



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 SURFING WA  
Contact person: Mark Lane Position CEO  
Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

EVENT DETAILS:

Name of Event: Whale bone Classic  
Day and Date of Event: Set up: 7/7/16 Pack down: 11/7/16 event 8, 9 & 10 of July Time From: 7am To: 4pm  
(Start and finish times must include setting up and packing away time)  
Type of Event: Surfing Contest

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 =	5%
12 – 18 years	% of total audience =	10%
18 – 25 years	% of total audience =	25%
25 – 40 years	% of total audience =	35%
55 + years	% of total audience =	25%
Tickets being pre sold	YES	<input checked="" type="radio"/> NO
Tickets sold at gate	YES	<input checked="" type="radio"/> 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

CIVIC CENTRE GROUNDS

Main Lawn/Main Lawn Stage

Rotunda

Two Palms

Tank Stand

Sunken Lawn

Other \_\_\_\_\_

**BEACHFRONT:**

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

3 day internationally sanctioned longboard event (now in its 19th year). Marquee & infrastructure will be set up for spectators, judges, officials & competitors.

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	Surfaid, Cottesloe Longboard Club, MNDAWA
% of profit/funds going to this organisation	100% (all fundraising at event will go towards organisations listed)
Contact name from organisation:	Mark Lane
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](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)	<input checked="" type="radio"/> YES <input type="radio"/> NO
If a Licence as been already issued – has this been attached to this application form	<input checked="" type="radio"/> NO – Licence has not been issued yet <input type="radio"/> YES – Licence is attached
Quantity of beer to be served	120 cans
Quantity of wine to be served	40 bottles.
Quantity of champagne to be served	N/A
Do bar staff have their 'Responsible Service of Alcohol' ticket?	<input checked="" type="radio"/> YES <input type="radio"/> NO
Estimation of time bar will be open and closed	Open: 11:30 Closed: 5:30

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	5
240L recycling bin	5

Date for pick up (not public holidays):

Daily throughout contest and final collection/removal Monday 11th July

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

10 toilets with hand basins will be supplied.

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? 30  Chairs – How many? 20

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: 6m x 40m and 9m x 6m judging tent on scaffold.

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)?

8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> PA system will be used approx 7am-4pm.

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

Expected stage of the event (time frame)?

Ukulele band (30 mins) Sat + Sun approx 11am.

Will there be a DJ?  YES  NO

Expected stage of the event (time frame)?

Event commentary will take place 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> approx 7am-4pm.

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?  YES  NO

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

Are permits needed for the beachfront? Yes.

How many? 4 x car bays for emergency access and event manager.

Please supply the company name and contact number of trucks that will be entering

Surfing WA will also apply to display the following vehicles on the grassed area to the North of usual event site:

- Road Safety Commission Trailer
- Lavan Legal Kombi van.
- Approx. 5x vintage vehicles (TBC).

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: SARA LAILEY

Signature of Applicant: \_\_\_\_\_

Date of submission: 19-May-16



**2016 Whalebone Longboard Classic Event Site Map**