

# Event Booking Application



## Event Information

Facility name: (e.g. Domain House) \_\_\_\_\_

Park name: (e.g. Howie Park, Matamata Domain) \_\_\_\_\_

Area of facility required (eg Court 1, whole facility): \_\_\_\_\_

Event date: \_\_\_\_\_ Alternative date: \_\_\_\_\_

For recurring events, please list dates: \_\_\_\_\_

Event name: \_\_\_\_\_

Event purpose: \_\_\_\_\_

Description of activities: \_\_\_\_\_

Which parts of the facility/park will be used? (Please attach a site map or sketch for activities on parks) \_\_\_\_\_

Event start time: \_\_\_\_\_ Event finish time: \_\_\_\_\_

Set up start time: \_\_\_\_\_ Pack down finish time: \_\_\_\_\_

Number of participants expected: \_\_\_\_\_ Number of spectators expected: \_\_\_\_\_

## Contact Details

Applicant name: \_\_\_\_\_

Email: \_\_\_\_\_

Postal address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Alternative contact person: \_\_\_\_\_

Contact person on the day: \_\_\_\_\_

Contact's mobile phone: \_\_\_\_\_

Invoice name and address (if different from above): \_\_\_\_\_

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## Event planning details

### Insurance

Will you be taking public liability insurance for the event?  Yes  No

### Structures

Please show location of any of the following structures on a site map

Marquee  Yes  No

Number and size: \_\_\_\_\_

Stages  Yes  No

Number and size: \_\_\_\_\_

Gazebo  Yes  No

Number and size: \_\_\_\_\_

Fencing  Yes  No

Other: \_\_\_\_\_

### Activities (If answering yes to any of these questions, please attach further details)

Will there be any amusement devices at the event (e.g. roller coasters, merry-go-rounds, bouncy castles etc)?  Yes  No

Does the event include fireworks?  Yes  No

Does the event include potential fire risk activities (e.g. lanterns, candles, bonfire etc)?  Yes  No

Will there be animals at the event?  Yes  No

If yes, please specify: \_\_\_\_\_

Will there be any aircraft - including hot air balloons and UAVs (drones) at the event?  Yes  No

Will there be a trained first aider present?  Yes  No

### Food, drink and trading

Will any of the following be at the event:

Food:  Sold  Supplied  Not applicable

Alcohol:  Sold  Supplied  Not applicable

Other goods (e.g. craft stalls):  Yes  No



### Utilities

- Do you require access to power?  Yes  No
- Will you be using generators?  Yes  No
- Do you require access to toilets?  Yes  No
- Will you be providing Portaloos?  Yes  No
- If yes, how many: \_\_\_\_\_
- Will you be providing additional lighting?  Yes  No
- Will you be arranging for disposal of rubbish/waste?  Yes  No
- Do you require additional MPDC rubbish bags?  Yes  No
- If yes, how many (bags cost \$3 each): \_\_\_\_\_
- Do you require any site preparation for the event (e.g. lawns mowed, cleaning)?
- If yes, please specify: \_\_\_\_\_

### Traffic and Parking

- Will there be parking restrictions in place?  Yes  No
- Do you require vehicle access on to parks/reserves?  Yes  No
- Do you require gates to be opened for the event?  Yes  No
- Do you anticipate that the event will disrupt the normal use of the road by vehicles, cyclists or pedestrians?  Yes  No
- Will you be closing a road?  Yes  No
- Does your event involve any activities on a road?  Yes  No

### Affected parties

- Will the event restrict or limit anyone else's use of the park?  Yes  No
- Have you discussed the event with regular park users?  Yes  No

### Consents and licences

Depending on the nature and scale of the event, additional consents or licences may be required. The answers you have provided on this form will help us to assess your application and advise you of any consents or licences that you may need to obtain before the event can go ahead. The event organiser is solely responsible for ensuring relevant Health and Safety requirements are met.



The Council does not warrant that the property selected for the event is appropriate. To the fullest extent permissible pursuant to applicable law, by holding an event on Council property, the event organiser agrees that the Council is not liable for any loss, claims, damages or legal action arising directly or indirectly from the event. The event organiser shall indemnify the Council against any loss, claims, damages or legal action arising directly or indirectly from the event.

