



PARK BOOKING REQUEST

Return completed form to:

Bookings Office – Masterton
PO Box 32127, Takapuna, NSC0740
Ph: 09 442 0276 | Fax: 06 370 8322 | e: bookings@rs.kiwi.nz

PARK / LOCATION:			
<i>Event</i>			
<i>Event organiser</i>			
<i>Phone number</i>			
<i>Address</i>			
<i>Email</i>			
<i>Event dates</i>	Start date:	End date:	Rain date:
<i>Event times</i>	Start time:	End time:	
<i>Description of activity*</i>			
<i>* If a sporting activity, how many games will be played?</i>			
<i>No. of participants anticipated to attend</i>	<input type="checkbox"/> 1-30 <input type="checkbox"/> 30-90 <input type="checkbox"/> 90+ please estimate _____		
<i>Intended use</i>	<input type="checkbox"/> Competition <input type="checkbox"/> School <input type="checkbox"/> Training <input type="checkbox"/> Special event <input type="checkbox"/> Social <input type="checkbox"/> Other		
<i>Turf surface</i>	<input type="checkbox"/> Vehicles on reserve* <input type="checkbox"/> Structures on reserve** <input type="checkbox"/> Trailers on reserve* <input type="checkbox"/>		
<i>* If vehicles will be parked on the grass, how many vehicles/trailers can be expected?</i>			
<i>** If temporary structures will be utilised, please state the number and size/s of structures you wish to erect?</i>			
<i>Special requirements</i>	<input type="checkbox"/> Toilets <input type="checkbox"/> Access <input type="checkbox"/> Power <input type="checkbox"/> Rubbish bins: No _____ <input type="checkbox"/> Other*		
<i>* Please state any other special requirements</i>			

<p><i>Will any of the following activities will take place? If so, plans / permits will be required as per below</i></p>	<table border="0"> <tr> <td><input type="checkbox"/> Amplified sound</td> <td><input type="checkbox"/> Amusement devices</td> </tr> <tr> <td><input type="checkbox"/> Fireworks</td> <td><input type="checkbox"/> Road closures</td> </tr> <tr> <td><input type="checkbox"/> Food or liquor being sold</td> <td><input type="checkbox"/> Drones</td> </tr> </table>	<input type="checkbox"/> Amplified sound	<input type="checkbox"/> Amusement devices	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Road closures	<input type="checkbox"/> Food or liquor being sold	<input type="checkbox"/> Drones
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<p>Plans/permits (if necessary) <i>(please refer to MDC's Planning Guide)</i></p>	<p>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</p> <p>All plans, consents, permits and approvals have been submitted? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNDERWAY <input type="checkbox"/> N/A</p>						
<p><i>Additional comments</i></p>							
<p>Customer signature</p>							
<p>Print name</p>							
<p><i>Office use only</i></p>	<p><i>BOOKING No:</i></p>						

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