

Event Booking Application



Event Information

Facility name: (e.g. Domain House) _____

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

Event date: _____ Alternative date: _____

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: _____

Event planning details

Insurance

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

TRIM # 1711627

35 Kenrick Street - PO Box 266 - Te Aroha 3342 - www.mpd.govt.nz
Morrinsville & Te Aroha 07 884 0060 - Matamata 07 881 9050 - Fax 07 884 8865



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.

