



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 Australia Red Cross Ladyhawley Cottage

Contact person: Geraldine Reidy Position Client Services

Postal Address: Post Code: 6011

Daytime Telephone Number: Mobile:

Email: Fax:

EVENT DETAILS:

Name of Event: Family Fun Day

Day and Date of Event: 9 October Time From: 2:00 To: 4:00pm

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

Type of Event: FAMILY FAIR For children with Disability

Approximate numbers expected (please circle below):

Small: less than 100 Medium: 100 - 300 Large: 300 +

Estimated age composition of audience:

Table with 2 columns: Age Group, % of total audience. Rows include 0-12 years, 12-18 years, 18-25 years, 25-40 years, 55+ years, Tickets being pre sold, Tickets sold at gate, and Confirmation of number of "pre sold" tickets.

AREA FOR EVENT:

Please see attached map

CIVIC CENTRE GROUNDS

- Checkboxes for Main Lawn/Main Lawn Stage, Lower Lawn, Playground 2, Sunken Lawn, Rotunda, Two Palms, Tank Stand, and Other.

**BEACHFRONT:**

- Main Cottesloe Beach
- North Cottesloe Beach
- Isolators Reef
- Other \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

Fun Fair for children and families of Ladyhawkey  
Cottage. Includes petting zoo, games, drumming,  
Obstacle course, superheroes, bouncy castle, face  
painting, Magician, stilt walkers, picnics  
+ sausage sizzle

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	Australian Red Cross
% of profit/funds going to this organisation	Ladyhawkey Cottage.
Contact name from organisation:	Cecaldine Reidy
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 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	YES <input type="checkbox"/> <input checked="" type="checkbox"/> NO
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of Racing, Gaming and Liquor (RGL)	
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	N/A
Quantity of wine to be served	N/A
Quantity of champagne to be served	N/A
Do bar staff have their 'Responsible Service of Alcohol' ticket?	YES      NO
Estimation of time bar will be open and closed	Open: N/A Closed: N/A

**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	10
240L recycling bin	
Date for pick up (not public holidays):	

**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? 10  Chairs – How many? 50

Market umbrellas or sun shades: For Picnics + seating areas (only permitted in certain areas)

Flower arrangements

Other – Please provide details: Banners, Signage to toilets + events.

**Do you propose to erect a marquee?**  YES  NO

**Approximate size:** Medium - in case of rain.

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?** TBA.  YES  NO

**Will a PA system be used (e.g. microphone?)**  YES  NO

Expected stage of the event (time frame)?

1 pm - welcome to event - short announcement.  
Some Fair music played - low volume.

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 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? TBA

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: \_\_\_\_\_

### **Estimated Timeline**

7.30am deliver marquees & set them up - by Reece Event Hire

8am Volunteers set up chairs, tables and bring in all small equipment items

8am Toilet installation - by Instant Toilets

8:30 set up fairy floss, popcorn and BBQs - by volunteers

9:30 Bouncy castle set up and petting zoo - by Soxon Jumping Castles and Swan Valley Cuddly Animal Farms

10-10:10am Lady Lawley Cottage speaker opening

10:30-12pm African Drumming

12-1pm BBQ

11-2pm Entertainers

*All other activities will run simultaneously*

2pm Bouncy castle and petting zoo pack down - by Soxon Jumping Castles and Swan Valley Cuddly Animal Farms

2:20 Pack up fairy floss, popcorn and BBQs - volunteers

2:40 Clean up all equipment off tables - volunteers

3:30 Pack up chairs and tables - volunteers

3:45 pack up marquees - by Reece Event Hire

4pm Toilet removal - by Instant Toilets

# Activities

**Activity 1:** Outdoor Sensory Motor Scavenger Hunt (2 volunteers) Table will be set up under marquee

Print:

<http://theinspiredtreehouse.com/wp-content/uploads/2014/05/outdoor-sensory-motor-scamenger-hunt2.jpg>

Notes:

- Volunteers coordinate activity. As a family they will roam around the event space to find items on the sheet. Families will take a photo doing the item (eg. something to climb - stairs). The families will compete on time taken to do/find all items although, the activity will be running the duration of the event and families can come and go as they please.

**Activity 2:** Touching table (3 volunteers) Under a marquee

Notes:

- Each thing to be in a separate box
- Children close their eyes (blind fold?) and guess what the item is

**Activity 3:** Smelling zone (2 volunteers) Under a marquee

Notes:

- Put fabric over the jars - on top and the sides and children guess what is inside by smelling it

**Activity 4:** Painting station (3 volunteers) Under a marquee

a big piece of fabric laying on the ground that the kids can paint on. Tarp will be underneath. For kids in wheelchairs there will be some fabric on easels

**Activity 5:** Sand castle builder (1 volunteer) (Approved)

A 3x3 area with sand on top of tarp and cardboard in place to stop the sand spilling over edges. Children will make sandcastles using buckets provided.

**Activity 6:** Musical statues (2 volunteers)

Volunteer running the activity

**Activity 7:** Giant Twister (2 volunteers)

The game with the colourful dots that people have to move on of their hands or legs to a certain coloured dot. The game is 3x3m.

**Attraction 1:** Face painting

**Attraction 2:** Photobooth

**Attraction 3:** Petting zoo

**Attraction 4:** Balloon twisting

**Attraction 5:** Bouncy castle

**Attraction 6:** Entertainers in costume will be roving around the event

**Attraction 7:** African Drumming

**Attraction 8:** Silent disco

**Food item 1:** Popcorn machine

**Food item 2:** BBQ

**Food item 3:** Fairy Floss machine

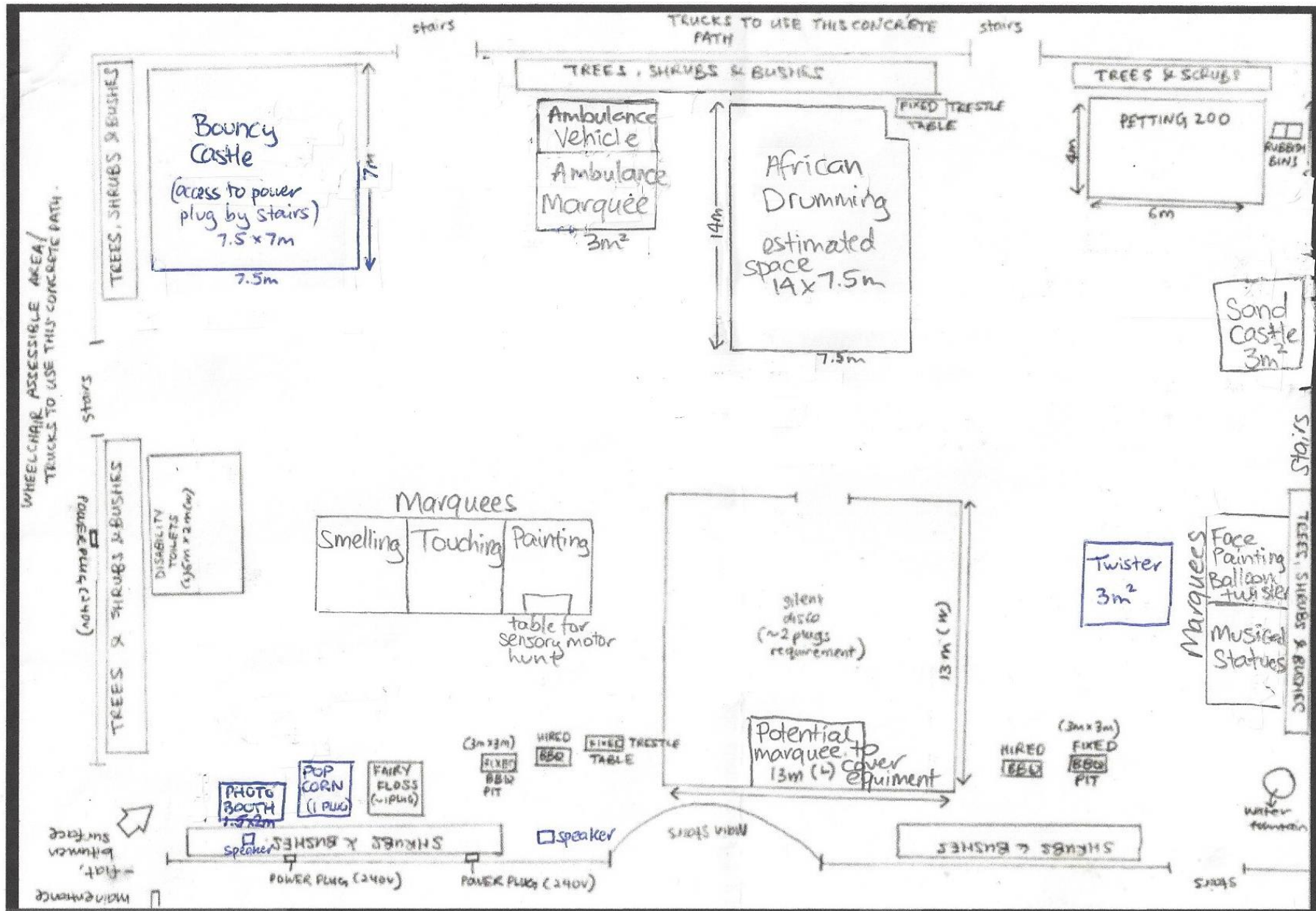
**Extra equipment:**

- 5x Marques
- 20x Tables
- 30 x Chairs
- Speakers
- Microphone (only for Red Cross management to open event)
- Decorations (cardboard cut-outs for kids to stick their head in and be a superhero)
- 3x Disabled Portable Toilets
- 2x Barbeque for hire
- Videographer to take footage of children and families enjoying the event

Note: Families will be asked to bring picnic rugs to sit on

All attractions have public liability insurance and will be available to you upon confirmation of venue





Marquees are 3m<sup>2</sup> each and are only for shade.  
 Silent disco area will be sectioned off with small cones