

To hire a Council Hall, Reserve or Public Space for an event, please complete the following application form providing as much information as possible and return to: Reserves & Bookings Administrator openplacesadmin@whakatane.govt.nz.

Please note:

1. Event applications and supporting documentation must be filed at least 20 working days' in advance of the event. Late applications may be declined. Late applications that are accepted will be subject to additional fees for staff time as per Council's Fees and Charges.
2. If Council accepts your application you will be required to enter into Council's Venue Hire Agreement, which sets out detailed terms of use for the Venue and is available from Council for your review. Please note that Council may not approve your Event and/or specific elements of your Event. You are strongly encouraged not to incur any costs and/or make any Event arrangements until such time as you hold a signed Venue Hire Agreement from Council.

Your Details (to be completed by the applicant who is payment the account)

Full legal name of Hirer _____
Organisation _____
Contact phone number _____
Email address _____
Postal address _____

Details of person responsible for care of the Venue during your occupation:

Contact name _____
Contact phone number _____
Email address _____

Proposed purpose and details of event

Name of Event _____
Location _____
Date(s) of Event _____
Event start time _____ Event finish time _____
Rain/Alternate Date _____
Set up time/date _____ Departure time/date _____
Brief description of Event _____

Is this a non-profit Event? Yes No *If yes, please provide details below:*

How many people are expected to attend? _____

If over 150 people are attending or bands are to be performing, written confirmation from the NZ Police that they have been advised MUST be supplied.

Traffic Management and Street Activities

If your event will be on a road or footpath, and/or is likely to cause high traffic volumes and congestion, it will need a Traffic Management Plan (TMP). If you require road closures (full or partial), your TMP must be provided to Council at least 12 weeks before your event takes place to allow time for approval (if in order) and the required advertising to the public by Council.

A TMP must be drawn up by a qualified TTM Planner.

Will your event or activity:

- Affect vehicle or pedestrian traffic? Yes No Unsure
- Increase traffic to a specific area? Yes No Unsure
- Require a road or footpath to be partially or fully closed? Yes No Unsure
- Require signage next to a road? Yes No Unsure

General Event Information

Structures e.g. marquees, stages, scaffolding Yes No

Do you intend to erect a temporary structure such as marquees over 100sqm or platforms over 1.5m high? Structures of this size will require building consent (refer to our website for more information). Smaller structures such as 3x3 gazeebos are to be included on a site plan showing location. Please detail below and attach copies of any additional information.

Amplified Sound / Music Yes No

If your activity includes the use of amplified sound/music please supply details below including type of music.

Special Effects Yes No

Does your event include fireworks or a pyrotechnic display? For pyrotechnic displays, you must apply to Worksafe for a Display Compliance Certificate. For use of general fireworks, please include information about timings, risk mitigation and location in your supporting documentation.

Rides e.g. bouncy castles, merry-go-rounds Yes No

If you plan on having mechanical rides at your event, please complete an Amusement Device Permit Application form (found on our website). A permit is not required for Bouncy Castles, however you must demonstrate how you will mitigate the hazards in your risk management plan.

Food for sale Yes No

Food Vendors and/or Caterers: this application must be accompanied with a copy of their current food certificates or registration number.

Fundraisers: Fundraising food stalls are limited to a maximum of 20 events each year. A separate application form is required (Food Stall Permit Application).

Alcohol

Will alcohol be present at your event Yes No

A Special Licence is required for the sale and/or supply of alcohol. A separate application for is required and must be submitted at least 20 working days' in advance.

Toilets

Will you provide your own portaloos? Yes No

Will you use Council's existing facilities? Yes No

Please advise below if additional servicing will be required and how frequently (additional charges will be incurred)

Stakeholder notification

Yes No

Does your event affect other people or businesses e.g. neighbouring residents, local Iwi, Regional Council? Please describe how they will be notified and attach copies of any material i.e. emails, letterbox drops.

Animals

Yes No

Will there be animals (other than dogs) at the event? If so, please list below or attach a detailed list.

Power supply (outdoor events only)

Yes No

Is access to power required? Please note this will incur extra charges and a power box key will need to be collected from Council no later than the day before your event.

Vehicle access

Yes No

Will vehicle access onto the reserve be required? A key will need to be collected from Council no later than the day before the event.

First Aid

Yes No

What provisions have been made for first aid? _____

Please note as a minimum a 1st Aid Kit must be supplied by the event organiser

Mobile Stage (outdoor events only)

Yes No

A separate application is required for use of the mobile stage (application form is available on our website). Please ensure application form for Mobile Stage if required is attached to this form.

Waste Management

The applicant is responsible for ALL clean up and removal of waste and litter generated by the event. Please note failure to remove litter will incur additional costs. Depending on the size and nature of your event, you may be required to submit a Waste Minimisation and Management Plan with your application. The bookings team will advise upon receiving this application.

Health & Safety

A Health and Safety Management Plan is required for all events that take place on Council premises or in public spaces. Event organisers need to ensure that a Health and Safety Management plan is approved by Council in advance of the Event being held. The safety plan will ensure the smooth and safe running of the event and to make it memorable and fun for everyone involved.

Regardless of the type of event you are holding, here are some points to consider adding to your written Health and Safety Management Plan. Contact us to request a template or refer to our guide found on

<https://www.whakatane.govt.nz/events/event-health-and-safety:>

- A description of the Event
- Medics and First Aid
- Crowd control
- Electrical Sound and lighting
- Emergency Procedures
- Environmental effects on people
- Events team
- On the day communications
- Temporary staging and structures Stallholders/ vendors
- Traffic management and parking
- Emergency vehicles
- Waste Management
- A site map
- Stakeholders - staff/ contractors/ volunteers/ sponsors

Public Liability Insurance

Public Liability Insurance is required for all Commercial and Community events and/or Medium to High Risk events. A minimum cover of \$2,000,000 is required.

Provide proof of your insurance (copy attached):

Yes No N/A

Promoting your event

Web: Advertise your event for FREE on the **whakatane.com** website

Banners: We have 18 new event banner stands located at high profile sites around town.
Contact LAW SIGNS for information on how to promote your event.

Declaration

I/We _____ declare that the information supplied with this application is true and correct according to the best of the Applicant's knowledge. I/We understand that if Council accepts my/our application we will be required to enter into WDC's Venue Hire Agreement, which sets out detailed terms of use for the Venue and is available from WDC.

The Applicant agrees to abide by conditions which WDC may impose on the Event if the application is granted.

Organisers must comply with the Council Bylaws which can be viewed on www.whakatane.govt.nz.

In addition to any terms and conditions imposed by the Venue Hire Agreement, I/we agree to reimburse the Council for any additional costs incurred by the Council as a result of the Event.

Signature:

Date:

EVENT ORGANISER'S CHECKLIST

		Yes – N/A
Is a Traffic Management Plan required? (application must be received 6-12 weeks prior to event depending on nature of requirements)	TMP application attached?	
Is a food licence required? (application must be received 20 working days prior to event for this licence to be processed)	Food licence application(s) attached?	
Is a liquor licence required? (application must be received 20 working days prior to event for this licence to be processed)	Special Licence application attached?	
Waste Management	Waste Minimisation Plan attached?	
Public Liability Insurance	Insurance certificate attached?	
Health and Safety Management	H & S Plan and Risk Management attached?	
Are Amusement Devices present at event?	Current WorkSafe registrations attached? Permit to Operation application attached?	
Is fireworks part of the event?	Pyrotechnic Test Certificates attached? Fire Permit attached? (Rural) Land Owner Approval attached? (Urban)	
Is the Mobile Stage required?	Application attached?	
Will structures be present at event?	Site plan attached? Building Consent required?	
<p>NOTE: Please note processing of this application will not begin until ALL documentation required is received. There are no exceptions to above time frames unless there are exceptional circumstances which will be dealt with on a case by case situation.</p>		