

Reserve Hire fees

	Daily rate
• Casual Reserve hire use (weddings, private use, general sporting use)	\$110
• Sports Tournaments	\$220
• Community Events (must be free or koha admission to the public and evidence of the community benefit provided)	\$110
• Commercial Events – low risk	\$220
• Commercial Events – medium risk	\$375
• Commercial Events – high risk	\$700

Bond

Low risk events	\$150
Medium-High risk events	\$500

Service Charges

Utilities (e.g. power and water)	\$55
Application and processing fee	\$45
Late application processing fee (application received after the specified due date)	\$165

****Note:** Level of risk shall be determined by Whakatane District Council and is based on size, duration, location and nature of the event

Event type	Event details	Application notice
Low risk event	Events with: <ul style="list-style-type: none"> • No alcohol • No road closures or disruption to public transport • Low numbers of food stalls or food vendors (less than 10) • Simple infrastructure (e.g. gazebos) • Bouncy castle but no other amusement devices that require a permit to operate • Less than 150 people expected to attend Examples include community picnics, school activities, small fundraising events, farmers markets.	Minimum 20 working days
Medium risk event	Events with: <ul style="list-style-type: none"> • Partial/minor road closures and potential disruption to vehicle or pedestrian traffic • Liquor licensed area • Multiple food vendors (10-15) • Amusement devices or multiple bouncy castles • Multiple items of infrastructure • Less than 500 people expected to attend Examples include triathlons, sports tournaments, park-based fun runs/walks, markets, and small community events.	Minimum 3 months depending on event requirements
High risk event	Events with: <ul style="list-style-type: none"> • Significant number of people expected to attend • Road closures and/or high impact to traffic expected • High number food vendors and/or high risk food (e.g. seafood) • Multiple amusement devices and/or bouncy castles • Liquor licensed area(s) • Significant infrastructure builds requiring building consent, e.g. large marquees, stages, amusement devices etc. • Multiple event sites and/or days • Multiple contractors • Resource consent required Examples include circuses, fairs and expos, music/ food festivals, major sporting events, Christmas in the Park events.	Minimum 6 months