



Application to Hold Event/Wedding On Council Reserve

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Name of applicant(s):

Postal Address:

Phone Number(s):

I/We hereby make application for the use of:

**Name of
Reserve/Domain:**

Date of event:

Time of event:

**Number of people
expected to attend:**

Purpose of event:

Details of Proposed Event, including all activities (refer to checklist if applicable):

ALL bookings must be verified with the Booking Officer. Exact times and dates must be given when applying for use of Reserve grounds.

- ❖ I/We agree to ensure that the site and facilities will be left in a clean and tidy condition.
- ❖ I/We agree that if the Reserves Officer declares that the ground is, or will be unfit to use because of bad weather, the event shall not take place until the ground condition is suitable.
- ❖ I/We agree to comply with the provision of the Western Bay of Plenty District Council Bylaws relating to parks and Reserves.
- ❖ I/We agree to comply with the conditions set out in the confirmation letter.
- ❖ I/We agree to pay any applicable fees and charges in accordance with Council's fees and charges policy.
- ❖ **BONDS & PUBLIC LIABILITY INSURANCE** (if applicable).
I/We agree to pay all bonds due and provide evidence of insurance cover to Council staff two weeks before booking date.

Signature

Date

Signature

Date

Organised Events Held On Council Reserve

Policy

Use of any reserve for an organised event requires the approval of the Reserves and Facilities Manager, Western Bay of Plenty District Council. Applications for approval to use a reserve for an organised event should be made in writing and include the following information:

- The date(s) of the event; the name of the organisation holding the event; and key contact people.
- The nature of the event; its duration and purpose including how it will provide for public access and enjoyment.
- A plan showing the layout of the event including provision for emergency access, the location of toilets (temporary and permanent), recycling bins,, first aid, parking and other facilities.
- A timetable for preparations leading up to the event and for clearing up after the event.
- Proposals for advising neighbours and the local community about the event
- The financial resources of the event organiser and/or its sponsors (which must be named).
- Proposal for reinstatement of the reserve.
- Copy of public liability insurance.
- Copy of operator's licences from any operator supplying or in charge of any Amusement Device.
- Food storage, preparation and sale at the event.

The cost of organising and running any approved event on a reserve will be the responsibility of the event organiser. Any reserve used for an approved event is required to be left in the condition on which it was found prior to the event to the satisfaction of the Reserves and Facilities Manager, Western Bay of Plenty District Council.

Event organisers for any approved event will be fully responsible for securing in advance all consents and approvals for the operation of the event and will ensure they respect any relevant Bylaws or District Plan requirements (such as noise controls).

The Reserves Act 1977 does not permit overnight stays on any reserve which is not a reserve set aside under Section 53 of the Act as a Camping Ground. However, Section 44 of the Reserves Act 1977 allows use of reserves in accordance with its Management Plan. Where any event covers 2-3 days, security personnel are permitted to patrol overnight.

Council will retain the right to require a refundable bond from any event organiser and retain the discretion to expend the bond to reinstate the reserve should this be required. The amount required in bond will be determined by the Reserves and Facilities Manager, Western Bay of Plenty District Council, with reference to Council's Schedule of Fees and Charges.

Explanation: Events can enhance the public use and enjoyment of reserves and contribute to the diversity and vibrancy of the community. Events with large numbers of people and activities can also adversely affect the reserve and its neighbours. Council therefore needs to retain full discretion over the number, nature and organisation of any organised event on reserve land.