

To hire a hall or pavilion for your event, please complete the following application form providing as much information as possible, sign the declaration and return for approval to: [openplacesadmin@whakatane.govt.nz](mailto:openplacesadmin@whakatane.govt.nz). Please mark any non-applicable sections as "NA".

**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* (Must be completed by the client who is paying the account)

Full name of Hirer \_\_\_\_\_  
Company name \_\_\_\_\_  
Phone number \_\_\_\_\_  
Email address \_\_\_\_\_  
Postal address \_\_\_\_\_

### **Details of person responsible for care of the Facility during your occupation:**

Contact name \_\_\_\_\_  
Phone number \_\_\_\_\_  
Email address \_\_\_\_\_

## *Proposed purpose and Details of Activity*

Please state the hall or pavilion you would like to hire: \_\_\_\_\_

If you propose on hiring the Whakatāne War Memorial Hall, please select which area(s):

- Stadium  Little Theatre  
 Reception Lounge (including Kitchen)  Foyer & Bar

Brief Description of Event: \_\_\_\_\_

Pack in date \_\_\_\_\_ Times \_\_\_\_\_ to \_\_\_\_\_  
Event date \_\_\_\_\_ to \_\_\_\_\_  
Pack out date \_\_\_\_\_ to \_\_\_\_\_

How many people are expected to attend?

1-50  50-100  100+ *Please estimate if higher number:* \_\_\_\_\_

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, preferably not later than 30 days prior to the event date. You may request the Police to confirm by email at [information@whakatane.govt.nz](mailto:information@whakatane.govt.nz) marked for the attention of Place and Open Spaces Administration Team.

Will an entry fee be charged? (Please circle)  Yes  No

Will you be serving food and/or beverages?  Yes  No  
(if YES see Regulatory Licences below)

## *Use of Furniture and Equipment* – Whakatāne WMH only

Do you require equipment? (If YES please tick required and specify quantities)

<input type="checkbox"/> Chairs _____	<input type="checkbox"/> Round Tables _____
<input type="checkbox"/> Piano _____	<input type="checkbox"/> Trestle Tables _____
<input type="checkbox"/> Vertical Screens _____	<input type="checkbox"/> Portable Staging _____

*The Hirer is responsible for setting out and storing the above. No furniture/chattels shall be removed or hired from this facility.*

## *Regulatory Licences and Permits*

*The organiser is responsible for obtaining all appropriate licences and permits, if required, prior to the event. Application forms for Licences and Permits are available on our website and **must** be attached to this application.*

**Trading Licence** required for the sale of any goods, services, collecting money etc.  Yes  No

**Food Licences** required for the sale of food  Yes  No  
Please allow 20 working days for this food certificate to be processed.

**Liquor Licence** required for the sale and/or supply of alcohol  Yes  No  
Please allow 20 working days for this Licence to be processed.

**Building Consents** required for the placement of temporary buildings  Yes  No  
(e.g. platforms over 1.5m high)

**Amusement Device Permit** required for the use of a mechanically powered unit  Yes  No  
used for rider entertainment  
Please allow 7 working days for these to be processed.

***Please note processing of this application will not commence until all documentation has been received.***

## Health and Safety

A Health and Safety Management Plan is required for all events that take place on Council premises or 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 (refer to the guide found on [www.whakatane.govt.nz](http://www.whakatane.govt.nz) for more information):

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

## Public Liability Insurance

Public Liability Insurance is required for all commercial and community events and/or medium to high risk users including as sport clubs. A minimum cover of \$2,000,000 is required.

Provide proof of your insurance (attach copy):

Yes

N/A

## Emergency Management

This section **must** be completed for health and safety requirements. The Hirer is required to appoint one Safety Warden who will be responsible for the prompt evacuation of the building in the event of a fire or other emergency. If multiple areas of the hall are hired, a Floor Warden will need to be appointed for each additional area (refer to Conditions of Hire for help with completing this section).

**Safety Warden:**

\_\_\_\_\_

Mobile:

\_\_\_\_\_

Email:

\_\_\_\_\_

**Floor Warden #1:**

\_\_\_\_\_

Mobile:

\_\_\_\_\_

Email:

\_\_\_\_\_

**Floor Warden #2:**

\_\_\_\_\_

Mobile:

\_\_\_\_\_

Email:

\_\_\_\_\_

## 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](http://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:** \_\_\_\_\_

## Office use only

Available:  Yes  No

Approved:  Yes  No

Signed \_\_\_\_\_

Conditions/Restrictions

## CHECKLIST FOR APPLICATION FOR AN EVENT IN A COMMUNITY HALL

		Yes – N/A
Is a Traffic Management Plan required? (application must be received 12 weeks prior to event to allow for TMP to be processed)	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 25 working days prior to event for this licence to be processed)	Special License application 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?	
<p><b>NOTE:</b></p> <p>Please note processing of this application will not begin until <b>ALL</b> 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>		