



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 SURFING WESTERN AUSTRALIA
Contact person: JUSTIN MAJEKS Position EVENTS MANAGER
Postal Address: PO BOX 382 KARRINYUP WA Post Code: 6921
Daytime Telephone Number: _____ Mobile: _____
Email: _____ Fax: _____

EVENT DETAILS:

Name of Event: 21st ANNUAL WHALEBONE LONGBOARD CLASSIC
Day and Date of Event: Fri 6th - Sun 8th July 2018 Time From: 7:00am To: 5:30pm
(Start and finish times must include setting up and packing away time)
Type of Event: Community Sporting Event Incorporating National & International Divisions
Approximate numbers expected (please circle below):

Large: 300 +

Estimated age composition of audience:

| | |
|---|---------------------------|
| 0-12 years | % of total audience = 5% |
| 12 – 18 years | % of total audience = 10% |
| 18 – 25 years | % of total audience = 25% |
| 25 – 40 years | % of total audience = 35% |
| 55 + years | % of total audience = 25% |
| Tickets being pre sold | NO |
| Tickets sold at gate | 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)

The iconic Whalebone Classic will celebrate it's 21st return to Cottesloe in 2018. This nationally and internationally sanctioned event will take place over a three day period. Attended by some of the best longboarders in the world, as well as the best from across Australia and from throughout WA. This event has become one of the biggest longboarding events in the country and one that is enjoyed by the whole community. Surfing WA has taken over the management of the event from Peter Dunn since 2015 and we take pride in delivering this marquee event. Infrastructure is set up along the grassed area at Isolators Reef for competitors, officials and spectators.

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

NOT FOR PROFIT

Not for Profit/Fundraising:

| | |
|---|---------------|
| Name of fundraising/not for profit organisation | SURFING WA |
| % of profit/funds going to this organisation | 100% |
| Contact name from organisation: | JUSTIN MAJEKS |
| 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 |
| If a Licence as been already issued – has this been attached to this application form | NO –Licence has not been issued yet |
| Quantity of beer to be served | TBC |
| Quantity of wine to be served | TBC |
| Quantity of champagne to be served | NONE |
| Do bar staff have their 'Responsible Service of Alcohol' ticket? | YES |
| Estimation of time bar will be open and closed | Open: 12pm Closed: 5:30pm |

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 | 10 |
| 240L recycling bin | 10 |

Date for pick up (not public holidays):

9th July 2018

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? 25 Chairs – How many? 100

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: 40m x 10m and 9m x 6m

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)?

Used all day to announce scores and results to surfers and spectators

Will there be live music (e.g. band, classical trio?) **YES** **NO**

Expected stage of the event (time frame)?

12pm - 5:30pm for 30 mins at a time

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? _____ YES

How many? _____ 3 _____

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: _____ JUSTIN MAJEKS _____

Signature of Applicant:

Date of submission: _____ 22nd MAY 2018 _____



STALL HOLDERS

30M X 6M MARQUEE



MERCHANDISE STAND

9M X 6M JUDGING MARQUEE



BEACH MARSHALL



6M X 6M COMPETITORS AREA





TOWN OF COTTESLOE

DONATIONS APPLICATION FORM

The Town of Cottesloe makes an allocation in its annual budget for donations to community organisations for projects within Cottesloe. Donations are normally limited to \$5,000 and the Town likes to see that community organisations are contributing to the project as well.

Priority is given to new initiatives which enhance the lifestyles of those living within the area.

Previous successful applicants should not assume that funding will always be granted for ongoing projects or event.

Other sponsorship priorities and eligibilities are listed toward the end of this form.

This information form is designed to assist you in making your application for donation and to enable us to efficiently deal with your request.

Name of Organisation: SURFING WESTERN AUSTRALIA

Postal Address: PO BOX 382, KARRINYUP WA 6018

Contact & Position: Sponsorship & Marketing – Brooke Sinclair

Telephone (W) (H).....

Aims of Organisation: To administer and advance the sport of surfing in WA

When was your organisation established? 1964

Is your group a non-profit organisation? YES/NO

Is your group a registered association? YES/NO

Does your group have an ABN number? YES/NO If yes, ABN Number 81 948 248 683 (Please note the Council can only make grants to organisations with a bank account)

Has the Town of Cottesloe previously assisted your organisation by either direct donation or indirect assistance e.g. waiving hire fees YES/NO

If YES, date of previous assistance: JULY 2017

If YES, amount of previous assistance
\$.....

Purpose of previous assistance: Partial contribution to hire and erect infrastructure for the event.

Present Application Amount requested from the Town of Cottesloe \$5000.00

Date when donation request is required: July 2018

Project Details

If you have any further information you would like to include with your application form, please attach.

Project Description: As an internationally sanctioned World Championship Tour World longboard event, the Whalebone classic has grown significantly in popularity and prestige, making it an iconic Cottesloe beach event which attracts some of the worlds best long boarders. Showcasing the beautiful beach and focused on community engagement and involvement the Whalebone classic is eagerly awaited by an increasing number of spectators, competitors and local sponsors.

How will the event/project benefit the Cottesloe community?

- The event supports charity initiatives through surfaid and is engaging local community groups.
- The event is free and inclusive for everyone to come and spectate, and be involved
- Local businesses are given stall space opportunities to promote themselves and do sampling of their product.
- Local businesses' services are employed to serve food and coffee and provide lunches for staff throughout the event.
- The Cottesloe Longboard Club are provided a kitchen and their profits are directly used to fund their club initiatives
- Cottesloe Longboard Club are able to engage their social club members in the form of a social event
- Surfing WA host a series of social events in the local area surrounding the event, these engage local clubs, groups and venues driving them business.

Is this a regular project or a one-off event? Please detail:

The Whalebone Classic is an annual event, in its 21st year of operation.

Please detail how the sponsorship from the Town of Cottesloe will be used:

Surfing WA invest a large amount of money into the event. With the assistance from Town of Cottesloe the money will contribute to the on-site infrastructure hire and erection.

Will there be a cost involved for the Cottesloe community for participation in your event or project

E.g. Entry fee YES/NO

If YES please detail

.....
.....

What acknowledgement will the Town of Cottesloe receive for its donation?

As per supporting document submitted with this application, the Town of Cottesloe will receive major sponsorship benefits. Prominent logo and recognition across all print media, rash vests, signage merchandise and all collateral. Pre, during and post event media recognition across website, social media and Surfing WA various digital platforms. (Audience totalling 109,000)

Budget Summary

Please attach a detailed budget for the project if appropriate



TOWN OF COTTESLOE

DONATION ASSESSMENT CRITERIA

Donation requests will not be considered where:

- • The applicant is a private and for profit organisation or association.
- • The applicant is an individual person.
- • The application is in relation to general fundraising.
- • The application is for funding for conferences and conventions.

Priority

- • The applicant is a registered not for profit organisation and has a base or visible presence in Cottesloe or within the Western Suburbs.
- • The applicant is a community group based in Cottesloe or has a visible presence within Cottesloe or has a significant impact on residents of Cottesloe.
- • The applicant can demonstrate that the funds will provide some benefit to Cottesloe residents.
- • The funds are required for a new initiative or significant once off project.

EXPENDITURE

Total event budget (expenditure) \$86,200

| | |
|----------------------------|----------|
| Infrastructure | \$15,000 |
| Signage | \$7,000 |
| International Sanction fee | \$700 |
| Staffing Cost | \$14,000 |
| Merchandise | \$2,400 |
| Security | \$3,500 |
| Trophies and Prizing | \$8,000 |
| Prize Money | \$7,000 |
| Advertising/Promotion | \$10,000 |
| Event Management | \$15,000 |

INCOME

Total event budget (income) \$86,200

Your Contribution:

| | |
|---------------------------------------|----------|
| Cash Sponsorship including entry fees | \$27,750 |
| In kind Sponsorship (Contra) | \$7900 |
| Total Surfing WA cash contribution | \$47,000 |

Box office/entry fees/sales estimates (if appropriate) Amount requested from the Town of Cottesloe
B TOTAL INCOME

Donation Agreement

\$..... \$..... \$.....

If donation is approved I agree:

- To provide the Town of Cottesloe with a tax invoice for the amount granted.
- To present the Town of Cottesloe with a report on the event including a financial report of the sponsorship expenditure, copies of material which feature the Town’s logo and a brief assessment of the project’s success (Donation’s over \$500 only).
- Please notify Council immediately, if the donation amount granted is to be used differently to

what was granted.

Signed.

Brooke Sinclair

Please return to: Deputy Chief Executive Officer Town of Cottesloe
PO Box 606
COTTESLOE WA 6911

Dated *15/05/2018*

Email: council@cottesloe.wa.gov.au