



Town of Cottesloe

ABN 19 824 630 520
109 BROOME STREET, COTTESLOE WA 6011
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Event Application Form

ORGANISERS DETAILS

Event Organisers: ICEA Foundation

Contact person: Emma Pegrum

Position: Chief Operations Officer

Postal Address:

Post Code:

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

Mobile: /

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

EVENT DETAILS:

Name of Event: ICEA Classic

Day and Date of Event: Sunday, September 11, 2016 Time From: Saturday 10th 3pm (set up) To: Sunday 11th 7pm

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

Type of Event: Community Event

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 and % of total audience. Rows include 0-12 years, 12-18 years (60%), 18-25 years (30%), 25-40 years (10%), and 55+ years.

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
- Two Palms
- Sunken Lawn
- Rotunda
- Tank Stand
- Other \_\_\_\_\_

BEACHFRONT:

- Main Cottesloe Beach
- North Cottesloe Beach
- Isolators Reef
- Other: The Cove, Cottesloe

**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

The ICEA Classic is an annual festival style event that celebrates everything we love about Western Australia: our rich Indigenous history and cultures, our pristine beaches, our surfing and skating culture, incredible food and great music. It brings together people of all ages to share positive experiences with eachothers cultures, build relationships based on greater understanding and gain the motivation to become ambassadors for reconciliation in their own communities, schools and families.

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	ICEA Foundation
% of profit/funds going to this organisation	n/a
Contact name from organisation:	Emma Pegrum
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 for events at the Cottesloe Civic Centre, please contact Beaumonde Catering, on 9377 2947 or [info@beaumontecatering.com.au](mailto: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 NO
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	
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: _____ 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:

\$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	11
240L recycling bin	6
Date for pick up (not public holidays):	Monday 12 September, 2016

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?

• 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: 24m 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 certificate for the marquee/stage 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)?

All day intermitent use

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

Expected stage of the event (time frame)?

All day intermitent performances

**Will there be a DJ?**                      • YES                      • NO

Expected stage of the event (time frame)?

All day intermitent performances

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?      • 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:** \_\_\_\_\_

**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: Emma Pegrum**

**Signature of Applicant: E.Pegrum**

**Date of submission: 16th March 2016**

## **ICEA Classic, September 11 2016**

Time: 6am – 6pm

Location: Cottesloe Cove

Demographic: 14-25 years, parents

Number of Attendees: 6,500 – 7,500

### **Event Plan**

Saturday 10, 3pm	Set up commences. Marquee's and other structures brought to venue by external parties. ICEA event coordinator and volunteers present to direct and assist set up. Security present overnight.
6am	ICEA crew will arrive.
6.30am	All attendees ICEA reps, cultural activity facilitators and volunteers assemble for Welcome to Country.
7am	First wave heats of surfing competition commence
8am	Second wave heats of surfing competition commence
9-9.45am	Live music
9.45am	Third wave heats of surfing competition commence
10am	Skateboarding competition commences
10.45am	Fourth wave heats of surfing competition commence
11.30am	Live music
12noon	Skate boarding trick competition
12.15pm	Live Music
1pm	Fifth wave heats of surfing competition commence
1.15pm	Live music
1.30pm	Surf comp finals
2pm	Live music
2pm	Surf comp finals
2.20	Surf comp finals
2.40	Surf comp finals
3pm	Live music
3pm	Surf comp finals

3-4.30pm	Cultural activities focus
4.30pm	Presentations and awards
5-6pm	Pack up and clean

## Activity Stations

There will be many cultural activities happening throughout the day at the Classic, many of which are not yet fully arranged or may change. This is a rough guideline based on our plans for this year and events we have had in the past:

Station Number	Activity Description
1 (language)	Noongar language workshop, yarn circle or story telling workshop
2 (art)	Arts and crafts, community painting led by artist, major artwork production by artist (spectated by attendees, not a workshop)
3 (dance)	Dance workshop with local indigenous group
5 (song/music)	Didgeridoo and tapping stick workshop and performances
6 (environment)	Native flora/fauna exhibit or petting zoo

## Event Map





## Sample ICEA Banner

Tagline – “Reconciliation Inspired by Young People”

