

Please fill in all parts of the form to allow Waikato District Council to make a decision on your event. **Please note it may take 20 working days for a decision.** For assistance please phone: 0800 492 452.

Event booking form

Reserve details

- Reserve applied for: *(please state name of reserve)* _____

Applicant's details

- Club/Organisation/Group name: _____
 - Postal address: _____

 - Contact person details: *This person is responsible for the event, clean up and Health & Safety*

- Phone: _____ Fax: _____ Email: _____

Event details

- Date(s) required:
Start date: _____ End date: _____
- Type of event: _____
- What fees are being charged for this event? _____
- Event start and finish times: _____
- Estimated number of participants: _____
- Estimated number of spectators: _____
- Estimated number of vehicles: _____
- Person in charge of traffic management: _____
- Do you require a reserve key? Yes No





Keys to be returned the next working day after the event.

A cash deposit of \$102.20 is payable in advance for all key deposits and is refundable if the facility is left secure and in good order.
Penalty for late return of keys \$21 per working day.

 **Need help?** Please call our Customer Delivery team on 0800 492 452.

Information required for water use

- Please state the water course required _____
-  Please attach a copy of Waikato Regional Council event authorisation. This is required if you want exclusive use of the lake/harbour. If in doubt call Environment Waikato on 0800 800 402.
- Estimated number of boats _____
- Do you need Waikato Regional Council event authorisation? Yes No
-  Please attach a copy of Waikato Regional Council event authorisation. This is required if you are running an event with navigation safety issues. If in doubt call Waikato Regional Council on 0800 800 402.

Other information you would like to provide

► Please return this form to:

Waikato District Council Customer Delivery, Private Bag 544, Ngaruawahia 3742
or email publicenquiries@waidc.govt.nz. All enquiries to Customer Delivery team 0800 492 452.

Office use only: V8

Event booking taken by:	Name:
Event authorised:	Facilities Manager:
Deposit paid:	Receipt No:
Deposit returned:	Dataworks Number:

EVENT RULES

- 1a.** An event is defined as:
 - i. It lasts for one day or more, or
 - ii. It requires a substantial amount of parking on the reserve requiring traffic management, or
 - iii. It has a significant effect on the availability of the reserve for casual use, for either lake use or off-water recreational activities.
- 1b.** Events should not be held on consecutive weekends.
- 2.** Additional events may be held at the discretion of the Waikato District Council facilities manager.
- 3.** Events must be held in a manner that ensures maximum use of the reserve for non-participants.
- 4.** There is no limit on mid-week events. If experience shows that such events are causing problems then a limit may be introduced.
- 5.** No alcohol shall be consumed on any Council reserve.
- 6.** All events must cease at midnight.
- 7.** All applicable Waikato District Council bylaws must be adhered to. Event organisers are responsible for the health and safety of participants and spectators.
- 8.** All events must comply with Waikato Regional Council's Navigation Safety Bylaw.
- 9.** Requests for use of Waikato District Council reserves for event purposes should be received by the facilities manager no less than two months prior to the date of the potential event. Event applications received less than two months from the date of the proposed event may be considered for approval at the discretion of the facilities manager. In the event of dispute, the facilities manager will make final determination.
- 10.** Event organisers may be required to deal with issues including: traffic and parking management, noise control, toilet provision and rubbish collection. Any damage, security or call out fees will be charged to the event organiser.
- 11.** All events must comply with District Plan noise standards. This is the responsibility of the event organiser. Any monitoring of noise levels by Waikato District Council staff or its agents during an event shall be at the event organiser's expense.
- 12.** The Waikato District Council will set conditions of use. In the case of dispute, Waikato District Council will be the adjudicator.
- 13.** Failure to comply with any of these rules or conditions imposed may impact upon future applications for use of reserves for events.

Note: Event Rules will be reviewed as deemed necessary by Waikato District Council.