

Wedding Ceremony Application form

To use a **Park, Reserve and/or Beach** for your wedding, please complete the application form providing as much information as possible and return with payment to: Whakatane District Council **Attention: Open Places & Spaces Team** openplacesadmin@whakatane.govt.nz Phone: 07 306 0500

Venue Name / Location:			
A site plan of the wedding area is required with this application			
Date of Wedding		Approximate # of Guests	
Start Time		Finish Time	
Applicant Name			
Postal Address			
Home Phone			
Mobile Phone			
Email Address			
Name, mobile number and email address for contact person <u>during the event</u> in case of emergency			
Structures & Equipment			
Gazebos / Marquees / Tents	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	What size?
Arches	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	What size?
Music/Sound Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify	
If you intend to play music or generate other noise, please be aware of any nearby houses and try minimise noise disturbance			
Do you need vehicle access on to the reserve?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify	
Note: Gates will NOT be opened by WDC after hours. Vehicle access is not always available.			
Do you require access to a power box?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details	
Note: Power is only available at a few reserves. Keys for power boxes/gates require a deposit of \$100 which will be refunded to you when the keys are returned. Key must be collected from the Council, preferably the weekday before your event.			
Refreshments	Please note that all Council Reserves are alcohol free		

Please sign acknowledging that you have read and understood the conditions printed on the reverse of this form:

Signed: _____ Date: _____

Approved:		Date:		Approved by Inspectors (if necessary):		Date:	
Total fee:	\$110.00		GL Code (reserve hire):	40 10 70 1250			
Receipt number:			Date paid:				
Key deposit:	\$100.00		GL Code (key deposit/bond):	90 00 00 9300			
Receipt number:			Date paid:				

Conditions and information relating to Open Space Venue Use for Weddings

1. Your event cannot be considered as confirmed until you receive a Letter of Confirmation from the Open Places Team. Any special conditions will be attached to the LOC.
2. **Payment to be made upon booking. All cancellations will be refunded minus a \$45 administration and processing fee.**
3. The applicant is responsible for:
 - a. Ensuring the provisions of the Health and Safety at Work Act 2015 are complied with;
 - b. All event management including traffic and security;
 - c. Removing all litter following your event.
4. You should be aware that all Council reserves are open to the public at all times and the exclusive or priority use of the space cannot be guaranteed.
5. Council staff and contractors attend to mowing and weeding on a regular basis but there is no guarantee that the reserve applied for will be on the schedule for the week of the application.
6. In view of the above, you are advised to visit the reserve prior to your event, to check that all is in order.
7. **Keys:** Keys for power boxes or gates (one key will fit both) should be collected from Customer Services at the Council, preferably the day before your event. **A key bond of \$100 is required and will be refunded within fourteen days after the keys have been returned.** Applicants are also advised to check on the location and operation of the power box prior to the event.
8. **Damages Bond:** An application for a wedding involving a large number of guests on any reserve will require special consideration. Possible damage to gardens must be taken into account, and therefore you may be asked to pay a bond, returnable upon a satisfactory post-wedding inspection of the grounds.
9. The provision of alcohol is not permitted for weddings on Council reserves including beaches.
10. **Every event must comply with the Council Bylaws and District Plan.**

Please submit this form at least four (4) weeks prior to your requested date.