



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 1:

Position:

Postal Address:

Post Code:

Daytime Telephone Number:

Mobile:

Email:

Contact person 2:

Position:

Postal Address:

Post Code:

Daytime Telephone Number:

Mobile:

Email:

EVENT DETAILS:

Name of Event: *North Cottesloe Centenary Markets*

Day and Date of Event: *Sunday 24th March*

Time From: *07:00 To: 12:00*

Type of Event: *Pop Up Community Market*

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	<i>NO</i>
Tickets sold at gate	<i>NO</i>
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:

- ✓ Ski shed roof at North Cottesloe between The Blue Duck Café and Barchetta

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

This event will be comprised of not more than three pop up markets activated on three consecutive weekends from 24th March 2019

This event will feature

- ✓ *10 selected vendors selling merchandise or services*
- ✓ *Ten, 3x3 marquee*
- ✓ *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:	<i>9284 2626</i>

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? *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)	<i>NO</i>
If a Licence has been already issued – has this been attached to this application form	<i>NO</i>
Quantity of beer to be served	<i>n/a</i>
Quantity of wine to be served	<i>n/a</i>
Quantity of champagne to be served	<i>n/a</i>
Do bar staff have their 'Responsible Service of Alcohol' ticket?	<i>n/a</i>
Estimation of time bar will be open and closed	<i>n/a</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>2 as per current use</i>
240L recycling bin	<i>4 as per current use</i>
Date for pick up (not public holidays):	<i>Monday 25th March</i>

Toilets:

According to the Guidelines on the Application of the Health (Public Buildings) Regulations, the following table gives an indication of the number 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? 10

Chairs – How many? n/a

Market umbrellas or sun shades: TBC

Other – Please provide details:

✓ Public Address System

✓ Busker amplification

Do you propose to erect a marquee? YES

Approximate size: Ten , 3x3

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? **no**

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? **no**

Expected stage of the event (time frame)?

07:00 to 12 noon

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? **NO**

How many vehicles?

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:** _____

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: 25 / 02 / 2018