

# Application to hold Event/Wedding on a Council Reserve



## Applicant's Details

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ After hours phone: \_\_\_\_\_

Contact person at time of event: \_\_\_\_\_

Phone number at time of event: \_\_\_\_\_

## Event details

Park name: \_\_\_\_\_

Part of reserve: \_\_\_\_\_

Event name and purpose: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time - from: \_\_\_\_\_ to: \_\_\_\_\_

Time of setting up: \_\_\_\_\_ Time of taking down: \_\_\_\_\_

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

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

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

Have you notified the local police about your event?  Yes  No  N/A

Will there be parking restrictions in place?  Yes  No

Do you have a Traffic Management Plan:  Yes  No

If yes, please supply a copy.

Do require vehicle access on to parks/reserve?  Yes  No

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

Are stock (farm animals) going to be part of the event?  Yes  No

## Structures

Please supply site map with proposed locations of any structures. This is to prevent marquee plugs etc hitting underground services/utilities

Marquee  Yes  No (If yes, number and size: \_\_\_\_\_)

Stages  Yes  No (If yes, number and size: \_\_\_\_\_)

Gazebos  Yes  No (If yes, number and size: \_\_\_\_\_)

Other  Yes  No (If yes, number and size: \_\_\_\_\_)



**Noise**

(Please see the District Plan for noise level regulations)

Live band    Megaphones    PA system    DJ    Other    None

**Licensed activities**

If any of the follow licenses apply, please supply a copy of licence with your application:

Firework/Hazardous substances    Yes    N/A  
*(Licence to be obtained from NZ Fire Service and the Environmental Resource Management Agency (ERMA).*

Aircraft    Yes    N/A  
*(Licence to be obtained from NZ Aviation Authority)*

Trading *(Licence to be obtained from MPDC)*    Yes    N/A  
Food *(Licence to be obtained from MPDC)*    Yes    N/A  
Alcohol *(Licence to be obtained from MPDC)*    Yes    N/A

**Additional requirements:**

Rubbish bins    Organisers to supply  
 MPDC to supply (Qty \_\_\_\_\_)

Gates required to be open    Yes    No

Gate opening hours required: \_\_\_\_\_

Toilets    On site toilets to be open  
 Organisers to provide additional porta-loo. Qty and location

Electricity    MPDC to assist with connection to on site power supply  
 Organisers to supply generator(s)

Other requirements or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the General Conditions for use of Council Parks and Reserves for events/weddings.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office use only</b> Date Received: _____ CRM: _____ TRIM Record Number: _____
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