOR HOPE

Wheels for Hope is a program of the Western Australian Motor Industry Foundation, which was established in 2008 by key members of the Automotive Industry in WA.

Wheels for Hope's primary focus is to assist WA families with disabilities who do not have the benefit of mobility – families who do not have suitable transportation to access critical medical and remedial care, educational opportunities and community events.

Wheels for Hope has a fleet of 60 wheelchair hoist vehicles which are loaned to eligible families, with Wheels for Hope covering the ongoing costs of insurance, registration, servicing and maintenance, with the only expense to the family being fuel – a service unique in Australia.

Management of the Foundation is under the guidance of a volunteer board of directors and the day to day operations are carried out by three part-time staff.

Wheels for Hope has a significant waiting list for people seeking assistance. Funds raised from Celebration of the Motorcar will be used to help Wheels for Hope maintain and grow its fleet and assist more WA families to gain mobility and have a better chance of contributing to, and taking part in community life.

Support of Wheels for Hope will help a large number of Western Australian families to get to medical and therapy appointments, attend school and go out as a family. The recipients of Wheels for Hope loan vehicles are the ultimate beneficiaries of your support and we thank you for helping us to help these families.

Wheels for Hope will be providing many of the volunteers to help Celebration of the Motorcar run smoothly.

For more information on the ways that you can be involved assisting Wheels for Hope, please contact us on 9233 9808 or email info@wheelsforhope.org.au.

