



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 Cancer Support WA
Contact person: Kahie Payne Position Events & Fundraising Manager
Postal Address: Post Code:
Daytime Telephone Number: Mobile:
Email: Fax:

EVENT DETAILS:

Name of Event: Afternoon Delights - Fundraiser Concert for Cancer Support WA
Day and Date of Event: Sunday 28 February 2016 Time From: 10am To: 8pm
Type of Event:

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, 12-18 years, 18-25 years, 25-40 years, 55+ years, Tickets being pre sold, and Tickets sold at gate.

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 use of whole Civic Centre

BEACHFRONT:

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other _____

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

Three performances featuring artist performing
Classical, Jazz and modern contemporary
MUSIC. All will be local WA musicians.

Each performing for 20-30 minutes.

* Possible small fundraising stalls - refer to photo's attached.

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	Cancer Support WA
% of profit/funds going to this organisation	100%
Contact name from organisation:	Katie Payne
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.

Management of Alcohol

Will guests be consuming alcohol? YES NO

Personal use only
Byo picnic event.

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)	<input checked="" type="radio"/> YES <input type="radio"/> NO <i>Personal use only.</i>
If a Licence as been already issued – has this been attached to this application form	<input type="radio"/> NO –Licence has not been issued yet <input type="radio"/> 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?	<input type="radio"/> YES <input type="radio"/> 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	6 to 7
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.

Infrastructure

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

Tables – How many? 4 Chairs – How many? _____

Market umbrellas or sun shades: 3 x 3 Gazebo x 3 - see photos (only permitted in certain areas)

Flower arrangements

Other – Please provide details: _____

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)? 4pm to 6.30pm

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

Expected stage of the event (time frame)? 4pm to 6.30pm

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? Suppliers of Staging, lighting, sound Equip

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 Stage Studio Number: 6161 9704

Company: Evolution Sound Number: 0438 244942

Company: Paradigm Events (Bruce Trason) Number: 0410 44 494

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: Kate Payne

Signature of Applicant: _____

Date of submission: 27/8/15



CANCER SUPPORT WA
Wellness, Support Services and Healing

Afternoon Delights – Fundraiser Concert for Cancer Support WA

A very special community concert featuring local artists supporting a local Cottesloe based Charity.

An event perfect for the whole family to enjoy, all proceeds go to Cancer Support WA - providing vital services to West Australian families touched by cancer.

Date: 28 February 2016 | Time: Gates open 3.00pm, Performance starts at: 4pm | Venue: Cottesloe Civic Centre – Main Lawn. Other Information: BYO picnic dinner, drinks, low chairs & blankets.

About Cancer Support WA

An unrivalled local organisation that offers broad and comprehensive support to patients and their families at every stage of the cancer journey, from diagnosis to healing and recovery. Services include the only 24 hr Cancer Help line in Australia.

Cancer Support WA has been awarded the '2014 Australia Day Community Group of the Year award' for their continuous support services to those affected by cancer in the community.

Cancer Support WA is a non-for-profit organisation based in Cottesloe. For over 30 years, Cancer Support WA has helped and supported many thousands of Western Australians with cancer to achieve wellness, healing and improve their outcomes from cancer. Cancer Support WA is the Western Australian pioneer of the "wellness approach" to cancer and continues to be a leading authority on cancer wellness strategies for cancer.

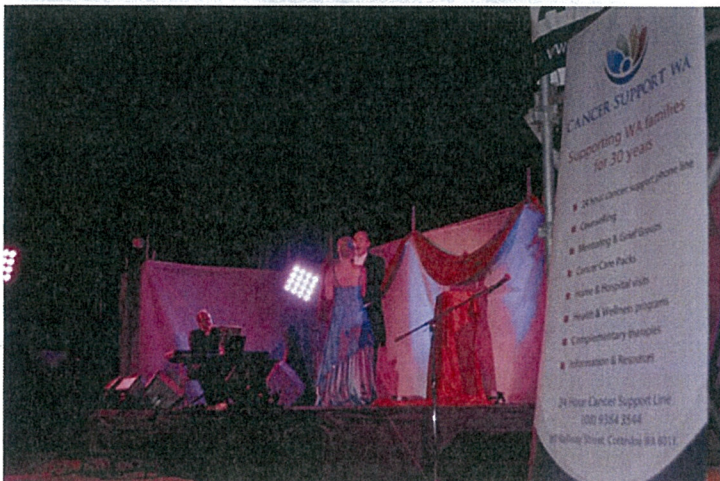




3m x 3m Stall featuring water, cakes and muffins for sale at the event – all proceeds to Cancer Support WA



Local artists performing on stage – photo features one of the local acts: Rose Parker



Example of signage used at performance



Concert attendees – bring along blankets, low chairs, picnic and byo drinks to enjoy at the concert.



Example of 3m x 3m gazebo which will be set up at the concert for sale of concert tickets, cakes and water.