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| --- | --- | --- |
| 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**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***