

# Council Reserve Booking Form

For any person or groups wanting to use any public open space which includes any event, e.g weddings, large picnics and barbeques, sports/club/school activities

- We require you to provide the information requested in the attached booking form at least one month prior to your event, unless you require a road closure then it is at least 60 days prior to the event.
- Following a review of your application we will contact you to request any further information if required.
- Once all information is received, subject to availability, we will confirm your booking and advise you of any conditions that may relate to your booking.

Please send your completed Event/Activity booking form to:  
[reservebookings@tasman.govt.nz](mailto:reservebookings@tasman.govt.nz)

Or by post:

Tasman District Council  
Private Bag 4 Richmond  
7050

## 1. Event/Activity information

Event/activity name:

Event/activity date/s:

Event/activity start time/s:

Event/activity finish time/s:

Set up and pack down date/s:

Set up start time:

Rain date/s:

Pack down finish time:

Number of participants (approx.):

Donation

Entry Fee:

Ticketed

Location:

Purpose of event/activity: i.e. why are you holding it

Description of event/activity: If the event/activity is part of a series please list other dates and areas being used

## 2. Contact information

Main contact:

Email:

Organisation/company: (Registered company name if applicable)

Tel:

Contact on the day:

Mobile phone:

Alternative contact:

Mobile phone:

Postal address:

## 3. Event Management

The organiser may be asked to submit a health and safety plan and an event management plan for approval, when the event may impact on other reserve users which could include signage, cones, barriers, marshals', course layout, maps etc.

## 4. Health and Safety

Depending on the size, nature and location of the event, the event organiser may be required to complete a site specific hazard identification form/site induction.

## 5. Public Liability Insurance

Tasman District Council may request the event organiser to obtain Public Liability Insurance. This will provide protection against claims for compensation in respect of unexpected and unintended personal injury or property damage for which they may be legally liable arising out of their event/activity. If public liability insurance is required, we will need a copy of this document to confirm the booking.

### 6. Effects on the environment (please tick all boxes applicable to your event)

Structures: (Please write the quantity and dimensions beside each structure if applicable)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Marquees/gazebo _____ | <input type="checkbox"/> Signage _____ | <input type="checkbox"/> Barbeques _____ |
| <input type="checkbox"/> Chairs/tables _____   | <input type="checkbox"/> Fencing _____ | <input type="checkbox"/> Other _____     |

Amusement devices:

- |                                     |                                |
|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Inflatable | <input type="checkbox"/> Other |
|-------------------------------------|--------------------------------|

Noise (amplified)

- |                                    |  |                                    |
|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Live band | <input type="checkbox"/> Megaphones              | <input type="checkbox"/> PA system |
| <input type="checkbox"/> DJ        | <input type="checkbox"/> Other (please describe) |                                    |

Start time:

Finish time:

Do you expect waste to be generated by your event?  Yes  No

If yes, how will you recover recyclables?

How will you dispose of waste?

Do you require off-street vehicle access or parking?  Yes  No

### 7. Food and drink and trading (please tick all boxes applicable to your event/activity)

Food: Please write the quantity beside each category

- |  |  |
|--|--|
| <input type="checkbox"/> Food vendors (registered) _____ | <input type="checkbox"/> Food vendors (unregistered) _____ |
| <input type="checkbox"/> Caterer's _____                 | <input type="checkbox"/> Barbeque or sausage sizzle _____  |

Alcohol: If you are selling alcohol at your event you must apply for a Special Liquor Licence at least 20 working days prior to your event (Please ring 03 543 8400)

Supplied:  Yes  No

Sold:  Yes  No

Trading: (sale or distribution of goods, flyers, services, collecting money etc)  Yes  No

Note: Moturoa/Rabbit Island – there is no commercial activity allowed.

### 8. Traffic management and parking (please tick all boxes applicable to your event/activity)

Are you applying to alter parking? (within or around the venue)  Yes  No

Are you applying to close a road?  Yes  No

Please note if you are applying to close a road, these forms need to be received by Council at least 60 days before the event as the road closure needs to be advertised and there needs to be time for objections.

If you are just holding an event, but keeping the road open and putting in traffic management, then Council needs to receive the traffic management plan a minimum of 5 working days before the event.

Does your event/activity involve using a public road or reserve?  Yes  No

## 9. Utilities

### Electricity:

Do you require access to power? (Please describe purpose)

Yes  No

Will you be using generators?

Please provide details including the type and how many generator/s)

Yes  No

### Lighting:

Will you be providing additional lighting?

Yes  No

### Toilets:

Do you require access to existing toilets? (Subject to availability)

Yes  No

### Portaloos:

If you are holding a large event we may require you to provide additional toilet facilities (Portaloos)

Yes  No

## 10. Charges

The organiser may be required to pay to Tasman District Council a fee. If a fee is required this will be advised.

## 11. Privacy Act 1993

The information collected in this form will be used to ensure the effective facilitation of your event/activity. It may be distributed to other council departments, external agencies and will be used for public information as required.

The information supplied with this application is true and correct according to the best of the Applicant's knowledge. The Applicant agrees to abide by any conditions, which Tasman District Council may impose when granting this application.

Applicant Name:

Signature:

Date:

# Noted below as guidance only is a list of many of the general responsibilities applicable to your event/activity

Tasman District Council's standard conditions will be issued with your approved event/activity form and may contain other items from those listed below.

## 1. Access to properties

The venue remains public property at all times unless prior approval is given for roads/tracks to be closed. The organiser needs to ensure that access and egress for residents, businesses and emergency vehicles and other users is available at all times; that the public is not unduly inconvenienced, and that public and private access ways are kept clear at all times.

## 2. Charges (if applicable)

The organiser is responsible for any fees or service and supply charges associated with the event/activity.

## 3. Bond

The organiser may be required to provide Tasman District Council a bond prior to the event. The purpose of the bond is to cover the potential costs of any breach of these conditions and also repairing any damage and undertaking any clean-up work.

## 4. Cancellation

If the event is cancelled the event organiser must notify the Council on the first available working day.

## 5. Facilitation information

The event organiser may be required to supply additional information including but not limited to, health and safety declaration, site map and public liability insurance.

## 6. Compliance with rules and legislation

An approved event provides the organiser with limited permission to occupy public land for the purposes stated and shall not be deemed to amount to any other consent, approval, or licence that may be required for the running of the event/activity. The organiser is responsible for complying with all relevant legislation and any other rules applying to the event/activity.

## 7. Licences

The organiser shall obtain all appropriate licences (e.g. liquor, food, building consents, special effects, temporary structures and marquees) prior to the event.

## 8. Gardens/reserves

Please note that Council will endeavour to have areas well maintained for events/activities. However, this may not always be possible due to seasonal factors and unforeseen circumstances.

## 9. Safety

The event organiser will be required to read, sign and comply with any relevant health and safety policy as supplied by the Council.

## 10. Electricity

The organiser shall, where electricity is being used for the event, make sure all electrical equipment used must be tested, tagged and in good, safe working order.

## 11. Compliance with directions

The organiser shall ensure that all participants comply with instructions and directions including site hazards that have been identified.

## 12. Responsibility for equipment

The organiser shall provide, place and remove all temporary structures, road markings, signs, rubbish bins, toilets, equipment, props or other structures or devices associated with the event. Removal of such equipment shall take place immediately after the event. All equipment and structures used must be in good, safe working order.

## 13. Responsibility for clean up

The organiser shall ensure that any area associated with the event/activity is left in a clean and tidy condition, including surrounding areas. The removal and disposal of all rubbish shall take place immediately after the event, and all rubbish is to be disposed of off-site by the organiser of the event/activity.

## 14. No damage or fixtures to property

The organiser shall ensure that all parks, reserves, wildlife, stock, vegetation, buildings and other facilities are not damaged or unduly disturbed at any time during the event or any set up or pack down period associated with it. Report any damage as soon as possible.

## 15. Keys

If any keys are required for the event/activity for access, then they will need to be collected from the Tasman District Council office on a working day prior to the event/activity.

## 16. Force majeure

The event organiser understands and agrees that their event may not be able to proceed without notice, if a natural disaster, fire, flood, earthquake or other similar major event beyond the Tasman District Council's control makes it impossible for the event to take place. Where practicable, the Tasman District Council will consult with the event organiser before exercising this clause.

**Please note: at times Tasman District Council Parks and Reserves may be closed for public safety.**