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|  | PARK BOOKING REQUEST |  |
| Return completed form to:  | **Green by Nature, Park Avenue, Masterton, or****Masterton District Council, Queen Street, Masterton, or**Email - lynn@greenbynature.kiwi.nz |

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| name of event | Click here to enter text. |
| **RESERVE/SPORTSGROUND REQUESTED** | **Click here to enter text.** |
| Details of Activity | Click here to enter text. |
| Event Organiser (name) | Click here to enter text. |
| Authorised contact person | Click here to enter text. |
| Address | Click here to enter text. |
| Phone number | Click here to enter text. |
| Email | Click here to enter text. |
| Event dates | Start date: Click here to enter a date. | End date: Click here to enter a date. | Rain date: Click here to enter a date. |
| Event times | Start time: Click here to enter text. | End time: Click here to enter text. |  |
| Amount of Liability Insurance held  | $ Click here to enter text. |
| How many people will attend | Choose an item. |
| Please estimate if more than 90 people are expected to attend | Click here to enter text. |
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| EVENT MANAGEMENT PLAN:If the event is expected to have 90 or more attendees, then a full Event Management Plan is required. Has a full Event Management Plan been submitted to Masterton District Council? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| AMUSEMENT DEVICES:If amusement devices are being used at the event, has a copy of the amusement device’s permit to operate been submitted to Masterton District Council? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| POLICE NOTIFICATION:If 30-90 people are expected to attend, or if bands are performing at the event, NZ Police need to be advised. Has written confirmation from the NZ Police been submitted to Masterton District Council? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| SECURITY:If 30-90 people are expected to attend, security personnel will be required. Has a detailed security plan been submitted to Masterton District Council? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| FOOD / LIQUOR LICENCES:If food or liquor are being sold at the event, have the appropriate food / alcohol licences been submitted to Masterton District Council? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| MERCHANDISE:Will items (other than food/liquor) be sold at the event, ie merchandise, sponsors’ products? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| NEIGHBOURS:Have you informed any neighbours who may be affected by noise, parking, or other activities associated with the event? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| AMPLIFIED SOUND:Will amplified sound be used or other noise generated at the event? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| FIRST AID:If 30-90 people are expected to attend, a first aid plan is required. Has a first aid plan be submitted to Masterton District Council? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| POTENTIAL DAMAGE TO TURF:Will there be any displays by motorcycles, cars, animals? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| FIREWORKS/EXPLOSIVES:If fireworks or explosives will be utilised at the event, a copy of the written agreement with the NZ Fire Service is required. Has the agreement with the NZ Fire Service been submitted to Masterton District Council? | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| FACILITIES:Depending on the numbers expected, additional facilities may be required at your event, or additional servicing arrangements made for increased usage. Have arrangements been made for portaloos to be supplied, or additional toilet servicing? (Masterton District Council’s Environmental Officer can advise requirements.) | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| WASTE MANAGEMENT:If 30-90 people are expected to attend, a Waste Management Plan is required. Has a Waste Management Plan been submitted to Masterton District Council? Please advise if you would like Recreational Services to assist with waste management/removal. | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| RISK MANAGEMENT:If 30-90 people are expected to attend, a Risk Management Plan is required. Has a Risk Management Plan been submitted to Masterton District Council?  | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| SITE MAP:If 30-90 people are expected to attend, or temporary structures are to be erected, then a site map is required to be submitted, showing parking areas, sites for temporary structures, first aid stations, toilets. Has a site map been submitted to Masterton District Council.  | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| UTILITIES:Do you require access to any utilities, eg power or water (any current charge out rates may apply)?  | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| ACCESS:Have provisions been made for gaining access to Council property for your event, ie unlocking?  | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| TEMPORARY STRUCTURES:If temporary structures will be used at the event, ie tents, marquees, gazebos, stages, a temporary consent form may be required to be submitted (depending on the sizes). Has a temporary building consent form been submitted to Masterton District Council?  | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| TYPE OF ACTIVITY:Please state the type of activity the event is. (If the event is a commercial activity, Masterton District Council’s current concession rates will apply.) | Choose an item. |
| Comment: Click or tap here to enter text. |  |
| ROADING:If your event will cause congestion, or roads are required to be closed, the Roading Department at Masterton District Council will need to be contacted. Has the Roading Department been notified of any requested road closure? | Choose an item. |
| Comment: Click or tap here to enter text. |  |

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| Signature: | Date:  |

***By signing this document you agree to the Council Terms and Conditions stated below***

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| This document is to be returned to the Bookings Office 30 days prior to the required dateEmail: lynn@greenbynature.kiwi.nz |

**Terms and Conditions**

Masterton District Council (MDC) staff aim to provide safe accessible facilities of a high quality. The following Terms and Conditions have been designed to assist us in fulfilling this expectation and to ensuring that your event is a successful one.

**Confirmation**

Please confirm your booking in writing, together with any bond requested (bond request is made at the discretion of the MDC or their agent Recreational Services Ltd) within 14 days of the booking being made. Your booking is only confirmed on receipt of the bond, at which time a confirmation letter will be sent out.

**Cancellation**

Two weeks written notice must be given for the cancellation of an event.

**Payment**

The Event Organiser will be responsible and liable for payment of costs incurred, including but not limited to emergency service callouts. Full payment for any event (including the bond), shall be made prior to the event unless prior credit arrangements have been agreed with MDC. The bond shall be held by the MDC (or their Agent) until such time as the venue has been inspected by MDC (or their Agent) and found to be in a good condition or equivalent condition to that immediately prior to the event occurring.

**Damage to Assets**

The Event Organiser will be responsible for all damages caused to any of MDC’s assets by any persons in attendance at the event (other than those under the control or direction of MDC) and shall forthwith pay the cost of rectification of any damages to MDC (or their Agent) including any costs that exceed the value of the Bond held.

**Conduct of the Event**

The Event Organiser and persons in attendance shall at all times behave in an orderly manner and comply with all laws, regulations and venue rules. MDC (or appointed Parks contract staff) shall be entitled to remove any persons from the event whose behaviour, in the opinion of MDC, is objectionable, improper or undesirable. All attendees are to take care and be considerate to other facility users and MDC property.

**Insurance**

Insurance will only apply to professional organisations and commercial events. The Event Organiser must arrange and maintain suitable public liability insurance with a minimum cover of $1,000,000.00 indemnifying MDC against any accidental damage to life or property. A copy of the insurance certificate (which must be valid at the time of the event) must be lodged with MDC prior to the event taking place.

**Commercial Activities**

Please refer to the Parks and Reserves Concession Policy for commercial activity applications. This document provides an effective means for MDC to manage commercial use of parks and reserves land through the issuing of leases, licenses and permits and charging appropriate fees. At the sole discretion of MDC a concession may be granted upon payment of applicable fees provided that the proposed activity is consistent with MDC policy and statutory regulation.