|  |  |  |
| --- | --- | --- |
| A colorful circles and text on a black background  Description automatically generated | PARK BOOKING REQUEST |  |
| Return completed form to: | **Green by Nature, Park Avenue, Masterton, or**  **Masterton District Council, Queen Street, or**  Email - lynn@greenbynature.kiwi.nz | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Park / Location: | Click here to enter text. | | | | | |
| *Event* | Click here to enter text. | | | | | |
| *Event organiser* | Click here to enter text. | | | | | |
| *Contact person* | Click here to enter text. | | | | | |
| *Phone number* | Click here to enter text. | | | | | |
| *Address* | 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. | |  | | |  |
| *Description of activity\** | Click here to enter text. | | | | | |
| *\* If a sporting activity, how many games will be played?* | Click here to enter text. | | | | | |
| *No. of participants anticipated to attend* | 1-30  30-90  90+ please estimate \_\_\_\_\_\_\_ | | | | | |
| *Intended use* |  | Competition | |  | School | |
|  |  | Training | |  | Special event | |
|  |  | Social | |  | Other | |
| *Turf surface* |  | Vehicles on reserve\* | |  | Structures on reserve\*\* | |
|  |  | Trailers on reserve\* | |  |  | |
| *\* If vehicles will be parked on the grass, how many vehicles/trailers can be expected?* | Click here to enter text. | | | | | |
| *\*\* If temporary structures will be utilised, please state the number and size/s of structures you wish to erect?* | Click here to enter text. | | | | | |
| *Special requirements* |  | Toilets | |  | Access | |
|  | Power | |  | Rubbish bins: No\_\_\_\_\_\_\_\_ | |
|  |  | Other\* | | *NB: A charge of $27.65 per bin may apply* | | |
| *\* Please state any other special requirements* | Click here to enter text. | | | | | |
| *Will any of the following activities will take place?*  *If so, plans / permits will be required as per below* |  | Amplified Sound | |  | Amusement devices | |
|  | Fireworks | |  | Road closures | |
|  | Food/liquor being sold | |  | Drones | |
| **Plans/permits (if necessary)**  *(please refer to MDC’s Planning Guide)* | To avoid potential prosecution, please ensure all the appropriate plans, consents, permits and approvals have been applied for and submitted directly with Masterton District Council:  [admin@mstn.govt.nz](mailto:admin@mstn.govt.nz)  **All plans, consents, permits and approvals have been submitted?**  YES  NO  UNDERWAY  N/A | | | | | |
| *Additional comments* | Click here to enter text. | | | | | |
| **Customer signature** |  | | | | | |
| **Print name** | Click here to enter text. | | | | | |

***A commercial or significant event may require additional information to be supplied***

***Subject to information provided, a bond may be required prior to the event taking place***

***Masterton District Council reserves the right to cancel any booking in the event of unforeseen circumstances / extreme weather conditions***