

Vehicle Access Request Form

Cottesloe Civic Centre



Town of Cottesloe

	Date/s of access <i>e.g. 12 Dec 2023</i>	Booking Name <i>ABCDEF lights</i>	Driver name <i>John Smith</i>	Contact number <i>0444 444 444</i>	Location <i>Main Lawn</i>	Vehicle make and colour <i>Mercedes Limo White</i>	Vehicle registration <i>1 COP 1234</i>	Vehicle entry time in (Set-up) <i>6:30am</i>	Vehicle exit time in (Set-up) <i>6:45am</i>	Vehicle entry time in (pack-down) <i>6:30pm</i>	Vehicle exit time in (pack-down) <i>6:45pm</i>
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If you are holding your event at the Cottesloe Civic Centre and require vehicle access for set-up and pack-down, submit this form to:
town@cottesloe.wa.gov.au

Our conditions of vehicle entry are:

1. Details must be provided via email **at least 7 days prior to the event date**. Failure to do so will result in vehicle access being denied.
2. Infringements will be issued to any vehicles that are located within Civic Centre premises without prior permission.
3. Vehicles may only enter and exit the Civic Centre Grounds from the northern gate CNR Broome Street and Napier Street.
4. Vehicles may not be longer than 10 meters with a maximum weight of 5 tonnes GCM.
5. Maximum speed within the Civic Centre Grounds is 10km/hr.
6. Any damage to the grounds / gates must be reported immediately with accompanying photographs.
7. **Vehicle access bump in / bump out of the Civic Centre is limited to a maximum of 4 vehicles per event.**
8. Bump in and Bump out times must strictly adhere to event booking times.