



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 AUTOMOTIVE EVENTS MANAGEMENT / INHERITS FOR HOPE

Contact person: PAUL BLANK Position EVENT DIRECTOR

Postal Address: PO BOX 1222, SUBIACO Post Code: 6008

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

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

EVENT DETAILS:

Name of Event: CELEBRATION OF THE MOTORCAR

Day and Date of Event: NOVEMBER 16 2014 Time From: 6am To: 6pm

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

Type of Event: CLASSIC CAR EXHIBITION

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 =	<u>5%</u>
12 – 18 years	% of total audience =	<u>5%</u>
18 – 25 years	% of total audience =	<u>10%</u>
25 – 40 years	% of total audience =	<u>30%</u>
55 + years	% of total audience =	<u>50%</u>
Tickets being pre sold	<input checked="" type="radio"/> YES	NO
Tickets sold at gate	<input checked="" type="radio"/> YES	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 LOWER LAWN

**BEACHFRONT:**

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

A CHARITY FUND RAISING EVENT SHOWING THE FINEST  
EXAMPLES OF CLASSIC, PRESTIGE & EXOTIC CARS.

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>WHEELS FOR HOPE</u>
% of profit/funds going to this organisation	<u>DEPENDENT UPON INCOME GENERATED, BUT BULK OF PROFIT</u>
Contact name from organisation:	<u>JODIE SPARKS</u>
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)	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	
240L recycling bin	

ON-SITE BINS HAVE BEEN SUFFICIENT IN PAST YEARS

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? 8-10  Chairs – How many? 50

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

Flower arrangements

Other – Please provide details: SEVERAL 3x3 POP-UP TENTS

Do you propose to erect a marquee?  YES  NO

Approximate size: \_\_\_\_\_

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)?

SINGLE SPEAKER UNIT, APPROX 1pm FOR 215 MINUTES

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

Expected stage of the event (time frame)?

10am - 3pm UN-AMPLIFIED CLASSICAL TRIO

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 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? ±120 DISPLAY CARS

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: \_\_\_\_\_

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: PAUL BLANK

Signature of Applicant: 

Date of submission: 2-9-14

# EVENT MANAGEMENT PLAN

## Celebration of the Motorcar

Sunday, 16<sup>th</sup> November 2014 - Cottesloe Civic Centre



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## **Event Description**

The Celebration of the Motorcar is an upmarket exhibition of classic, exotic and prestige cars, held as a charity fundraising event. The cars are shown by invitation only to ensure only the very best are exhibited. Approximately 120 cars will be exhibited.

Many of Perth's premier collections are to be represented. Several cars will be shown to the public for the first time.

The event was held last year, following the successful format of the same exhibition which was run at the Cottesloe Civic Centre from 1993 for five years.

The charity beneficiary is Wheels for Hope. Aside from a small amount to go to last year's beneficiary Bridging Communities, all profits will go direct to Wheels for Hope.

Classical music will be played live, but will be non-amplified, as per last year.

The cars will all be roped-off to ensure the public do not touch them, however this will be done with two colours of ribbon to add to the ambience of the day.

The special feature display will highlight 100 Years of Maserati.

We anticipate good support from the dealers in prestige and exotic cars with examples of the latest models complimenting the classic and vintage models of their marques,.

## Schedule

The draft schedule for the event is as follows:

### Friday

Afternoon      Mark out lawns for display areas

### Saturday

10.00-12.00      Some display cars to be delivered to lower lawn  
12.00 on          Security on site  
6.00-8.00        Some cars moved into place (following wedding)

### Sunday

7.00-8.30        Signs placed temporarily to indicate display areas  
7.00-8.00        Signs placed (event & direction signs)  
7.00-8.30        Fencing panels erected  
7.00-8.30        Tents erected  
8.00              Food and Beverage set-up begins  
8.00              Briefing for car placing marshals  
8.00-9.00        Trade display stands set-up  
8.00-8.30        Entry area & gate prepared and manned  
8.30              Car entry gate opens – marshals in place  
**8.30-10.00      Cars arrive and placed**  
9.30-10.30      Ribbon squads operational  
9.30-10.30      Signs on cars  
9.00-3.30        Food & Drinks available  
**10.30-3.30      Gate open to public**  
12.00-12.30     Judging conducted  
1.00-1.30        Awards announced, charity auction  
3.30 on          Ribbons & poles removed and cars may leave



*Approved location for main sign at public entrance, as per past years*

## Traffic management

On the Saturday only a few cars will be brought into the venue, each being parked on the Lower Lawn until after the wedding. Thus very little traffic movement is required on the Saturday.

For the Sunday, the event will run with a 1-way traffic system for accessing display areas. The lower entrance gate on Broome Street will be the entrance. The corresponding driveway will take cars either to the lower lawn or around to the entrance for the upper lawn (Main Lawn). Exiting vehicles (such as tow vehicles or food and beverage supply vehicles) will leave via the gateway adjacent to the upper lawn entry point, exiting via the upper gate on Broome St. At the end of the day, flow of traffic, including exiting display cars will work in the same manner.

Marshals will be placed at the entry point, the ramp to the lower lawn and the exit gate at appropriate times. Arrow signs will also be placed to assist.

The key marshals will be in 2-way radio contact with the display co-ordinator.

Once the arrival time for display cars is finished, the gates on Broome Street will be locked, with the exception of the gate closest to Napier St, which will be open to public access.

Display areas on the lawns will have approximately 5-metre wide walkways between them.

As per the past two years, Sherilee Macready from the Town of Cottesloe arranged parking direction signs and toilet direction signs supplied by and placed by the Town of Cottesloe on the day – it is anticipated the same will be in place for 2014.

At 10.30am the public entry gate will open. During the event, two entry and exit point will be available to visitors. This is the entry on Napier Street and the driveway on Broome St closest to Napier St (giving wheelchair access). These will also be the exit points for visitors.

To assist with the free flow of visitors, the parking bays immediately in front of the entry point will be blocked by traffic marker cones, to be supplied and placed by the event organizers.

It is anticipated that as per past years, parking at Harvey Field will be made available to visitors and signage from the Town will assist direct people there.

## **Additional infrastructure**

**Signage** for the event will primarily be an entrance sign, as previously approved by the Town of Cottesloe, plus some small signs placed around the displays. Each car will have a sign on its windscreen describing the vehicle.

A public **entry point** between the two toilet blocks at the top of the stairs at the Napier Street entrance will have a small shade tent erected where officials will man the selling of entry to the event. They will be supplied with tables and chairs.

Some **small shade tents** will be erected at locations among the displays, allowing the public somewhere to sit and rest if the weather is very hot. These are not large marquees and do not have long tent pegs or anything which can risk reticulation. Refer to final site diagram for their locations.

For the Sunday, **food and beverage** vendors will be restricted to one location, along the eastern-most edge of the upper lawn. The Town of Cottesloe has previously provided details of nearby power outlets for this purpose. The raised stage area adjacent may be used for this also. Following detailed discussions with the organizers for 2012's and last year's requirements, Beaumonde Catering advised their position of non-involvement direct to the Town of Cottesloe. It is anticipated that the same would apply for this year's exhibition. Details of the vendors will be provided by vendors in accordance with Town of Cottesloe requirements. No alcohol will be served on the day.

We believe that the existing **toilets** are sufficient for the number of people expected and the duration of visitors' stay. They were always sufficient when the event was previously held here.

**Fencing panels** will be placed by IWF Fencing, which has all the necessary certification for temporary fencing ([www.iwffencing.com.au](http://www.iwffencing.com.au)). These are to be located in areas to stop members of the public walking in from other areas such as from the lawn area adjacent to Debernales Walk, which remains open to the public.

The **rubbish bins** which are padlocked to poles in the grounds will need to be unlocked so that they can be moved from what will become inside car display areas. The Town of Cottesloe undertook to provide additional rubbish bins for the day in past years and we would hope the same can be arranged again. Quantity and locations to be determined.

## **Other details**

**Public liability insurance** will be on the charity's policy, details of which will be provided separately.

A map of the **display layout** will be provided closer to the event.

## Risk Management Plan

Assessment of each of the risks listed as follows:

- ▶ Likelihood - Almost Certain (A), Possible (B), Doubtful (C) or Rare (D)
- ▶ Consequence - Insignificant (1), Minor (2), Major (3) or Disastrous (4)

Category of Risk	Risk	L	C	Prevention/Action
<b>LOW RISK</b>				
HUMAN BEHAVIOUR	Rowdiness/drunken visitors	D	1	Officials manning the sole entry point will have the discretion to not allow patrons in who appear to be under the influence of excessive alcohol. If needs be Police can be called. Extremely unlikely.
	Litter	D	1	Garbage bags will be brought by the organizers in case of litter beyond what the on-site bins can deal with. Additional bins may be provided by the Town of Cottesloe. A clean-up by event staff will be conducted after event concludes.
	People wanting to go in where access is not allowed	D	2	Temporary fencing will restrict access to the Napier St entry point. Officials with 2-way radios will patrol the fenced areas periodically.
ENVIRONMENTAL	Extreme wet weather	B	1	Event continues regardless of weather conditions Officials will be equipped for wet weather
	Extreme hot weather	C	1	Event continues regardless of weather conditions Officials will be equipped for hot weather
	Fire in nearby area	D	2	Officials would contact Emergency Services. Officials equipped with emergency contact list and mobile phone.
	Participating car catching fire	D	2	The officials area will be equipped with small automotive fire extinguishers in case of a car catching alight.
	Noise	C	1	All vehicles comply with 95dba regulations as apply to all normal traffic. No amplification is to be used by musicians present. Excess noise unlikely
<b>MEDIUM RISK</b>				
VEHICLE DRIVING	Car hitting object	D	2	Exhibitors are extremely careful with their precious cars. The Chairman of the event would be contacted by an official, or the participant to evaluate the situation and take appropriate action. This is an extremely unlikely situation. Once parked for display vehicles remain in situ until the show is over and public has been asked to leave.
	Vehicle breakdowns	D	1	All cars are checked at Scrutineering before the event. Stage Commander can instruct officials to help remove a car if it cannot run
	Vehicle fire	D	2	See above
<b>HIGH RISK</b>				
VEHICLE DRIVING	Car injuring people	D	3	Vehicles will only move during set up and removal periods, during which the event is not open to the public. Cars will only move slowly, and under the guidance of officials who will be directing cars where to park. Once in place, no cars will move. Officials will have medical response plan.

## Medical & Emergency Response Plan Checklist

The purpose of this Medical Response Plan Checklist is to highlight what resources are required and available as well as to ensure that vital information has been prepared and a satisfactory procedure is in place in the case of an emergency occurring during the running of the following event.

Name of organizer/s: ***Wheels for Hope and Automotive Events Management***

Type of Event: ***Car exhibition – Celebration of the Motorcar, static display***

Venue: ***Cottesloe Civic Centre, cnr Broome St & Napier St, Cottesloe***

Access for Emergency vehicles: ***Via Broome St, driveway nearest Napier St***

Alternative access – on foot: ***Napier St entrance***

Date: ***Sunday, November 16<sup>th</sup> 2014***

Times: ***Sat: Set-up from 9am to 8pm***

***Sun: Officials from 7am to 5pm, exhibitors from 9am-5pm, public 10.30am to 3.30pm***

What Medical Facilities in place at venue: ***None***

Emergency phone list in place: ***Yes, below***

Communication system for medical requirements: ***Mobile Phone***

List of First Aid equipment available : ***First Aid Kit***

Location of the First Aid equipment: ***Charity's tent near entrance/exit***

Location of fire extinguishers: ***Charity's tent near entrance/exit***

Name of nearest Hospital with Emergency facilities: ***Sir Charles Gairdner Hospital***

Address of the Hospital: ***Hospital Avenue, Nedlands***

Phone No. of the Hospital: ***9346 3333***

Phone number of local Police station: ***Cottesloe Police Station - 9286 7777***

Non-emergency police phone number: ***131 444 (metropolitan area)***

Emergency Phone Numbers:

Police           ***000***

Ambulance     ***000***

Fire              ***000***

# Celebration of the Motorcar

2013 Exhibition layout at Cottesloe Civic Centre  
Version 1

