

Reserves Booking Application Form

Name of reserve: _____ Pavilion required? Yes No N/A

Name of organisation: _____

Name of person arranging booking: _____

Address for contact: _____

Name and address for invoice: _____
(if different to above)

Home phone: _____ Work phone: _____

Mobile: _____ Email address: _____

Purpose of booking: _____

Number of people expected: _____

Type of booking: Community Commercial Private Individual

Dates and times of booking: _____

Please tick the relevant fields below that apply to your booking and include additional details:

High levels of attendance/crowds (over 500 people) _____

Will the normal operating conditions of a road be affected, irrespective of event location?

E.g. Will the footpath/road shoulder be affected? A Traffic Management Plan (TMP) may be needed - please check Events and Road Closures at waimakariri.govt.nz/consents-and-licences/roads-and-transport

NOTE: These vary between five working days for a Standard TMP or 60 days for Event Road Closure TMP.

Confirmation is required to be sent to parksandfacilities@wmk.govt.nz before your booking can be approved.

Sporting events which exit and re-enter the park _____

Vehicles or mobile plant on the park. If vehicles are driving in to park/show or set up in the reserve, you will need to request a key in advance to have the gates/bollards opened. If the ground is soft, do not drive vehicles on it. The hirer is responsible for all costs of ground reinstatement if damage occurs.

Use of electrical equipment (e.g. leads, sound system etc) _____

Use of entertainment equipment (eg. bouncy castles/tents/fun-fair equipment)

Please confirm you have signed Health and Safety documentation with the bouncy castle provider. You may be asked to send a copy of this to the Council for us to view.

Interaction with animals (e.g. pony rides) _____

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Marquee and/or anything piercing the ground (e.g. tent pegs) _____

Alcohol BYO Supplied Sold Included in ticket charges

Other _____

A Health and Safety Plan will be required in most cases when one or more of the above has been ticked.

Health and Safety Plan required. To be submitted and approved a minimum of 10 working days before the event. The booking confirmation is void without this approval. A Health and Safety Plan template is available on our website: waimakariri.govt.nz/_data/assets/pdf_file/0019/43273/Health-and-Safety-Plan-Template.pdf

If there will be **alcohol** at the event, depending on the location of the reserve, a special licence may need to be applied for through the Waimakariri District Council Environmental Services Unit. Please refer to our website waimakariri.govt.nz/services/environmental-health-licensing/beer-licensing/special-licences

Hirers must remove all rubbish from the venue. For large events extra 240L rubbish bins can be requested through the Council for \$23.75 each, per day, or alternatively you may source your own.

I would like to request _____ bins.

If the reserve has a public toilet, an extra scheduled toilet clean can be requested in advance for a \$35.00 fee. This is a requirement for all-day events. Request an extra toilet clean.

Some events will require that you separately hire portable toilets.

I will be organising portable toilets for this event.

Special requirements Power Other: _____

Charges

Additional bin fee: \$23.75 each _____

Extra toilet clean fee: \$35.00 _____

Commercial booking fee: \$200.00 per day _____

Non-commercial booking fee: \$45.00 per day (Victoria and Trousselot Parks) or
\$35.00 per day (All other parks) _____

Total cost: _____

NOTE: If the booking is for Victoria Park or Pegasus lakeside, we can provide you with a map of the irrigation system and underground power lines. This needs to be followed by anyone placing anything into or driving over the ground to ensure that no damage is done.

Cancellations of confirmed bookings require 10 days written notice prior to the event for a full refund. Any cancellations after this time will be charged the full cost of the booking.

Keys can be collected the day of the hire from the Waimakariri District Council service desk on receipt of payment. If the hire is over the weekend, the key is to be picked up on the Friday prior to the booking. There will be a charge of \$23.75 if the key is not returned on the next business day or as otherwise arranged.

The attached conditions and requirements have been read, understood and are accepted.

Name of applicant: _____

Signature of applicant: _____ Date: _____

NOTE: A signature is not required if you submit this form electronically. By entering your name in the signature field above you are giving your authority for this application to proceed.

Return to:

Email office@wmk.govt.nz or post to Waimakariri District Council, Private Bag 1005, Rangiora 7440.

Reserves Hire

Conditions and requirements that could apply

Council indemnity and cancellation

The organisers shall absolve the Waimakariri District Council from any liability relating to the booking of the reserve area. Waimakariri District Council reserves the right to cancel the booking if any unforeseen circumstances arise after the booking has been confirmed.

Nuisance

The organisers will be responsible for the control of any nuisance that may eventuate as a result of the use of the reserve.

Health and safety

Please ensure that all participants are made aware of their responsibilities under the Health and Safety at Work Act 2015, and that a Health and Safety management plan has been produced specific to this event.

Hirers must advise the Waimakariri District Council of any Health and Safety incident occurring at the reserve. For serious incidents the Hirer will contact the Council immediately on 0800 965 468 or office@wmk.govt.nz.

Additional costs

Additional costs may apply for any reparation of the area over and above normal wear and tear that may be required as a result of your activities.

Noise

The emission of noise should not exceed a reasonable level. Please direct the speakers towards the audience and the volume of any music should be appropriate to the number of people attending. Information on noise emission can be obtained from the Waimakariri District Council Environmental Services Unit.

Signage

Temporary signs to advertise or promote your event are permitted. Please contact the Waimakariri District Council Environmental Services Unit if further advice is required. Signs are not permitted on telegraph poles, traffic signs or within 50 metres of a controlled intersection, e.g. traffic lights, roundabouts, Stop or Give Way signs.

Public liability insurance

The hirer is responsible for public liability insurance. Public liability insurance of \$1,000,000 is recommended by the Waimakariri District Council. If your group/organisation does not already have their own public liability insurance, the Council's insurance brokers, Jardine Lloyd Thompson, has a group facility insurance available at very competitive rates. Should you wish to utilise this facility please contact Nicola Frayle at Jardine Lloyd Thompson, phone 03 366 4866.

Food stalls

If you are selling food, please note that all food stall operators selling food must comply with the Food Act 2014 and hold a current certificate of registration issued either by the Ministry for Primary Industries or a local council. Please contact the Waimakariri District Council Environmental Services Unit for further information.

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Rubbish

Any rubbish that has occurred from your hire of the reserve is to be removed. The reserve should be clear of any rubbish from your event, at the end of your hire period.

Tents and marquees

Any tent or marquee over 100 metres square will require a building consent. Please call the Council Building Unit on 0800 965 468 to confirm. Before erecting any tent or marquee on any park or reserve, the location must be confirmed by the Waimakariri District Council Greenspace Unit.

Helicopter

Any and all clearances, instructions and limitations imposed by Christchurch Air Traffic Services shall be strictly observed. The helicopter landing site shall be suitably marked, i.e. roped or fenced, including signs as necessary with personnel available to ensure no member of the public strays onto the site during take off or landing.

Public access

The public cannot be excluded from a reserve, even though an area of reserve has been booked for your activity. Public access must be available, if required. This is aside from ticketed events.

Traffic Management

If you wish to run an event that will affect the normal operating conditions of a road, irrespective of where the event is, a TMP may be needed. The hirer is responsible for contacting roading@wmk.govt.nz at least 60 days in advance to determine if a TMP is required and providing confirmation of this back to parksandfacilities@wmk.govt.nz

Office use only

Booking entered on computer as TBC Debtor number _____

Booking requirements advised by Greenspace

Booking confirmed

Booking confirmation sent to applicant

Booking confirmation sent to Greenspace email

TMP sighted or confirmation received is not required

Greenspace to contractor (Delta) Date _____

Dudley Park, advise Rangiora Borough School - office@rangiora.school.nz
(on school days) Date _____

Trimmed Trim No: _____

Payment received, receipt number _____ Date _____

H&S Plan approved by _____ Date _____

Confirmation actioned by _____ Checked by _____