



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 PAUL BLANK & ROBYN COLEMAN

Contact person: PAUL BLANK Position COORDINATOR

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

Daytime Telephone Number: [REDACTED] Mobile: [REDACTED]

Email: [REDACTED] Fax: -

EVENT DETAILS:

Name of Event: CELEBRATION OF THE MOTORCAR

Day and Date of Event: 16 NOVEMBER 2013 Time From: 8 AM To: 10 PM
17 NOVEMBER 2013 Time From: 6 AM To: 5 PM

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

Type of Event: 16 NOV: COCKTAIL PARTY / 17 NOV: DISPLAY

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 =	5%
18 – 25 years	% of total audience =	10%
25 – 40 years	% of total audience =	60%
55 + years	% of total audience =	20%
Tickets being pre sold	YES	(NO)
Tickets sold at gate	(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 _____

BEACHFRONT:

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other _____

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

Cocktail Party on Sat Evening followed by exotic car display, light music & food vans on Sunday.

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	<i>Bridging Communities Inc</i>
% of profit/funds going to this organisation	<i>100%</i>
Contact name from organisation:	<i>Robyn Coleman (Chair)</i>
Contact number:	XXXXXXXXXX

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.

Management of Alcohol

Will guests be consuming alcohol? YES NO

not on Sunday

*Sat Night
Only (closed function)*

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	

Extra wheeler bins requested as sponsorship from Town of Cottesloe Council.

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

Existing toilets adequate for attending public.

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? 10-15 Chairs – How many? 60

Market umbrellas or sun shades: 3-4 (only permitted in certain areas)

Flower arrangements

Other – Please provide details: _____

Do you propose to erect a marquee? YES NO

Approximate size: 3 x 3 by 3 1 large for cocktail event & Sunday hospitality.

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.

(Contractor is Carlisle Event Hire)

Music instruments or electrical equipment

Do you propose to have any musical instruments or electrical equipment?

YES

NO

*MUSIC IS NOT POWERED.
Food vans will require power on Sunday.*

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

SMALL PORTABLE

NO

Expected stage of the event (time frame)? *approx 3pm Sunday*

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

YES

NO

Expected stage of the event (time frame)? *at cocktail party Sat night & throughout the day (10-3) on Sunday.*

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 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? *display cars & contractors as per map.*

Are permits needed for the beachfront? *not expected at this stage.*

How many? _____

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

the Civic Centre grounds:

Company Carlisle Event Hire Number: 9356 9622

Company: _____ Number: _____

Company: _____ Number: _____

Food Vendors to be advised as permits submitted.

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: ROBYN COLEMAN

Signature of Applicant: *Robyn*

Date of submission: 03/09/13.

EVENT MANAGEMENT PLAN

Celebration of the Motorcar

Saturday 16th & Sunday, 17th November 2013 - 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 Bridging Communities, this year focussing on fund raising for weighted blankets for children with special needs. All income will go direct to the charity.

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.

Special feature displays will include: 100 Years of Aston Martin, 50 Years of Porsche 911 and 50 Years of Bolwell.

Bolwell was an Australian Sports car manufacturer from the 1960s and the display will feature one of every model ever produced, uniquely possible in WA. Nowhere else in the world has an example of every model. It is possible that Mr Campbell Bolwell, the manufacturer will attend the event from Melbourne.

The Aston Martin, Porsche and Bolwell clubs are assisting with these feature displays.

It is possible that the first of the newest version of Porsche 911 in Australia will be available to be premiered at the 50th Anniversary of the 911 display.

In addition to the Sunday exhibition, a Cocktail Party is being planned for the Saturday evening as a fund-raising event in conjunction with the show, and to launch it.

Selected cars which will be displayed the following day will feature at the Cocktail Party.

Schedule

Following discussions with the Cottesloe Civic Centre, the draft schedule for the event is as follows:

Saturday

9am-12.00	Mark out lawns for display areas
11.00-1.00	Structures in place
11.00-1.00	Cocktail Party equipment arrives
2.00-3.00	Cocktail Party display cars to be delivered
4.00 on	Security on site
6.00-8.00	Cocktail Party
8.00-10.00	Clear-away of Cocktail Party equipment, cars moved

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
8.00	Food and Beverage set-up begins
8.30	Briefing for car placing marshals
8.30-9.00	Trade display stand set-up and removal of their vehicles
8.00-9.00	Entry area & gate prepared
9.00	Car entry gate opens – marshals in place
9.00-10.00	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
1.00-2.00	Judging conducted
3.30-3.45	Awards announced
3.45 on	Ribbons & poles removed and cars may leave



Approved location for main sign at public entrance, as per 2012

Traffic management

On the Saturday only about a dozen cars will be brought into the venue, each being parked on the Main Lawn for the Cocktail Party. They will be moved into their Sunday positions following the Cocktail Party. Aside from these display cars, only delivery vehicles for equipment and set-up will be on site during the day. 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.

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

Last year Sherillee 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 2013.

At 10.30am the public entry gate will open. During the event, only one entry and exit point will be available to visitors. This is the entry on Napier Street. This will also be the exit point 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 last year, parking at Harvey Field will be made available to visitors and signage will assist direct people there.

Additional infrastructure

Signage for the event will primarily be an entrance sign, as already 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 site diagram for their locations.

For the Cocktail Party, a large **marquee** will be erected on the Main Lawn. This would remain in place for the Sunday as a 'hospitality area' for visitors to sit and have refreshments. The dimensions of this marquee will be determined as the number of guests becomes clearer.

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 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. No alcohol will be served on the Sunday. Details for the Cocktail Party are still to be determined at this stage.

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 including last year.

Fencing panels will be placed by IWF Fencing, which has all the necessary certification for temporary fencing (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 last year 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** is attached with this document. The final layout may change in small details due to changes of display cars by the time of 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
LOW RISK				
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
MEDIUM RISK				
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
HIGH RISK				
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: ***Bridging Communities 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: ***Saturday, November 16th & Sunday, November 17th 2013***

Times: ***Sat: Set-up from 9am to 5pm, Cocktail party 6pm-8pm, clearing 8pm-10pm***
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

