



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 The Wilderness Society & local artists
 Contact person: Jenita Enevoldsen Position Marine Conservation Officer
 Postal Address: 2 Delhi St. West Perth Post Code: 6005
 Daytime Telephone Number: 08 9420 7255 Mobile: 0405 941500
 Email: jenita.enevoldsen@wilderness.org.au Fax: 08 9 226 0994

EVENT DETAILS:

Name of Event: Community Art Instillation
 Day and Date of Event: Dec 8th 2012, Sat Time From: 10am To: noon
 (Start and finish times must include setting up and packing away time)

Type of Event: community gathering

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 =	20%
12 – 18 years	% of total audience =	20%
18 – 25 years	% of total audience =	20%
25 – 40 years	% of total audience =	20%
55 + years	% of total audience =	20%
Tickets being pre sold	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Tickets sold at gate	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

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

CIVIC CENTRE GROUNDS

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Main Lawn/Main Lawn Stage | <input type="checkbox"/> Rotunda |
| <input type="checkbox"/> Lower Lawn | <input type="checkbox"/> Two Palms |
| <input type="checkbox"/> Playground 2 | <input type="checkbox"/> Tank Stand |
| <input type="checkbox"/> Sunken Lawn | <input type="checkbox"/> Other _____ |

BEACHFRONT:

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other south of Main Cottesloe Beach (Tea rooms ^{south of})

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

We are planning a 'community art instillation' event with speakers and music to bring together the community to support sustainable appropriate development. It will be family friendly with kids activities in the sand only lasting for a few hours of one morning. No stages or structures will be needed for the group.

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	<u>The Wilderness Society</u>
% of profit/funds going to this organisation	<u>100%</u>
Contact name from organisation:	<u>Jenita Enevoldsen</u>
Contact number:	<u>0405 941 500</u>

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	<u>NO</u>
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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	
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:

\$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	N/A
240L recycling bin	N/A
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? 3 Chairs – How many? N/A

Market umbrellas or sun shades: _____ (only permitted in certain areas)

Flower arrangements

Other – Please provide details: Art on the beach

Do you propose to erect a marquee? YES NO

Approximate size: 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)?

1 hour

Will there be live music (e.g. band, classical trio?)

YES

NO

Expected stage of the event (time frame)?

1 hour 10:30am - 11:30am

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? N/A

Are permits needed for the beachfront? N/A

How many? N/A

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

Company _____ Number: _____

Company: _____ Number: _____

Company: _____ Number: _____

1 November 2012

Mr Carl Askew
CEO
Town of Cottesloe

Dear Mr Askew,

Request for permission for beach event, Saturday 8th December 2012, 10am-12noon.

We are writing to you to apply for approval for a community event under the Town of Cottesloe's Beach Policy which states that one significant beach event per month can be approved, without specific referral to Council.

The Wilderness Society and some local artists are seeking permission for a community art installation (*which would be temporary - just 4hrs*), for the purpose of bringing the community together to support sustainable and appropriate coastal development. This event would be a non-commercial and not-for-profit event. For more information on what is planned please read our proposal document.

We ask that you consider our application for approval for Saturday the 8th of December, through your powers as the CEO of the Town of Cottesloe under the Beach Policy. The reasons we are applying for direct approval are so that (a) our artists can begin to create their designs, and (b) we have ample time to promote the event.

Public Liability & Risk Management

The Wilderness Society has public liability insurance that will cover the event which is valid until March 31st, 2013 for claims up to \$20,000,000.

The risks associated with this event would be minimal, but could relate to the crowd of around 300 people (predicted) becoming dehydrated or stuck without enough shade. To manage these risks, we will be announcing where water can be found and ensuring through promotion that everyone wears appropriate sun protection on the day. We will also attempt to angle our event so the beach, so that viewers can use the shade under from the pines.

Relevant emergency authorities will be made aware of the event in advance to ensure maximum public safety on the day.

Safety Measures & Public Access

There are no plans to erect any structures on the beach for staging or seating. However, there may be a few small sections of the art work that will enhance the scene on the beach, which will be clearly marked and non-obstructive. Also we will ensure that pathways are not obstructed, so people can still enter or exit the beach via pathways. The main temporary art structure (which will be entirely located on the back of a flat-bed truck) could be parked in proximity to the beach, in a location agreed appropriate with the CEO of the Town of Cottesloe [Please view the location options document].

Public transport will be promoted for travelling to the event, to minimise parking problems that may arise. Also public access to the beach and other facilities will be kept clear, so passive recreation remains the main activity on Cottesloe beach on the day.

The Cottesloe Surf Lifesaving club has confirmed that the proposed dates will not conflict with any of their planned events or activities.

Noise limits & Clean Up

The event will involve several speakers and two solo acoustic performers. Thus we will only need a small PA, which will not exceed the statutory levels of noise under the beach policy. Event organisers anticipate that the beach will be needed for one hour for the main event, but would like apply for approval of our event up until noon, to ensure for the proper cleaning of the beach if required.

If you have any questions about our proposed community event, please don't hesitate to call.

We look forward to hearing back from you soon.

Kind regards,

Jenita Enevoldsen
Marine Conservation Officer,
The Wilderness Society WA
Jenita.enevoldsen@wilderness.org.au
Ph: (08) 9420 7255, 0405 941 500



Community Art Installation Event Proposal



What: Community art installation, kids activities, speakers & live music

Who: The Wilderness Society, local community artists

When: Saturday, Dec 8th, 2012

Time: 10am - noon

Place: South of Cottesloe main beach (south of the tea rooms), same location as the image above.

Purpose: To connect and empower communities to support appropriate & sustainable development in WA.

Scene: The temporary community art Installation would be based on the back of a flatbed truck which could be driven near the beach at the above location. The speakers/musicians* could simply stand in front of the truck, just above the beach, so no structures would be needed to be set up on the beach. The main event would last 1 hr from 10:30-11:30am.

The kids activities would involve them building their favorite marine creatures out of sand or finding buried dinosaur prints in the sand – with prizes for best and/or quickest.

A small number community education stalls/displays from local groups could be set up where appropriate, not blocking any path ways/exits near the beach.

*The speakers/ musicians would only need a small amplifier for which depending on the size, may need a small generator.

Logistics: If set up could occur from 9am, that would be ideal and pack down of the temporary art installation could be finished by 1pm.

Site options for the Cottesloe Community 'art Installation' event

1. Cottesloe main beach north – main grass tiers (possible location)



Pros: Great visual location with the green grass tiers, very easy to find, very visible.

Cons: lots of people on the beach/grass not involved, finding carparking (be mindful of not blocking the walking/cycling path at the top of the beach) \$1000 for hiring this beach, not so much room for community stalls

2. Cottesloe main beach south – south of the tea rooms (preferred location)



Pros: Great visual location, very easy to find, could park the 'art installation' down near the shower on the beach – would not block any pathways or exits from the beach. Room for stalls in the carpark area near bins, least impact on beach goers. Other similar events have been held here.

Cons: could be a few people on the beach/grass not involved, could be a cost for hiring the beach.



UNDERWRITING AGENCY

To Whom It May Concern,

Certificate of Currency

Date of Issue: 24th March 2011
Type of Insurance: Public and Products Liability Insurance
Policy Number: TBA
The Insured: The Wilderness Society Inc.

Interested Party/s: Adelaide City Council
Adelaide Hills Council
Albury Council
Albury City Council
Alexandrina Council
AMP Capital Investors Limited
AMP Henderson Global Investors Ltd
Ararat Rural City Council
Armidale/Dumaresq Council
Armstrong Jones Management Pty Ltd
Ashmore City Plaza
Ashmore City
Australia Fair
Australia on Collins
Ballarat City Council
Ballina Shire Council
Banyule City Council
Banora Shopping Centre
Barkly Square Shopping Centre
Barossa Council
Bass Coast Shire Council
Bateman's Bay Council
Bathurst Regional Council
Bay Central Shopping Centre (Cento Management)
Bayside City Council
Bayside Shopping Centre
Benowa Gardens Shopping Centre
Bentons Square Shopping Centre Pty Ltd
Berri Barmera Council
Beenleigh Village Mall
Beenleigh Shopping Centre
Big Top Maroochydore
Big Top Shopping Centre
Bigerra Waters Shopping Centre
Block Arcade
Boorandara City Council
Boronia Mall Pty Ltd
Boroondah City Council
Borough of Queenscliffe
Brisbane City Council
Buderim Market Place

BRISBANE

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Brisbane Qld 4000

GPO Box 1635
Brisbane Qld 4001

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Fax: +61 7 3002 3077

SYDNEY

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Sydney NSW 2000

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Sydney NSW 2001

Phone: +61 2 9323 5000
Fax: +61 2 9323 5077

MELBOURNE

Level 10, 520 Collins Street
Melbourne Vic 3000

PO Box 230
Collins Street West Vic 8007

Phone: +61 3 9810 0600
Fax: +61 3 9810 0650

www.srs.com.au

info@srs.com.au

SRS Underwriting Agency Pty Ltd
ABN 89 113 929 516
AFSL 2905183



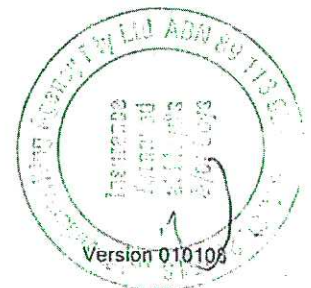
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Burleigh Town Centre
Burnie City Council
Burnside City Council
Burlingary Plaza
Byron Shire Council
Byvan
Byvan Qld Pty Ltd
Caboolture Park
Caboolture Park Shopping Centre
Caboolture Shire Council
Cairns Central
Cairns Central Shopping Centre (As Funds Campaigners for the Insured)
Cairns City Council
Cairns Council
Caloundra Council
Camberwell Shopping Centre Association Inc.
Campaspe Shire Council
Campbelltown City Council
Canberra Council
Caulfield Plaza Shopping Centre
Ceduna District Council
Centrepoint Shopping Centre
Centro Properties (as Funds Campaigners for the Insured)
Centro Properties Group
Ceres Festivals, such as Sacred King Fisher
Chadstone Shopping Centre
Challenger Property Management
Chancellor Park Market Place
Charles Sturt City Council
Chirside Park Shopping Centre Pty Ltd
City of Victor Harbour
City of Albany
City of Ballarat
City of Bunbury
City of Busselton
City of Claremont
City of Cottesloe
City of Darebin
City of Fremantle
City of Greater Bendigo
City of Holdfast Bay
City of Melbourne
City of Norwood, Payneham & St Peters
City of Perth
City of Subiaco
City of Sydney
City of Vincent
City of Yarra
City West Lotteries House Inc.
Clare & Gilbert Valleys Council
Cleveland Harbourside Shopping Centre
Clifford Gardens Shopping Centre, Toowoomba
Coffs Harbour Council
Coffs Ex Services Club
Colac Otway Shire Council
Collingwood Children's Farm Festival
Coober Pedy District Council
Copper Coast District Council
Conifer Developments Pty Ltd

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Currumundi Markets
Currumundi Market Place
D'Albora Marinas
Devonport City Council
Down to Earth Festival, "Confest"
Dubbo Council
Dubbo City Council
E.S.S.
Earthcore
East Coast Blues Festival Pty Ltd
Eastland Shopping Centre Pty Ltd
East Gippsland Shire Council
Epping Plaza Regional Shopping Centre
Expos Plus
Falls Festival
Flinders Ranges Council
FPD Savills
FPD Savills Qld Pty Ltd
FPD Savills Pty Ltd T/as Byvan Management & Macquarie Countrywide trust
Folk Rhythm and Life Festival
Forest Hill Chase Shopping Centre
Franklin Harbour District Council
Frankston City Council
Fringe Festival
Gannawarra City Council
Gawler, Corporation of the Town of
Georgetown Council
Glen Eira City Council
Global Garden Festival, City of Port Phillip
Gold Coast Council
Goldfields Plaza Shopping Centre
Golbourn Council
Goyder Regional Council
Grafton Council
Grant District Council
Great Western Supercentre
Greater Dandenong City Council
Greater Geelong City Council
Griffith Council
Gross Waddell Pty Ltd
H A Bachrach
Harbour Town
Helensvale Plaza
Hepburn Shire Council
Heritage Properties Commercial Pty Ltd
Hobart City Council
Hobsons Bay City Council
Horsham Rural City Council
Hume City Council
Indooroopilly Shopping Centre
ISPT
Jones Lang Lassalle Victoria Pty Ltd
Karrangur Fair
Karingal Hub Shopping Centre
Karoonda East Murray District Council
Katoomba Council
Kawana Shopping World
Kempsey Council
Kimba District Council

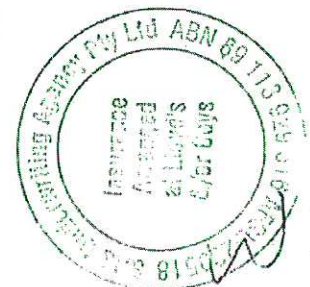


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King Craig Joint Venture
Kingscliffe Shopping Village
Kingston City Council
Kippa Ring Shopping Centre
Knox City Council
Launceston City Council
Le Hunte District Council
Leda Commercial Properties
Lismore Shire Council
Lithgow Council
Logan Hyperdome
Loxton Walkerie District Council
Lunzer Management Pty Ltd
Lygon Court Shopping Centre
Macedon Shire Council
Maitland Council
Mallala District Council
Manly Council
Manningham City Council
Maribyrnong City Council
Marina Mirage
Marion City Council
Maroondah City Council
Marsden Shopping Village
Maroochy Shire Council
MCS Pty Ltd
Melbourne Central Shopping Centre
Melbourne City Council
Melbourne Environmental Arts
Melbourne Environmental Arts Festival
Melbourne Festival
Melbourne Water Corporation
Menai Marketplace
Mildura Rural City Council
Minister for Environment
Minister for Planning
Mirvac Property Trust
Mitcham City Council
Monash City Council
Monash Property Management
Monte Carlo
Mooney Valley City Council
Mooney Ponds Central
Moreland City Council
Morayfield Shopping Centre
Mornington Peninsula Shire Council
Mount Gambier City Council
Mount Alexander Shire Council
Mount Remarkable District Council
Moynes Shire Council
Mt Barker District Council
Mt Sheridan Plaza
Murray Bridge Council
Nambour Plaza
Nerang Mall
Nerang River Plaza (Centro Management)
Newcastle City Council
Niecon Plaza
Noosa Fair Shopping Centre
Noosa Junction Plaza



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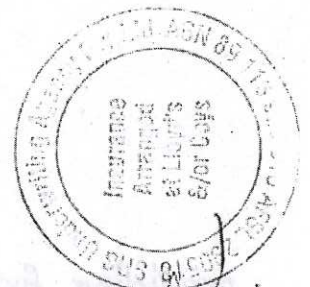
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Noosa Shire Council
Noosa Village Shopping Centre
Norske Skog.
North Land Shopping Centre
Northern Areas Council
Nowra Council
North Sydney Council
Oasis Shopping Centre
Onkaparinga Online Community & City Council
Orange City Council
Pacific Fair
Paradise Centre
Park Beach Plaza
Park Ridge Shopping Centre
Parks Victoria
Parks Victoria, And Any Other Body Delegating Its Powers To Parks Victoria
Parliv Pty Ltd
Peninsular Fair
Perpetual Limited Act Macquarie Country Wwive Trust Mrems Bribie Island
Phum Pty Ltd
Piazza on the Boulevard
Pine Rivers Shire Council
Playford City Council
Plaza Parade Shopping Centre
Port Adelaide Enfield City Council
Port Augusta City Council
Port MacQuarie Council
Port Phillip City Council
Port Pirie Regional Council
PPS Nominees Pty Ltd
Prahran Central Shopping Centre
Prospect City Council
Q Supercentre
Queensland Investment Ltd
Raptis
Redbank Plaza Shopping Centres
Redcliffe City Council
Redland Shire Council
Renmark Paringa District Council
Retail First Pty Ltd
Retail Realty
Robe District Council
Robina Town Centre
Roxby Downs Municipal Council
Runaway Bay Shopping Centre
Runcorn Plaza
Salisbury City Council
Sandhurst Trustees Pty Ltd
Savills Pty Ltd
Showcase Coolangatta
Smithfield Centre
Smithfield Centre (As Funds Campaigners for the Insured)
Southern Grampians Shire Council
South Port Park Shopping Centre (Centro M'ment)
Southern Mallee District Council & Community
South Land Shopping Centre
Springfield Fair
Springwood Council

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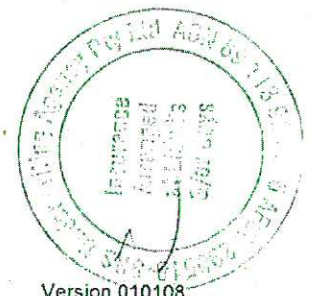
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St Ives Shopping Centre
St Kilda Festival
Stockland Caloundra
Stonington City Council
Sunland Shopping Centre
Sunshine Plaza Pty Ltd
Surf Coast Shire Council
Sustainable Living Festival
Swan Hill Rural City Council
Tamworth Council
Tea Tree Gully City Council
The ANZ Acoustic Lunch Hour
The Boronia Mall Pty Ltd
The City of Greater Bendigo
The Director of National Parks
The Markets West End
The Minister Administering The Land Act
The Minister for Ports
The Newcastle City Council
The Pines Shopping Centre
The Rural City of Wangaratta
The Secretary to the Department of Sustainability and Environment
The State of Qld
The Yarra Bend Park Trust
Toowoomba Council
Townsville Council
Tramik Pty Ltd
Treetops Plaza
Triple C
Tumby Bay District Council
Tweed City Shopping Centre
Tweed Mall
Tweed Shire Council
Unley City Council
Value Trust Ltd
Wadonga Council
Wagga Wagga Council
Wakefield Regional Council
Walkerville Town Council
Warnambool Shire Council
Watergardens Town Centre
Waverley Council
West Torrens City Council
Westfields Management Pty Ltd
Westfield Shopping Centre
Whitehorse City Council
Wollongong Council
Whyalla City Council
Wood Grove Shopping Centre
Yankalilla District Council
Yarra City Council
Yarra Ranges City Council
Yorke Peninsula District Council
Yu Feng Pty Ltd
Yan Chieh Pty Ltd

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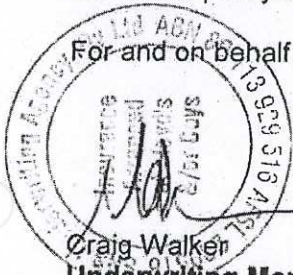
Period of Insurance: 31st March 2011 at 4pm to 31st March 2012 at 4pm

Underwriter: Certain Underwriters at Lloyd's of London

Limit of Liability: Public Liability \$20,000,000 any one Occurrence
Products Liability \$20,000,000 any one Occurrence and in the Aggregate

This Certificate of Currency does not form part of the policy document we issue. The content of this Certificate of Currency is for general information purposes only and is correct at the Date of Issue. This Certificate of Currency does not provide, amend, extend or alter the cover provided by the above policy/s or to the parties.

For and on behalf of SRS Underwriting Agency Pty Ltd



Craig Walker

Underwriting Manager - Liability

Direct Phone: 02 9323 5023

Direct Fax: 02 9323 5077

Email: cwalker@srs.com.au

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