



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 ROTNEST CHANNEL SWIM ASSOCIATION INC.
Contact person: HAYLEY CHANDLER Position EXECUTIVE OFFICER
Postal Address: PO BOX 2004, CLAREMONT, WA Post Code: 6010
Daytime Telephone Number: Mobile:
Email: Fax: N/A

EVENT DETAILS:

Name of Event: 2015 ROTNEST CHANNEL SWIM
Day and Date of Event: 21/02/15 Time From: 9.00am To: 10.00am
(Start and finish times must include setting up and packing away time)
Type of Event: SWIMMING TO ROTNEST

Approximate numbers expected (please circle below):

Small: less than 100

Medium: 100 - 300

Large: 300 +

Estimated age composition of audience:

Table with 2 columns: Age Group and % of total audience. Rows include 0-12 years (5%), 12-18 years (5%), 18-25 years (10%), 25-40 years (60%), 55+ years (20%), Tickets being pre sold (YES/NO), and Tickets sold at gate (YES/NO).

AREA FOR EVENT:

Please see attached map

CIVIC CENTRE GROUNDS

- Checkboxes for Main Lawn/Main Lawn Stage, Lower Lawn, Playground 2, Sunken Lawn, Rotunda, Two Palms, Tank Stand, and Other.

**BEACHFRONT:**

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other Beach area + grassed area.

**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

An annual swim from Cottesloe Beach to Rottnest Island. Approx. 2300 swimmers participate with approx. 850 of them departing from the beach. The event takes place at Cottesloe only for the swimmers registrations + departures from 5:45am + the last depart at 7:45am.

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	ROTTNEST CHANNEL SWIM ASSOC. INC.
% of profit/funds going to this organisation	100%
Contact name from organisation:	HAYLEY CHANDLER
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 - 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	NO	N/A
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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	TBC
240L recycling bin	
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.

*The RCSA provide an additional 18 Portable toilets for the Event.*

Infrastructure

Do you propose to bring external furniture or free standing structures, decorations, banners or signage?  YES  NO

Tables – How many? 10-12  Chairs – How many? 20-24

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 *Tents measuring 3m x 3m only.*

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)?

5:00am to 8:30am



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

YES

NO

Expected stage of the event (time frame)?  
\_\_\_\_\_

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? \_\_\_\_\_

Are permits needed for the beachfront? yes - main beachfront carpark at top of stairs.

How many? 10

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

Company \_\_\_\_\_ Number: \_\_\_\_\_

Company: \_\_\_\_\_ Number: \_\_\_\_\_

Company: \_\_\_\_\_ Number: \_\_\_\_\_

