



Parks Application Form

Waipa District Council, Private Bag 2402, Te Awamutu 3840
Phone: 0800 924 723 | www.waipadc.govt.nz | info@waipadc.govt.nz

This parks application form is for the following types of activities: weddings/civil ceremonies, private events under 100 people, public events e.g. craft fairs. For small events (under 40 people, with no equipment) this application form is not required; event details to be noted in the Parks calendar(s) by Customer Support.

If your event will attract more than 100 people or requires parking and road controls, consents etc. you will need to complete Council's Event Application Form:

https://www.waipadc.govt.nz/our-district/Organisingevents/Documents/Waipad-District-Council_Event-Application-Form.pdf

If your event is on private property you may still require a resource consent for the event. You can contact Council on 0800 924 723 to talk to the Duty Planner to check this.

Council's Community Services Team will track this application. You may be contacted during this time for further information to assist with this application. Once your application has been approved you will be notified.

Office Use Only:

Venue Property ID/Val. No.:

TRIM Ref:

CRM Ref:

1. Event Details

Event Name:

Venue/Location: *Please attach copy of proposed site map/route*

Event Date/s:

Event start time:

Event finish time:

Set-up date and time:

Pack-down date and time:

Alternative/postponement date/s:

Number of participants (approx.):

Number of spectators (approx.):

Description of activities:

2. Event Organiser Details *(Please provide full name)*

Organiser name:

Postal Address:

Postcode:

Email:

Phone (day):

Phone (after hours):

Mobile No.:

6. Public Liability and Indemnity for Public Events e.g. Craft fair *(not required for private events)*

The Event Organiser must maintain and keep in force for the duration of the pack in, Event and pack out, adequate public liability insurance cover (minimum policy limit of \$1 million) with a reputable insurer. The Event Organiser must provide Council with proof of such public liability cover, including details of the insurer, any relevant exclusions and the amount of cover, at least 20 Business Days prior to the Event Pack In Date.

Please provide proof of your public liability insurance: *(attach copy of your policy)*

Company:

Insured amount:
\$

Policy expiry date:

Indemnity

The Event Organiser indemnifies the Council in respect of all costs (including legal costs), claims, liabilities, losses, damage and expenses suffered or incurred by the Council and any other person claiming through the Council as a direct or indirect consequence of any unlawful, negligent, tortuous, criminal, reckless or dishonest errors, acts or omissions of the Event Organiser in the performance of the Event. To the extent permitted by law, in no event shall the Council nor its employees be liable for any damage, loss or personal injury arising whatsoever including direct, indirect, consequential, financial or special damages.

Please tick:

I acknowledge and understand the above statement in regard to Indemnity.

8. Privacy Statement

Council is collecting personal information on this form to be able to assist you with holding your event and for administrative purposes. Please see Council's Privacy Statement on the website for further information www.waipadc.govt.nz

9. Disclaimer

Lodging this form with Council does not constitute Council's approval of the event as there may be permits, licences or consents (depending on the size, nature and location of the event) that you will need to obtain from various Council departments in order to run the event. The event organiser is responsible for the delivery and successful outcome of the event and for any liability associated with the event; this includes events held on Council owned property.

The information supplied with this application is true and correct according to the best of the Applicant's knowledge. The Applicant agrees to abide by any conditions which Waipa District Council may impose as part of its approval of this application.

Applicant name:

Signature:

Date:

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If you are unsure about any questions asked, please contact the Community Facilities Administrator or Operations Team Leader for Parks & Reserves on 0800 924 723.

Please return this form either by:

Post to: Waipa District Council
Private Bag 2402
Te Awamutu 3840

Email to: info@waipadc.govt.nz

Deliver to: 101 Bank Street, Te Awamutu or 23 Wilson Street, Cambridge.

Waipa District Council Terms and Conditions

1. Access to the Site

The Site remains public property at all times, unless otherwise approved by Council. The Event Organiser must ensure that access for the public and emergency vehicles is available to and from the Site at all times; the public is not unduly inconvenienced; and public and private access ways are kept clear at all times. No vehicles are permitted on grass areas on the Site unless prior written permission is obtained from Council.

2. Fees and Charges

The Event Organiser is responsible for payment of any and all fees, charges and/ or service and supply charges associated with the Event, as advised by Council, including but not limited to licences, permits, resource consents, public notices etcetera. The Event cannot proceed unless all applicable charges have been paid.

3. Bond

The Event Organiser may be required to provide Council with a bond prior to the Event. The amount of the bond will be determined by Council, in its absolute discretion. A bond is in addition to any other fees or charges payable in relation to the Event. If the Event Organiser breaches or fails to properly perform its obligations under these terms and conditions or any Special Conditions, the bond will be forfeited and Council may use the bond to cover any costs associated with the breach or failure, repair of any damage and/or additional cleaning required following the Event. If such costs are greater than the bond taken, Council will on charge the costs to the Event Organiser.

4. Licences

The Event Organiser must, at the Event Organiser's expense, obtain all licences, permits and consents that are required for the Event at least 20 Business Days prior to the Event Pack In Date. The Event Organiser will provide Council with copies of these documents upon request.

5. Cancellation

If the Event is cancelled by the Event Organiser, the Event Organiser must notify Council in writing as soon as possible. Council reserves the right to cancel the Event for any reason it sees fit, at any time, and without any prior notice.

6. Event Notification

When requested by Council, the Event Organiser will inform residents and businesses in the area affected by way of a letter or email at least 10 Business Days prior to the Event Pack In Date. The letter should contain the following information:

- Name and description of the Event
- Road closure details, parking restrictions and information about noise (if applicable)

- Event set up, pack up and event activity times
- Event Organiser's name and contact details before and during the Event

7. Health and Safety

The Event Organiser must ensure, as far as is reasonably practicable, that the Site and the Event, including anything arising from the Site or the Event, are without risks to the health and safety of any persons. The Event Organiser must provide Council with a health and safety management plan specific to the Event at least 20 Business Days prior to the Event Pack In Date.

The Event Organiser must ensure, as far as is reasonably practicable, that the health and safety of any:

- Workers involved in carrying out the Event
- Workers whose activities in carrying out work are influenced or directed by the Event Organiser and
- any other person(s)
- are not put at risk from carrying out the Event.

The Event Organiser must, so far as is reasonably practicable, engage with workers involved in carrying out the Event in relation to health and safety matters concerning the Site or the Event. The Event Organiser shall have procedures in place that provide reasonable opportunities for such workers to participate effectively in improving health and safety in respect of the Site and the Event on an ongoing basis.

The Event Organiser must, so far as is reasonably practicable, co-ordinate, consult and co-operate with all other duty-holders in relation to the Event, including Council.

8. Responsibility for Equipment

The Event Organiser must provide, place and remove all temporary structures, road markings, signs, cable ties, rubbish bins, toilets, equipment, props and any other equipment or devices associated with the Event. Removal of such equipment and structures must take place immediately after the Event. All equipment and structures used in relation to the Event must be in good, safe, working order.

9. Responsibility for Clean-up and Waste Minimisation

The Event Organiser must consider the waste implications of the Event.

The Event Organiser must ensure that the Site and any surrounding areas are in a clean and tidy condition, including surrounding streets before, during and after the Event. The removal and disposal of all rubbish, recycling and organics must take place immediately after the Event to an appropriate facility. The Event Organiser agrees to pay for the cost of any repairs and additional cleaning required by the Council to re-instate the Site and surrounding areas to a clean and tidy condition. Such costs will be in addition to any other fees and charges.

10. No Damage to Property

The Event Organiser must ensure that the Site and all wildlife, stock, vegetation, furniture, fences, bollards, buildings and other facilities on the Site are not damaged or unduly disturbed at any time before, during or after the Event.

11. Road Closures and Public Notices

The Event Organiser must apply for any necessary road closure authorisations specified in the Application Form at least 90 Days prior to the Event Pack In Date. The costs of any public notices required to advertise road closures associated with the Event will be met by the Event Organiser.

12. Traffic Management Plan

The Event Organiser may be required to provide Council with a professional Traffic Management Plan ("TMP") drafted by an adequately qualified Site Traffic Management Supervisor ("STMS") at least 90 Business Days prior to the Event Pack In Date.

Council and the NZ Police may require further details to be included in the TMP. The Event Organiser must provide further details as soon as practicable after any such request prior to the Event Pack In Date.

13. Noise

The Event Organiser must comply with the permitted noise levels as set out in the temporary activity provisions in the Waipa District Plan.

14. Compliance with Legislation

The Event Organiser must ensure that the Event complies with the Waipa District Plan and all applicable legislation, bylaws and policies and that its Personnel comply with the same and do not do or omit to do anything that may cause the Event Organiser to be in breach of its obligations under these terms and conditions or any Special Conditions. In addition, the Event Organiser must take all reasonable steps to ensure that all participants in the Event comply with such legislation, bylaws and policies.

15. Site Plan

The Event Organiser must provide a detailed plan of the Site/s prior to the Event Pack In Date, with allowances for feedback and editing before the event.

16. Underground Services

The Event Organiser is responsible for identifying all underground services prior to erecting structures, tents etc. The Event Organiser must meet any costs associated with the repair of any services damaged.

17. Documentation

The Event Organiser must ensure that a final version of the Event planning documentation is held on the Site for the duration of the pack in, Event and pack out, including, but not limited to the Council approval, health and safety documentation, key event contact persons and their contact details, and the site plan.

18. Event Changes

Any proposed change to the nature or timing of the Event, as set out in the Application Form, must be approved by Council, in its absolute discretion.

19. Signage

All signage relating to the Event must comply with the Waipa District Plan and all applicable bylaws, policies and Reserve Management Plans.

20. Insurance

The Event Organiser must maintain and keep in force for the duration of the pack in, Event and pack out, adequate public liability insurance cover (minimum policy limit of \$1 million) with a reputable insurer. The Event Organiser must provide Council with proof of such public liability cover, including details of the insurer, any relevant exclusions and the amount of cover, at least 20 Business Days prior to the Event Pack In Date.

21. Breach of Conditions

The Event Organiser acknowledges that a breach of any of these terms and conditions or Special Conditions, may result in:

- forfeit of all or part of the bond (if any);
- closure of the Event;
- refusal to accept future bookings from the Event Organiser; and/or
- the Event Organiser being liable for any extra costs incurred.

22. No waiver

No waiver or any breach, or failure to enforce any provision of these terms and conditions at any time by Council will in any way effect, limit or waive Council's right to enforce and compel strict compliance with the provisions of these terms and conditions.