



## 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](mailto:council@cottesloe.wa.gov.au)

### Event Application Form

#### ORGANISERS DETAILS

Event Organisers Volleyball WA

Contact person: Julian Middlemiss Position Participation and Development Manager

Postal Address: PO Box 133, Leederville WA Post Code: 6903

Daytime Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: 08 9228 8533

#### EVENT DETAILS:

Name of Event: Alcohol. Think Again Beach Volleyball Tour - Round #3

Day and Date of Event: Sat and Sun, 10th-11th of Dec Time From: 6am To: 5pm

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

\*We will need to set up on Friday 9th

Type of Event: Sporting

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 = |      |
| 12 – 18 years   | % of total audience = | 20   |
| 18 – 25 years   | % of total audience = | 30   |
| 25 – 40 years   | % of total audience = | 35   |
| 55 + years  | % of total audience = | 10   |
| Tickets being pre sold  | YES ✓                 | NO   |
| Tickets sold at gate  | YES                   | NO ✓ |
| Confirmation of number of "pre sold" tickets to be provided to Council 24 hours prior to the event. <small>*Tickets aren't being sold to spectators, but there is an entry fee for participants</small> |                       |      |

#### 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 \_\_\_\_\_

**BEACHFRONT:**☐ Main Cottesloe Beach☐ North Cottesloe Beach☐ Isolators Reef☒ Other Mud Map attached to email of intended set up**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

This is part of the premier WA Beach Volleyball Tour which caters for junior, beginner and elite athletes. There will be 4 volleyball courts set up, with marquees surrounding them and a PA system playing music and running announcements. It is a great atmosphere for people to come down and watch some of the best volleyball in WA! An opportunity also exists to connect with the council's patrons and community.

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 | Volleyball WA     |
| % of profit/funds going to this organisation    | 100%              |
| Contact name from organisation:                 | Julian Middlemiss |
| 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 | NO ✓ |
|---|-----|------|

|  |   |
|--|---|
| 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<br>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: _____<br>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                  | 5                 |
| 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? 5 ☐ Chairs – How many? 16

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

☐ Flower arrangements

☐ Other – Please provide details: Signage as seen in attached picture

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

**Approximate size:** 9 Marquees - 3M x 3M

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)?

The radio will be playing background music and announcements will be made over the microphone (Sat + Sun 7am-4pm)

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? \_\_\_\_\_

Are permits needed for the beachfront? \_\_\_\_\_

How many? \_\_\_\_\_

Please supply the company name and contact number of trucks that will be entering the Civic Centre grounds:

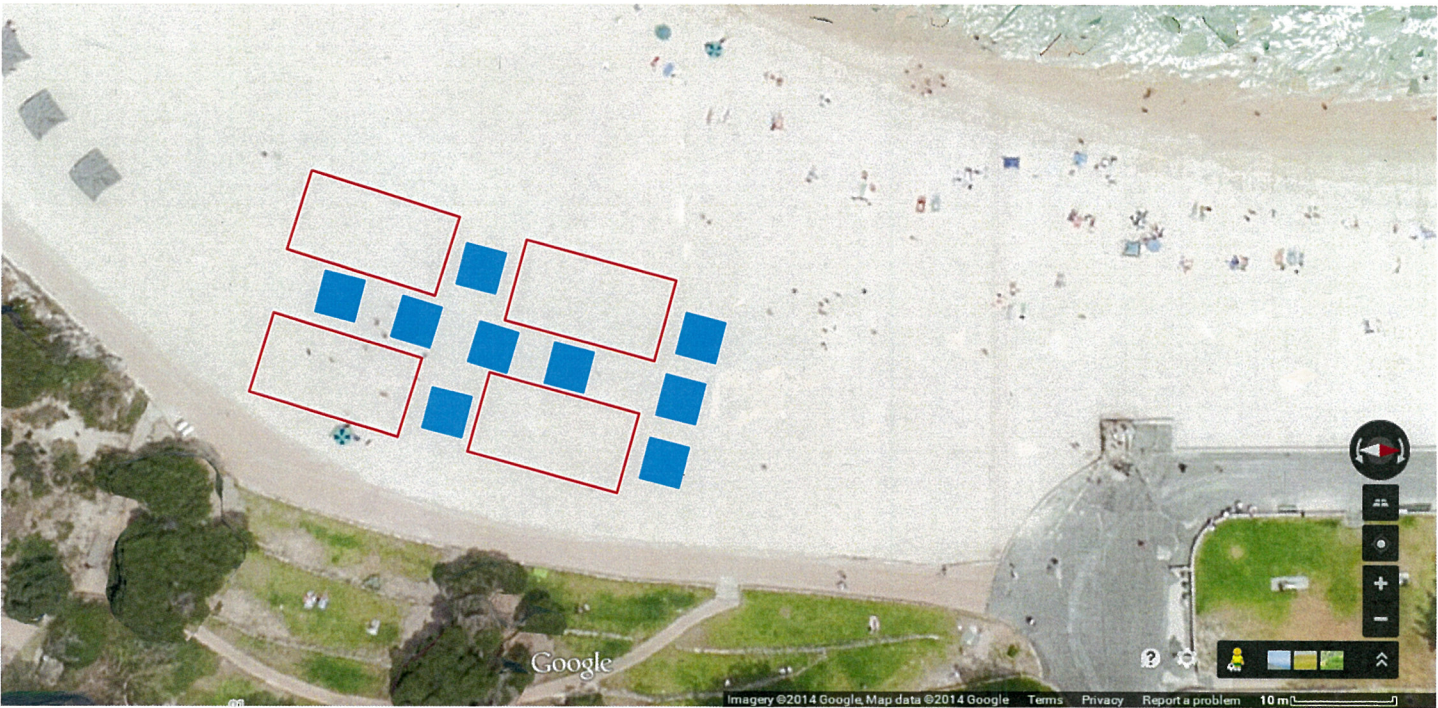
Company \_\_\_\_\_ Number: \_\_\_\_\_




Company: \_\_\_\_\_ Number: \_\_\_\_\_

Company: \_\_\_\_\_ Number: \_\_\_\_\_



DRAFT MAP OF EVENT SPACE



-  Volleyball Courts
-  3x3 Marquees
-  Area for event