



29th May 2018

Elizabeth Nicholls
Senior Administration Officer
Town of Cottesloe
PO Box 606, Cottesloe WA 6911

Dear Elizabeth,

Thank you both for giving me the time last month to introduce myself and the event outline for the North Cottesloe Centenary Year Celebration.

With the current season now closed, we can turn our full attention to next seasons activities.

This correspondence is specific to our opening event on the 13th of October 2018 and includes our event application form and a short brief on the planned activity.

Once this correspondence has been received and acknowledged, I will make another appointment with a view to drilling into the event plan so that we can identify all statutory obligations specific to the event.

From there, we will be able to address each component directly to ensure that we have confirmed all of the requirements that will ensure a safe and memorable event.

I trust that this preliminary information is sufficient to get the ball rolling. Should you however require any immediate clarifications or additional information, then please feel free to contact me at any time.

I am looking forward to working with you and the Town of Cottesloe on what promises to be a very exciting season.

With Kind Regards

Niall Warren
Member
North Cottesloe SLSC Centenary Committee

North Cottesloe Centenary Season

Opening Event

Overview

On the 13th of October 2018, the North Cottesloe Surf Life Saving Club will be officially opening its 100th consecutive Surf Season.

Given that a century of service is a considerable milestone for any organisation, it will be our intent to deliver an event that is commensurate with the achievement.

With this in mind, we will be hosting an opening ceremony that blends official presentation with a number of interactive activities for the community including a reunion for club members, past and present.

The ensuing notes attempt to capture our intent so that we can then take the next steps with the Town of Cottesloe to ensure each component part is achievable.

Opening Ceremony

At the time of writing, we are hoping to hold the opening event on the beach just north of the club boat ramp.

We envisage a scenario where we will have a covered stage and exemplary sound system that affords us the opportunity to present formal speeches and a ribbon cutting ceremony.

The ceremony will take approximately 45 minutes to conduct and include a welcome to country and a range of local and national guests including the Governor of WA.

Sail Past

As part of this ceremony, we are planning to stage a sail past of up to 100 Surf Life Saving craft that include Jet Ski, IRB, Surf Boats and Surf Skis.

These craft will assemble on Cottesloe beach before being marshalled north to North Cottesloe beach for landing.

These craft will then be utilised as part of the open house activities that follow the formal presentations.

A Message from the People

Immediately after the official speeches and opening, attendees and members of the community will be invited to spell out a message on the beach using people to create the words and numbers

The actual message will be contingent on participant numbers, however we are hoping that not less than 100 persons will make up each letter or number.

The finished message will be photographed from the sky and then made available to all participants as a souvenir of the day.

Open House & Reunion

On conclusion of the formalities, all attendees will be invited to stay on for an open house and catch up with members present and past.

Activities will include tours of the clubrooms, surf lifesaving demonstrations and an opportunity to try various surf craft.

Food and beverage amenity will be available for attendees and community alike.

Sand Castle Building Competition

Under the guidance of a seasoned sand castle artist, the local community will have an opportunity to participate in a building competition that will be held on North Cottesloe Beach directly in front of the club.

Food Vans

Should we achieve our 5000-person target, we feel that extra food amenity will be required.

On that basis, we will be applying for a partial road closure of Marine Parade so that we can position up to 8 individual food and beverage amenities in the parking bays alongside the grassed area of the club.

These amenities would be open to attendees and the general public alike on a user pay basis.

Entertainment

We envisage that a variety of entertainment will be provided throughout the day both in and outside of the clubrooms. The entertainment mix will reflect the diverse nature of the attendance and be conducted well within the guidelines as set by the TOC.

Air Show and / or Fly Past

We have made formal application to the Royal Australian Air Force to have either the Roulettes or Heavy Aircraft support the event.

We are hoping to have an answer to that application within twenty-one days of today's date. Should we receive an affirmative response, then we will advise the Town of Cottesloe immediately.



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: *North Cottesloe Surf Life Saving Club (NCSLSC)*

Contact person: *Rick Smith*

Position: *General Manager*

Postal Address: *PO Box 173 Cottesloe*

Post Code: *6011*

Daytime Telephone Number:

Mobile:

Email:

EVENT DETAILS:

Name of Event: *Official Opening North Cottesloe SLSC Centenary Season*

Day and Date of Event: *Saturday 13th October 2018*

Time From: *06:00 To: 16:00*

Type of Event: *Official Opening of Season & Community Open House*

Approximate numbers expected: *Large: 300 +*

Estimated age composition of audience:

0-12 years	% of total audience = 10
12 – 18 years	% of total audience = 20
18 – 25 years	% of total audience = 30
25 – 40 years	% of total audience = 30
55 + years	% of total audience = 10
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

BEACHFRONT:

- ✓ Main Cottesloe Beach
- ✓ North Cottesloe Beach
- ✓ Lawns at NCSLSC , West Lane of Marine Parade adjacent to the NCSLSC clubrooms

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

This event will be the official opening of the centenary season for the NCSLSC

This event will feature

- ✓ *a formal presentation on the North Cottesloe Beach Head*
- ✓ *a sail past of motorised and non-motorised surf craft starting at Cottesloe Beach*
- ✓ *an open house (clubrooms) for the greater Cottesloe and surrounding communities*
- ✓ *an interactive sandcastle building competition*
- ✓ *an interactive photo opportunity for all attendees*
- ✓ *entertainment on the grassed area of the NCSLSC clubrooms*
- ✓ *Ariel flypast (TBC)*
- ✓ *Other (TBC)*

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	<i>North Cottesloe Surf Life Saving Club</i>
% of profit/funds going to this organisation	<i>100%</i>
Contact name from organisation:	<i>Rick Smith</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 – 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

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 has been already issued – has this been attached to this application form	<i>NO – Licence has not been issued yet</i>
Quantity of beer to be served	<i>TBC</i>

Quantity of wine to be served	<i>TBC</i>
Quantity of champagne to be served	<i>TBC</i>
Do bar staff have their 'Responsible Service of Alcohol' ticket?	<i>YES</i>
Estimation of time bar will be open and closed	<i>Open: 11:00</i> <i>Closed: 16:00</i>

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	<i>20</i>
240L recycling bin	<i>20</i>
Date for pick up (not public holidays):	<i>Monday 15th October</i>

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

Tables – How many? 20

Chairs – How many? 50

Market umbrellas or sun shades: TBC

Other – Please provide details:

- ✓ *Public Address System*
- ✓ *Food Vans*
- ✓ *Staging*

Do you propose to erect a marquee? YES

Approximate size: Two 6x3

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

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

Will a PA system be used (e.g. microphone?) YES

Expected stage of the event (time frame)?

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

Will there be a DJ? YES

Expected stage of the event (time frame)?

11:00 – 16:00

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? NO

How many vehicles?

Are permits needed for the beachfront? Yes

How many? TBC

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: Niall Warren

Signature of Applicant: _____

Date of submission: 29 / 05 / 2018