

EVENT RULES

1. Events must be held in a manner that allows maximum use of the reserve for the general public not taking part in the event.
2. All events must cease at midnight unless prior permission is granted by Waikato District Council.
3. All statutory requirements and bylaws must be adhered to e.g., District Plan or obtain Resource Consent if you cannot comply with the District Plan. Event organisers are responsible for the health and safety of participants and spectators.
4. Requests for use of Waikato District Council reserves for events must be received by the Waikato District Council no less than two months prior to the date of the planned event. Event applications received less than two months prior to the proposed event may be considered for approval at the discretion of the Waikato District Council.
5. If an event requires traffic management, an application must be received by Waikato District Council two months prior to the planned event. If a road closure is required, an application must be received by Waikato District Council 90 days before the planned event. Traffic Management Plan must comply with the Code of Practice for Temporary Traffic Management. A Traffic Management Plan must be prepared by a qualified Site Traffic Management Supervisor (STMS) and must comply with the Code of Practice.
6. Event organisers are responsible for: security, traffic and parking management, noise control, toilet provision and rubbish collection at the applicant's expense. Any damage, security or call out fees incurred by the Waikato District Council will be charged to the applicant.
7. All event organisers must comply with District Plan noise standards. Any monitoring of noise levels by Waikato District Council staff or its agents during an event will be at the event organiser's expense.
8. A bond may be required at the discretion of Waikato District Council and the amount will be determined by the nature of the event. This bond will be returned if the reserve is left in the same condition it was before the event.
9. The applicant is required to notify Council within a minimum of 24 hours of any event cancellations.
10. Failure to comply with any of the above rules may impact upon future applications for use of reserves for events.
11. If you require use of a lake/harbour, please attach a copy of Waikato Regional Council's event authorisation form. Please call Waikato Regional Council on 0800 800 402 for further information.
12. If you require the use of Department of Conservation land, please contact DOC on 07 858 1000 for further information.
13. The Contact Person is responsible for the event, clean up, Health & Safety, costs incurred by the Council and Compliance with the conditions as well as bond (if applicable).

Note 1: Event Rules may be added in respect of this application by the Waikato District Council

Note 2: All public reserves can be used at any time by the general public, including during your event.

Note 3: The Environmental Health Section may require further detail information in relation to food premises, noise, and sanitary facilities etc.

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 Waikato District Council may impose on the exercise of its grant of this application.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

► Please return this form, including the Health and Safety Declaration, including Hazard Register to:

Waikato District Council, Service Delivery Team Administrator, Private Bag 544, Ngaruawahia 3742 or email publicenquiries@waidc.govt.nz . All enquiries to Customer Delivery team 0800 492 452.

Office use only:

Team Administrator:	<input type="checkbox"/> Date Received: _____	Health and Safety:	<input type="checkbox"/> Sign: _____ Date: _____
Event authorized:	<input type="checkbox"/> Sign: _____ Date: _____	Consents:	<input type="checkbox"/> Sign: _____ Date: _____
TMP Officer:	<input type="checkbox"/> Sign: _____ Date: _____	Waste Minimisation:	<input type="checkbox"/> Sign: _____ Date: _____
Environmental Health:	<input type="checkbox"/> Sign: _____ Date: _____	Parks and Reserves Final sign off:	<input type="checkbox"/> Sign: _____ Date: _____
Building:	<input type="checkbox"/> Sign: _____ Date: _____	Reserve and Key Bond Amount: \$	_____