|  |  |
| --- | --- |
|  | District Promotion Fund  Application Pack |
| Waipa District Council, Private Bag 2402, Te Awamutu 3840  Phone: 0800 924 723 | Web: www.waipadc.govt.nz/funding | Email: events@waipadc.govt.nz | |

**Application Eligibility and Criteria**

The District Promotion Fund supports events that promote and benefit the wellbeing of the Waipa District and its people. The fund is limited and a competitive process where priority will be given to applications that best meet the defined eligibility and criteria. For the 2020/21 funding round priority will be given to events that show they will use Waip**ā** suppliers and encourage their attendees and visitors to spend locally in the hospitality, retail and entertainment sectors, expanding the Waipā economy.

For events that don’t meet this criteria, you may wish to look at the[**Community Event Fund.**](https://www.waipadc.govt.nz/our-services/CommunityandRecreation/Grants%20and%20Funding/Pages/Community-Event-Fund.aspx)

**ELIGIBILITY**

Events deemed eligible for consideration are assessed by the District Promotion Committee relative to the following:

* a substantial portion of your event must be based in the Waipā district
* the event being funded must occur between 1 August 2020 – 30 June 2021
* the application form must be entirely completed and all relevant supporting material included
* previously successful applicants must have completed and returned their post event report.

**CRITERIA**

If your event is eligible for District Promotion Fund support, the following criteria applies:

* the event is able to demonstrate that it has the ability to promote the Waipā district as an attractive place to live, work, invest in or visit
* the application shows the event offers economic benefit to the district through expanding the Waipa economy, growing visitor nights and increasing international and domestic exposure
* Waipa District Council has opportunity to benefit from the event through promotion using Waipa Home of Champions brand
* applications cannot be funded from more than one of Council’s funding programmes
* applicants who don’t include the relevant supporting material included, will not be considered.

A District Promotion Fund Application Pack must be returned to Waipa District Council no later than **5pm on Friday 17 July 2020.**

This funding round is open to events scheduled 1 August 2020 – 30 June 2021. For events planned in early July 2020, please contact council’s events and marketing advisor to discuss.

Email: [events@waipadc.govt.nz](mailto:events@waipadc.govt.nz) or phone 0800 924 723.

**General information**

1. Applicants are asked to remember that the District Promotion Fund constitutes public money for which a high degree of accountability is required. It is important that the details contained within this application are as accurate and concise as possible.
2. Event organisers applying for multiple events must supply an application form for each individual event.
3. An Event Application Form must be completed by all event organisers who wish to hold an event in the Waipa District on any road, reserve or park, or an event likely to have noise, traffic, building consent (large marquees/grandstand) issues. If you are unsure if your event requires this, please contact our events advisor who can assist you. The form is included in this application pack. This is to be submitted at least 12 weeks prior to your event.
4. The event organiser is responsible for applying and paying for any consents/permits/approvals, if needed. The event should also have a Health and Safety Plan to ensure all risks have been identified and managed.
5. Marketing opportunities for Waipa District Council are expected. The **Waipa** **Home of Champions** brand is required to be included in your event promotional material. Use of this logo on your promotional material must be sighted and approved before being published/printed. Please contact council’s Communications staff for copies of our logo and approval of their use.

Email requests to [events@waipadc.govt.nz](mailto:events@waipadc.govt.nz).

1. All applicants will be advised by July 2019 regarding the outcome of their application. Any delays will be notified.
2. Funding is conditional until the event organiser has confirmed that the event is proceeding, and have confirmed that all consents/permits/approvals, if necessary, have been approved. Payment will be made once council is satisfied all conditions have been met. GST will be added to grants if the event organisation is GST registered, and payment made on 20th of month following receipt of your Tax Invoice. Payment is preferred by direct payment into your bank account.
3. Please note that if your application has been successful and funded by the District Promotion Fund, you will be ineligible to apply to any other council fund for the same activity or event. If you are unsure which fund to apply to, please contact us.

**Who to contact for additional assistance:**

For assistance regarding your application and advice about organising your event, including completing the event application form, contact the events and marketing advisor by calling 0800 924 723 or emailing [events@waipadc.govt.nz](mailto:events@waipadc.govt.nz).

**Please return this application form either by:**

Email: [events@waipadc.govt.nz](mailto:events@waipadc.govt.nz)

Post: District Promotion Fund, Waipa District Council, Private Bag 2402, Te Awamutu 3840

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

**Applications close 5.00pm, Friday 17 July 2020**

|  |  |
| --- | --- |
|  | District Promotion Fund  Application Form |

**For events to be held in the Waipa District between 1 August 2020 – 30 June 2021**

**Section 1 – Event Details**

|  |
| --- |
| Name of Event: |
| Date of Event: |
| Frequency of Event (e.g. ‘one-off’, ‘annual’): |
| Is your event: □ Local □ National □ International |
| Location or venue: |
| Time of event: |
| Type of event: (sports/recreation, arts/cultural, community, other?) |

**Section 2 – Event Description**

|  |
| --- |
| Event outline: |
| Other organisations involved in the event and/or providing support: Who / How? |

**Section 3 – Funding and Support**

|  |
| --- |
| **Amount of funding support requested: $** |

**What other funding/sponsorship are you seeking for this event?**

The District Promotion Fund is for the purpose of *supporting* events, not funding them in their entirety. There is an expectation that you will seek event funding from other sources. List the details of support (financial or otherwise) you have, or will seek, from other stakeholders.

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Purpose** | **Amount ($)** |
| *Own funding* |  |  |
| *Community Funders* |  |  |
| *Business sponsorship* |  |  |
| *Other non-cash contributions* |  |  |

Please include:

□ A copy of your event budget

□ A bank deposit slip, screenshot of online banking account and name or a bank statement to verify your account for payment of funds to successful applicants.

**Council Event Equipment:** Council has some event equipment which may assist your event and may be available for some events, conditions apply. Council staff involvement and resources loaned will contribute to our overall support.

|  |  |  |  |
| --- | --- | --- | --- |
| **Waipa Event Equipment** | **Required Y/N** | **Set Up Date** | **Pack Up Date** |
| ‘Waipa’ 3m x 3m pop up tent (1) |  |  |  |
| ‘Waipa’ 6m marquees (2) |  |  |  |
| Inflatable branded bike |  |  |  |
| Inflatable arch |  |  |  |
| Lectern |  |  |  |
| Crowd control barriers (20) |  |  |  |

**Section 4 – Waipa District Council Recognition**

The purpose of the District Promotion Fund is event ‘support’. It is important that Council’s support is recognised. How might the proposed event do this?

|  |
| --- |
| Recognition of the Waipa Home of Champions brand: |
| Signage placement: |
| Vocal endorsements: |
| Online presence: (please outline any social media or websites your event has): |
| Advertising (please specify type and budget allowed): |
| Complimentary ticketing: |
| Opportunity for an official/Mayoral welcome: |
| Other benefits (please detail all opportunities in full): |
| Marketing plan (please include a summary of how you intend marketing this event): |

|  |
| --- |
|  |
| |  |  |  |  | | --- | --- | --- | --- | | **Section 5 – Benefits Analysis** | | | | | You need to be able to demonstrate the event’s ability to succeed and contribute to the wellbeing of the community and the district. A clear and detailed analysis will enable sound evaluation regarding support and funding, and should include the following: | | | | | Demographic of main audience: (e.g. 18 and under, 35+, families, etc.)  Attendance (best guess, please do not exaggerate): *The Post Event Report will be required to verify these details.* | | | | | **Numbers expected** | **From Waipa** | **Outside Waipa** | **Overseas** | | Participants |  |  |  | | Spectators |  |  |  | | Trade |  |  |  | |  |  |  |  | | Accommodation: Will you be encouraging people to stay in the Waipa District? If so, how long and where?*If you have statistics on visitor nights from previous years, please include them here.* | | | | | Local Input: What local businesses are involved in your event, or providing services to your event? *These details will be important for the committee’s review of the application, please include as much detail as possible.* | | | | | Increased Wellbeing:  The underlying purpose of the District Promotion Fund is to promote the district as an attractive place to live, work, invest in or visit. To what extent does your event have the potential to meet this objective?  *If you require more space, please attach your answer to this document.* | | | | |

**Section 6 – Consent Requirements**

|  |  |  |
| --- | --- | --- |
| Have you consulted with council staff to determine whether consents/ permits or other approvals are necessary for this event?  (*Event organisers are required by Council to complete an Event Application Form to determine if approvals are required, whether Council funding is successful or not.)* | □ Yes | □ No |
| What was the outcome, if known? | | |

**Section 7 – Post Event Report**

In order to determine whether Council’s support has been successful, a Post Event Report (PER) will be required.The PER must be submitted within 3 months of the event’s completion (template at [waipadc.govt.nz/districtpromotionfund](http://www.waipadc.govt.nz/districtpromotionfund) or request a form at events@waipadc.govt.nz). Failure to provide this report may jeopardise future support.

Will you be able to supply data to support final event budgets, outcomes achieved, attendee numbers and feedback, and other such post-event data? □ Yes □ No

**Section 8 – Applicant Details**

|  |
| --- |
| Legal name of applicant/organisation (*as on your bank account*): |
| Trading name (*if different*): |
| Contact person: |
| Postal address: |
| Telephone (including mobile number/s): |
| Email: |
| Is the event organiser/organisation team paid or voluntary? |
| Is the applicant a legal entity? (e.g. ‘company’, ‘incorporated society’ etc.): |
| GST registered? (*please circle*) Yes No GST no.: |

**Section 9 - Declaration**

9.1 We, the undersigned persons, hereby declare that the information supplied in this application on behalf of our club/organisation is correct, to the best of our knowledge.

9.2 We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public Meeting Agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

|  |  |
| --- | --- |
| ***Name of person completing form****:* |  |
| ***Position in organisation****:* |  |
| ***Daytime contact phone number:*** |  |
| ***Signed:*** |  |
| ***Date:*** |  |

|  |  |
| --- | --- |
| ***Name of person completing form****:* |  |
| ***Position in organisation****:* |  |
| ***Daytime contact phone number:*** |  |
| ***Signed:*** |  |
| ***Date:*** |  |

**Final Checklist – Have you………?**

|  |  |
| --- | --- |
|  | Reviewed the fund criteria and expectations of successful applicants. |
|  |  |
|  | Filled in all areas of this application form. |
|  |  |
|  | Completed/attached your ‘Benefits Analysis – Increased Wellbeing’ response. |

|  |  |
| --- | --- |
|  | Attached financial requirements: Event budget and bank account details |

*If attaching additional pages to answer specific questions, please submit in A4 size.*

**Please return this form either by:**

Email to: [events@waipadc.govt.nz](mailto:events@waipadc.govt.nz)

Post to: District Promotion Fund

Waipa District Council

Private Bag 2402

Te Awamutu 3840

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

**Applications close 5.00pm, Friday 17 July 2020.**



|  |  |
| --- | --- |
|  | Event  Application Form |
| Waipa District Council, Private Bag 2402, Te Awamutu 3840  Phone: 0800 924 723 | Fax: 07 872 0033 | Web: www.waipadc.govt.nz | Email: events@waipadc.govt.nz | |

For the purposes of this form an event can be considered as any organised activity that takes place wholly or partly on public land (including roads, footpaths, parks, reserves, council venues and sports grounds) that requires approval from Council.

If you are organising an event or activity on public land in the Waipa district you should complete this form, which will help determine if you need permits or approvals. This will also help us to help you deliver a successful event.

If your event is on private property you may still require a resource consent for the event. You can contact Council to talk to the duty planner first to see if a resource consent is required or not.

Our events advisor will track your application through Council’s event application process. They or other staff may contact you during this time for further information to assist this application, or they may request a meeting. You will be notified once your application has been approved.

|  |
| --- |
| *Office Use Only:*  Venue Property ID/Val. No.: TRIM Ref: CRM Ref: |

**Event Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Event Details** | | | | | | |
| Event Name: | | | | | | |
| Event Date/s: | | | | | | |
| Event start time: | | | Event finish time: | | | |
| Set-up date and time: | | | Pack-down date and time: | | | |
| Alternative/postponement date/s: | | | Have you held this event in the Waipa district before? □ Yes □ No | | | |
| Venue/Location: *Please attach copy of proposed site map/route* | | | | | | |
| Number of participants (approx.): | | | Number of spectators (approx.): | | | |
| What is the purpose of your event: *i.e. why are you holding it?* | | | | | | |
| Description of activities: *Please attach copy of your event programme* | | | | | | |
| **2. Event Organiser Details** | | | | | | |
| Organisation/Company: | | | | | | |
| Main contact:  Postal Address:  Postcode: | | | | | | |
| Email: | | | | | | |
| Phone (day): | | Phone (after hours): | | | Mobile No.: | |
| **3. Regulatory Requirements** | | | | | | |
| **Roads:** *Please tick all boxes relevant to your event*  Are you going to use any roads or footpaths for your event? □ Yes □ No  Are any State Highways affected by the event? □ Yes □ No | | | | | | |
| **Parking restrictions**: Do you need to control parking? □ Yes □ No  If relevant, how will parking be managed for the activity? Please describe, including the purpose of parking restrictions and include road name/s and time/s of restrictions required, and attach your traffic management plan: (*e.g. parking restrictions on both sides of Alpha Street from 11am to 4pm Saturday 20 March for pedestrian safety*) | | | | | | |
| **Road closures**: Will you need to stop or delay moving traffic on any roads? □ Yes □ No  Are you applying to close any roads for your event? □ Yes □ No  *All approved road closures require placement of public notices in the newspaper at a cost to the event organiser (****60-80 days’ notice required****).*  If relevant, please describe the purpose of road closure including the road name/s and time/s of closure and attach traffic management plan: (*e.g. Closure of Selwyn Lane from 11am to 12 pm Saturday 20 March for starting area of event*) | | | | | | |
| Traffic management company: | | | Contact name:  Mobile no.: | | | |
| Have □ NZ Police □ Ambulance □ Fire Service been advised of your event?  *Please tick relevant boxes* | | | | | | |
| **Noise:** Tick relevant boxes.  *Please attach an event run sheet, including performance times and sound checks.* | | | | | | |
| □ Live band | □ Megaphones | | □ PA | | | □ DJ |
| □ Other *(please describe)* | | | | | | |
| **Structures:** *Please write quantity and dimensions beside each structure, or attach additional sheet detailing structures.* | | | | | | |
| □ Marquees/tents *(over 100 sq.m)* | □ Small gazebo | | □ Stage/s | | | □ Temporary stands |
| □ Access ramps | □ Lighting towers | | □ Fencing | | | □ Other |
| □ Amusement equipment (type) | | | □ Signage (size and locations*) May be subject to approval* | | | |
| **Food and Beverages and Trading:** *Tick activities to be undertaken at your event. Please write the quantity beside each category* | | | | | | |
| □ Food vendors | | | □ BBQ or sausage sizzle | | | |
| □ Caterers | | | | | | |
| □ Other stalls | | | | | | |
| □ Alcohol □ *Supplied* □ *Sold* *Note*: *Some venues have alcohol bans in place* | | | | | | |
| □ Trading (Sale or distribution of goods, flyers, services, collecting money, etc.)  *Please include all non-food stall holders and details – attach separate sheet if required:* | | | | | | |
| **Waste:**  The applicant is responsible for the appropriate removal of **all** waste/diverted materials (recycling) from the event location*.*  *If your event is assessed as being over a certain size or scope (including over 500 people), it is possible a waste management plan will be required. You will be asked to provide this by staff reviewing your application.*  Do you require access to council’s liquid waste services? □ Yes □ No | | | | | | |
| **Hazardous substances, fireworks and special effects:** □ Yes □ No  *Please describe:* | | | | | | |
| **4. Utilities** | | | | | | |
| **Water:**  I require access to water (*subject to availability on council-owned venue*). □ Yes □ No  *Please describe purpose.* | | | | | | |
| **Toilets:**  I require access to existing toilets (*subject to availability*) □ Yes □ No  I will be providing portaloos (*Please provide quantity and mark on site map*) □ Yes □ No | | | | | | |
| **Electricity:** (*subject to availability on council-owned venue*)  I require access to power (*Please describe purpose*) □ Yes □ No  I will be using generators □ Yes □ No *Please provide details including type and quantity, and mark on site map*: | | | | | | |
| **Lighting:**  I will be providing additional lighting □ Yes □ No  *Describe:* | | | | | | |
| **5. General** | | | | | | |
| **Promotion:** How will you be promoting your event? (*Please attach any draft promotional material*) | | | | | | |
| □ Flyers/posters | □ TV | | | □ Radio | | □ Internet |
| □ Facebook | □ whatsonwaipa.co.nz | | | □ Other | |  |
| **Signage:** *Council has defined sizes, areas and duration of placement for event signage.*  Will you be using signage for the event? □ Yes □ No  Please attach a sheet detailing the likely location of sign/s, dimensions of the sign/s and duration they will be displayed. | | | | | | |
| **Tickets:**  Will your event be ticketed? □ Yes □ No | | | | | | |
| **Sponsorship/funding:**  Is Waipa District Council sponsoring or funding your event □ Yes □ No | | | | | | |
| **6. Public Liability and Indemnity** | | | | | | |
| 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.* | | | | | | |
| **7. Event Safety** | | | | | | |
| **Event Safety Plan**: The event organiser should have an event health and safety plan to minimise risk to itself and event participants.  Do you have an event health and safety plan? □ Yes □ No  Do you have a designated event health and safety person? □ Yes □ No | | | | | | |
| **8. Local Government Official Information and Meetings Act 1987 and Privacy Act 1993** | | | | | | |
| Please note that this form is for internal use mainly within various council departments, however it may be distributed to external parties or agencies or used for public information as required. | | | | | | |
| **9. Disclaimer** | | | | | | |
| Lodging this form with Council does not constitute Council's approval to 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 be able 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 on the exercise of its approval of this application.** | | | | | | |
| **Applicant name:** | | **Signature:** | | | **Date:** | |
|  | |  | | |  | |

**CHECK LIST - *If applicable to the size and scope of your event, have you attached:***

□ proposed site map/route □ your event programme

□ traffic management plan □ event run sheet

□ waste management plan □ draft promotional material

□ signage size and placement plan □ event health and safety plan

□ copy of Public Liability insurance policy

If your application is assessed as requiring some of the above attachments, you will be advised by staff reviewing your application.

If you are unsure about any questions asked, please contact Council’s Event and Marketing Advisor on 0800 924 723.

**Please return this form either by:**

Post to: Waipa District Council

Private Bag 2402

Te Awamutu 3840

Email to: [events@waipadc.govt.nz](mailto:events@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 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. |