

***\*Council reserves the right to cancel this booking at any time. The booking is not confirmed until all fees are paid and Council has signed the application.***

SCHEDULE 1 - APPLICATION DETAILS  
– SECTION 1 – ALL EVENTS

 SUBMISSION DATE:

NAME OF PARK/ LOCATION:

 CONTACT INFORMATION

AND//OR: Event Organiser's full name:

Company Name:

Phone Numbers: Day  Mobile:

Email Address:

Address (Postal):  Address (Physical): *if different from postal*

Country:

 PARK USE

**Name/Nature of Event:**

Type of Event:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Picnic        | <input type="checkbox"/> Sports and recreation | <input type="checkbox"/> UAV/drone – also requires completion of section 2 |
| <input type="checkbox"/> Birthday      | <input type="checkbox"/> Concert               | <input type="checkbox"/> Filming – also requires completion of section 2   |
| <input type="checkbox"/> Wedding       | <input type="checkbox"/> Environmental group   | <input type="checkbox"/> Fair/circus/carnivals                             |
| <input type="checkbox"/> Work function | <input type="checkbox"/> Educational group     | <input type="checkbox"/> Other - Please Specify:                           |



## DETAILS – DATE, TIMES AND NUMBER OF PERSONS

Event Start  
Date:

Event  
Finish Date:

Start Time:

Finish Time:

Postponement  
Date/s:

Number of persons  
attending:



## DETAILS - LOCATION



Please attach a separate sheet with a site plan of each location including street address, identified shoot areas, camera setup, catering, structures, identified activity areas parking etc. Please provide as much detail as you can as this may help speed up your application.

Provide street address and site map; identify shoot areas, camera, lighting, parking etc.  
ANY FILMING ON ROADS WILL REQUIRE A TRAFFIC MANAGEMENT PLAN



## ACCESS PARKING AND EQUIPMENT

**ACCESS REQUIREMENTS**  
*eg. Whether any Council gates, barriers or other structures need to be opened. Includes after hours access*

**USE OF PUBLIC FACILITIES**  
*eg. Whether any public toilets or other public facilities need to be used*

**PARKING REQUIREMENTS**  
*Provide Map*  
*Include number, type of vehicles and parking arrangements for all vehicles at the location.*  
  
*Include whether Traffic Management Plan is required*

**OTHER SPECIAL REQUIREMENTS**  
*Risk Management Plan and site specific Health and Safety Plan may be required*

ANIMALS

WATER

COMMERCIAL ACTIVITIES

POWER

IF NONE TICK BELOW

UNDERGROUND/OVERHEAD SERVICES

AMUSEMENT DEVICES EG BOUNCY CASTLE, MINI JEEPS, BUMPER BALLS

OTHER, SPECIFY

DRONES

OPERATOR NAME:

Note ICC requires all drone operators to hold CAA Part 101 and/or 102 certification depending on the size

**TEMPORARY STRUCTURES**  
*eg. Marquees, scaffolding, tents, stage etc*

TICK IF NONE

**SPECIAL EFFECTS**  
*eg. Fire, smoke, rain, wind, guns, explosions, fireworks, snow.*  
 This will require Council approval prior to granting application/permit.

**MOBILE TRADING AND LIQUOR LICENSING**

TICK IF NONE

ALCOHOL OR FOOD SUPPLY SALES	ANY OTHER MOBILE TRADERS
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**SOUND**

*Provide details of any amplified sound or loud noises*

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**SECURITY**

*Provide details of any proposed security*

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**PERMITS AND CONSENTS**

*The Applicant acknowledges the permits/consents listed have been applied for and granted and must be produced upon request*

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**WATERWAYS:** Environment Southland approval obtained and harbor master being/been contacted?

YES

NO

NOT APPLICABLE

CONTACT: <a href="mailto:lyndon.cleaver@es.govt.nz">lyndon.cleaver@es.govt.nz</a>
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SCHEDULE 1 - APPLICATION DETAILS  
- SECTION 2 FILM/UAV



CONTACT INFORMATION

CONTACT PERSON FOR  
SHOOT DAYS ON SET

NAME:

MOBILE:

CONTACT PERSON FOR  
SAFETY OFFICER  
N/A

NAME:

MOBILE:

Location Manager:

Contact Number:



PRODUCTION DETAILS

**Production Title and/or Product being advertised:**

Type of Production:

- |  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> TV Commercial           | <input type="checkbox"/> Music Video | <input type="checkbox"/> Web Content  |
| <input type="checkbox"/> Stills                  | <input type="checkbox"/> Feature     | <input type="checkbox"/> Web Advert   |
| <input type="checkbox"/> TV Content              | <input type="checkbox"/> Tourism     | <input type="checkbox"/> Reality Show |
| <input type="checkbox"/> Other - Please Specify: | <input type="checkbox"/> Short Film  |                                       |



BRIEF DESCRIPTION

*eg. a 60 minute documentary about mountain biking to be screened in New Zealand in January.*





## DETAILS - ACTION

### ACTION BEING FILMED:

*eg. Actor walking down street talking on cell phone*



## NUMBER OF PERSONS ON LOCATION

*Must include all persons on location (e.g. crew, cast, extras, clients and agency)*

CREW:

CAST:

EXTRAS:

AGENCY:

CLIENT:

If these are not confirmed please fill in an approximate number



## DETAILS - SHOOT DATE AND TIMES

Shoot Start Date:

Shoot Finish Date:

Weather Cover Start Date:

Weather Cover Finish Date:

Arrival Time at Location:

Departure Time at Location:

Filming Start Time:

FilmingWrapTime:

If these are not confirmed please fill in an approximate date range



## EQUIPMENT

DETAILS OF EQUIPMENT

IF NONE TICK BELOW

CAMERA

K/DOLLY

TRIPOD

TRACKING VEHICLE/GATOR

OTHER, SPECIFY

HELICOPTER

GENERATOR

CAMERA CRANE

DRONE/UAV – make sure you have filled out drone section in section 1

SIGNIFICANT PROPS // SET DRESSING  
*eg. Animals, signage, plants*



## SPECIAL CONDITIONS





**CHECK PROCESS FOR RESERVE BOOKINGS**

**Event Type:** .....

**Proposed Date:** .....

**Contact Name:** .....

**Contact Phone:** .....

**Initial Process – All Bookings**

Initial contact received from Event Organiser by Parks regarding booking a Reserve for an event

Date checked in Bookings Calendar and available for hire. Event Organiser advised date availability and that he/she will be advised within two (2) working days whether Reserve site is suitable for type of event

Discussion with Event Organiser regarding special requirements which may require Risk Management Plan, Traffic Management Plan, Public Liability Insurance, consent from Outside Entity, Site Specific Plan, Liquor Licence, Food Vendor Certification eg:

Power/water	Involves animals
Food/alcohol provision	Involves amusement devices
Vehicle access	Parking/Traffic Management
Commercial activity	Erection of Temporary Structures
Filming/UAV	Other

Tentative booking entered

Parks staff undertake checks regarding suitability of site or event

Event Organiser contacted and advised Reserve suitability for event or alternative site offered

Booking form information sent including Council aerial photograph of site showing *known* services marked on it. Event Organiser advised tentative bookings only held for four weeks and payment is due upon receipt of application. Completed application received and payment receipted (including bond if required). All required supplementary information received

Event Organiser advised regarding access (ie key collection or on-site pre-entry meeting, dependent on type of event)

**Small/Simple Bookings – Only Special Requirements Are Power/Water/Access (ie Picnic/BBQ, Wedding etc)**

Event Organiser collects Key (if required) for access or arrangements made for Gates to be opened

Reserve checked by Parks prior to booking on day of event

Reserve checked by Parks following booking to ensure site is tidy, all rubbish removed and no damage

Event Organiser returns Key (is advised of any issues and further fees paid)

**OR**

**Large/Complex Bookings With Special Requirements (ie Public Event/Commercial Activity/Filming etc)**

Event Organiser to contact Parks to arrange on-site pre-event meeting prior to entry onto reserve being granted

Event Organiser provides any additional information requested to Council prior to entry

On-site pre-event meeting on ..... (*date*) at which time any services (both above and below ground) are identified and located

Parks staff provide access to Reserve

Parks staff carry out routine visits during event

Following event, Event Organiser ensures site is tidied, all rubbish removed and grounds are in good order with no damage

Parks staff undertake post-event inspection and Event Organiser is notified of any issues

Bond reimbursed to Event Organiser or Event Organiser is invoiced for any reinstatement costs over and above Bond retained.

***Council reserves the right to cancel a booking at any time***





The following Terms and Conditions apply to all events, including filming and UAV control:

*NOTE: The Event Organiser is responsible for adhering to all the following conditions. If the Event Organiser is applying on behalf of an organisation then that company is responsible for ensuring all the conditions below are adhered to.*

- 1/ **BOOKINGS:** All events must be recorded in the Parks Division booking system. While we may not be able to provide you with exclusive use of a park, we can advise other Event Organisers of your event, thus avoiding unnecessary double bookings.

Booking form and payment is due within four weeks of tentatively making a booking if this is more than four weeks in advance of the date of your event. If the event is within four weeks of your booking then you are required to pay and hand in booking form at time of the booking. Other circumstances are up to the Park Manager's discretion.

Some hiring of parks and reserves require collection of a key from the Parks Office to gain access to specific areas/facilities. Please check with the Parks Office whether you require a key prior to your event.

Please note that members of the public must have freedom of use of the park except for closed events.

We strongly advise you to provide a postponement date and to consider organising a wet weather venue in case of inclement weather.

The park is hired on an "as is" basis and Council is not responsible to carry out any extra work (ie extra grass mowing, opening of barriers etc.) unless prior agreement has been reached with the Parks Manager and the appropriate fee paid.

Council will not be responsible for any damage caused to the hirer's property or items of clothing in any way whatsoever.

- 2/ **CANCELLATION AND TERMINATION:** Please advise the Parks Office as soon as possible if you decide to cancel or postpone an event so other groups wishing to use the park can benefit. Due to popularity for some Parks and Reserves, the fee will only be refunded should the event be cancelled at least two weeks prior.

Should any conditions as part of this consent not be met or adhered to, Council may withdraw permission at any time, and any future applications for park use may be denied.

- 3/ **CHANGE IN USE:** The Event Organiser's use of the Location shall be restricted to the specifics detailed in Schedule 1. The Event Organiser shall immediately inform Council of any proposed change to the details recorded at Schedule 1. Council retains the right to cancel this Permit should the notified changes result in substantial alteration to the details (in the opinion of the Council).

- 4/ **FEES AND CHARGES:** Use of some Council parks is conditional on the payment of a fee to be paid when booking or by arrangement with the Parks Manager (please see the list of fees and charges on page 15). We will also need to know whether you require power for some facilities or any other special requirements when making the booking. Extra charges may apply.

The Parks Manager reserves the right to charge additional fees if the event or activity is deemed to require extra staff to be on duty.

Any marquee, stage, large structure, circus, fair, carnival or other commercial organisation will be subject to the approval of the Parks Manager and may be charged an additional fee and in some cases, a bond for damages.

Early entry on to reserve may incur a penalty fee.



5/ **NO BINDING CONTRACT:** The Council shall not be obliged to grant this Permit until such time as:

- (a) it receives the fully completed and executed Permit from the Event Organiser;
- (b) the terms of the Permit are approved by Council (in its sole discretion);
- (c) all fees in relation to the application have been met.

6/ **DRONES:** Applications for UAV Consent to operate within the defined areas as shown in the ICC Unmanned Vehicles Policy is subject to:

- Compliance with all CAA and Air Traffic Control requirements
- No other recreational activity being undertaken in the area at the time
- Operation only being undertaken between the hours of dawn to dusk and the UAV being within visible sight lines at all times.
- An application for consent may be granted or refused by Council and may be subject to any conditions that the Council deem necessary to ensure public safety and the prevention of nuisance. Consent may be granted on an ongoing basis or may be granted for a single event.
- Please consider registering with the Air Share Website. This information helps CAA keep track of regular and non-regular UAV operators in each area.

All applications must comply with the ICC UAV Policy for the use of parks and reserves for events. Event Organisers must also comply with the Privacy Act for all events held on Council land.

7/ **LOCATION RELEASE:** Council grants its licensees, agents, successors and assigns, the right, but not the obligation, in perpetuity throughout the world and in all media, now or hereafter known, to use (in any manner it deems appropriate, and without limitation) in and in connection with the motion picture/photograph, by whatever means exhibited, advertised or exploited, the appearance of the location or property as specified in the booking form.

8/ **SECURITY ON SITE:** The Event Organiser is solely responsible for the security of event participants and any facilities or structures brought on to the reserve for the duration of the event.

9/ **ADVERTISING:** The Event Organiser shall advertise only on the reserve on which the event is being held. Advertising is restricted to within two weeks of the event and must be removed immediately following the event. See Parks Staff for further information on rules around signage and advertising events.

10/ **NO TRANSFER:** The Event Organiser shall not assign, sub-license, mortgage, charge, encumber or part with possession of any area within the park, or any facilities or equipment without the prior written approval of the Parks Manager.

11/ **DIRECTIONS:** The Event Organiser shall comply with all reasonable instructions given by the Council at any time.

12/ **SERVICES:** The Event Organiser shall be responsible for the identification of any underground/above ground services which may be affected by its activities and the obtaining of any relevant service authority's permission to operate below/above. Please use 'B4U Dig' or contact PowerNet for cable location. For identified events where ground penetration is needed, signoff by a Parks staff member is required.

13/ **RUBBISH:** The Event Organiser is responsible for ensuring that your area of the park is kept tidy and rubbish free during your event and that all rubbish resulting from your event is removed from the park at the conclusion of your event.

If the Event Organiser fails to collect and dispose of all rubbish and litter by the expiry of this Permit then the Council shall be entitled to have the rubbish and litter removed and the cost of removal is to be borne by the Event Organiser, either by deduction from the Bond or payment direct from the Event Organiser. Any rubbish that can be recycled shall be.

In some cases it may be necessary to supply additional rubbish bins/bags during your event. This will be the responsibility of the Event Organiser.



- 14/ DAMAGE:** Any damage to the location, vegetation, structures, or other property or any loss incurred by any person whatsoever resulting from the Event Organiser's use of the location, as determined by Council, is the responsibility of the Event Organiser and is to notify Council as soon as possible. The Event Organiser is liable to pay all amounts as a result of such damage or loss to the Council and to do any other thing necessary to make good such damage or loss.

If you are holding your event on a Council park, you may be required to pay a bond to cover potential costs of repairing any damage and undertaking any clean up work (if the area is not left in the way it was found).

The bond amount will depend on the area you are using and the scale of activities you are undertaking. You will be required to pay the bond prior to the event.

Bonds will be refunded if the park is returned to its original condition at the end of the event and conditions have been complied with. Council reserves the right to deduct any costs it incurs as a result of the event, from any bonds held.

- 15/ REPAIRS:** Any repairs to Council land will be carried out by Council and all associated costs will be met by the Event Organiser.

- 16/ PARKING AND TRAFFIC MANAGEMENT:** If your event is likely to attract more than the allocated space for vehicles to the park, consideration must be given to parking requirements and the management of overflow parking. If any part of your event is to be staged on a road, or restricting vehicle or pedestrian access, causing distractions to drivers and pedestrians, a Traffic Management Plan will be required.

Motorised vehicles are not permitted on Council parks other than on areas designated as roadway or parking without prior written authority from the Parks Manager. Vehicle speed must be kept to a minimum and all road rules followed.

Please discuss your requirements with the Parks Manager.

- 17/ STRUCTURES:** Large structures and temporary buildings may require prior consent from Council's Building Consent Department. Please discuss your requirements with the Parks Manager in the first instance. A copy of the building consent must be produced upon request.

- 18/ ANIMALS:** In 2005 the Council adopted the Dog Control Policy for the City's parks and reserves. In most parks this requires all dogs to be kept on a lead and under control at all times and for dog owners to clean up after their dogs. Dogs are not permitted on marked sports fields or within ten metres of any play equipment, areas around ponds and wildlife lagoons, and any other areas indicated by signage for temporary dog prohibition.

Please discuss your requirements with the Parks Manager if you wish to have animals as part of your event. Circuses and other events requiring animals will be required to guarantee that all animals will be suitably housed and kept under control at all times.

- 19/ HEALTH AND SAFETY:** The Council considers the Event Organiser to be in control of the location during the term of this Permit and the Event Organiser shall take all practical steps to prevent any harm occurring. The Event Organiser is responsible for the safety of all users of the Location during the term of this Permit. An audit may be carried out by Council at any time during the term of this Permit to ensure compliance with the HSWA 2015.

Hazards may be present at the location or may arise as a result of the Event Organiser's activities at the location. The Event Organiser shall, prior to entering the location, identify and notify Council of all hazards identified and the procedures to be put in place by the Event Organiser to prevent/isolate such hazards. Where accidents, incidents or near misses occur at the Location the Event Organiser will immediately notify Council and advise the procedures that are being put in place to prevent further similar events.

In most cases, members of the public will have freedom to move around and through the park during your event without restriction. The Event Organiser is responsible for ensuring that the plan is followed and that there is compliance with the requirements of the Health and Safety at Work Act 2015, including any amendments or regulations there after.



## SCHEDULE 3 // TERMS AND CONDITIONS

The plan should outline possible causes of hazards, possible outcomes, and the suggested actions to reduce such hazards.

Your Risk Management Plan for your event must be submitted to the Parks Manager for approval at the time of application prior to the event commencing.

A Risk Management Plan is required for your protection and Council's. A Risk Management Plan is a document that:

- Identifies all the hazards which may threaten participants or other people in the vicinity during the event.
- Indicates what reasonable controls the organiser has put in place to eliminate, isolate or minimise the hazards identified.

**20/ TOILET FACILITIES:** Many of the parks have public toilets provided. Some toilets may require an arrangement to have them unlocked/locked by Parks Staff. Please check with the Parks Office for information on where these are. You may also be required to bring your own toilet paper and other products to ensure the toilets are kept clean for the next event.

It is the responsibility of the Event Organiser to ensure that adequate toilet facilities are provided for the numbers of people expected to attend your event. Portable toilets should be hired if required and removed immediately following the event.

**21/ FOOD STALLS AND PERMITS:** If your event is on a Council park or reserve you will need to indicate whether you intend to have food traders (including a 'sausage sizzle') at your event when you complete your event application form. As the Event Organiser you are obliged to make your food traders aware of the basic hygiene rules for handling food. Council encourages the provision of healthy food options.

All mobile or travelling shops and stalls (including public events where food is intended to be provided free of charge, ie sausage sizzle) are required to obtain a stall licence or health premise licence from the Council to trade. For more information contact the Council's Environmental Health Division. Council reserves the right to charge a fee for each mobile trader/stall for any event.

The trading of tobacco or illegal substances is not permitted on Council parks.

**22/ MOBILE TRADERS:** Mobile traders may be permitted on some parks at the discretion of the Parks Manager and will be dependent on the following conditions:

- Mobile traders will be charged a daily, weekly or monthly fee according to the length of time requested. All fees are to be paid in advance.
- In accordance with the Mobile Trading Bylaw 1983 all mobile or travelling shops and stalls are required to obtain a licence from the Council to trade. For more information contact the Council's Environmental Health Division.
- Details of the type of goods to be sold are to be submitted to the Parks Manager on application.
- Details of the appearance of the mobile unit are to be submitted to the Parks Manager on application.
- The unit shall not impede or inconvenience the flow of pedestrians or park users at any time. No public seating or facilities are to aid, form part of or be used in conjunction with the unit.
- No amplified music is permitted.
- Advertising shall be limited to that which can be attached to the unit.
- The trading of tobacco or illegal substances is not permitted on Council parks.
- The Mobile trade permit holder may give one week's notice of termination of this agreement.
- Failure to comply with any of these conditions will result in the permit being cancelled or varied.

**23/ LIQUOR LICENCES:** If you wish to supply or sell alcohol at your event, you may need to obtain a Special Liquor Licence from the District Licensing Agency. Permission is required from the Parks Manager prior to the Event Organiser applying for a special licence. Please Note: Applications for a Special Liquor Licence must be lodged at least 20 working days prior to the event. A liquor ban is in effect in some Council parks – please discuss your requirements with the Parks Manager.



24/ **SUSPENSION:** If the Council is not satisfied that the Event Organiser is complying with its obligations under this Permit then it may temporarily suspend this Permit for such period of time until the Council decides that the Event Organiser is complying with its obligations. The Event Organiser shall cease all activities at the Location during any period of suspension.

25/ **COMPLIANCE:** Event Organisers shall adhere to the management policies of the current Reserve Management Plan and any Council Bylaws, Policies and Regulations. Parks staff can assist with providing this information.

This Permit is not a consent under any other statute, regulation or bylaw affecting the Location or its use and the Event Organiser shall, prior to entering the Location, obtain all necessary consents (including resource consents), licences and other permits necessary to allow it to carry out filming pursuant to this Permit. In the event that the Event Organiser fails to hold such valid consent, licence or permit, then the operation of this Permit shall be suspended until such time as the Event Organiser holds such valid consent, licence or permit, and the Event Organiser will vacate the Location during such suspension.

Event Organisers must also comply with the Privacy Act for all events held on Council land.

26/ **RESTRICTED ACCESS:** If due to any reason, including but not limited to, fire, storm, earthquake, emergency or disaster, whether man-made or not, or for any other reason the Location is not available, the Council's liability under this Permit is limited to refunding the Fee to the Event Organiser.

27/ **REGULATORY FUNCTION:** Nothing in this Permit shall be read as limiting or otherwise affecting the proper and valid undertaking or exercise of any regulatory or statutory power or function by the Council or any part of its operations.

28/ **INDEMNITY:** The purpose of an indemnity is to require the person giving the indemnity to meet any claims against the person who holds the indemnity. The Event Organiser shall keep the Council indemnified against all claims, actions, losses, and expenses of any nature which the Council may suffer or incur or for which the Council may become liable in respect of:

- (a) the negligent or careless use or misuse by the Event Organiser or persons under the control of the Event Organiser of the Location;
- (b) any accident or damage to property or any person arising from any occurrence in or near the Location wholly or in part by reason of any act or omission by the Event Organiser or persons under the control of the Event Organiser ; and
- (c) anything otherwise arising directly or indirectly from the use of the Location by the Event Organiser.

If an event is to take place in an area which is usually open to the public, and which has private property nearby, Council needs to ensure that no injury occurs to members of the public and that no damage occurs to other people's property.

29/ **PUBLIC LIABILITY INSURANCE:** Public liability insurance is an insurance policy held by an organiser of an activity. It provides the organiser with some protection if a third party brings an action against the organiser or when there is a risk of damage. Without such a policy the organiser would be personally liable. Public liability insurance will also be important when the organiser has indemnified Council, and a third party makes a claim against Council.

30/ **CONSULTATION:** If your event is likely to attract large crowds, or if it involves amplified sound, road closures, traffic control or parking restrictions, you may need to consult with nearby businesses and residents.

Road closures, parking restrictions and traffic control may affect residents' access to their properties and may also impact on workers accessing their place of business or customers accessing commercial properties and shops. Please discuss your requirements with the Parks Manager.

31/ **NOISE/ GLARE/ VIBRATION/ DUST CONTROL:** Please discuss any adverse effects that might result from your event with the Parks Manager.

Noise control comes under the provisions of the Resource Management Act 1991 which aims to protect people from unreasonable or excessive noise; provide noise control in the community; protect the rights of people and industry to make a reasonable amount of noise; and to allow the public, local authorities and Police to work together to control noise. For more information about the amount of noise and resulting nuisance your event is likely to create, contact the Council's Environmental Health Division.



32/ GENERAL CONDITIONS:

- 32.1 Emergency and public access ways must be kept clear at all times.
- 32.2 Activities must not restrict general public access and enjoyment of the park.
- 32.3 Please follow all directions given by the Park staff member responsible.
- 32.4 All park resources, including buildings, fences, structures, services, vegetation, rocks and turf are protected and are not to be altered in any way. Which includes any facilities (including the fixing of temporary signs or advertisements in the park or to the exterior of any facility) without the prior written approval of the Parks Manager
- 32.5 Consent applies to the approved allocated area as indicated on the booking form and plan and as instructed by the Parks Manager for the specified date/s only.
- 32.6 The lighting of fires and fireworks is not permitted on parks without the prior written approval of the Parks Manager and the appropriate fire permit has been obtained.
- 32.7 The Event Organiser shall notify the Parks Manager of any accident on the park during an event, or any defect in the park facilities or equipment that the Event Organiser becomes aware of immediately.
- 32.8 The Event Organiser must ensure that the performance, playing or showing of any copyrighted work complies with the Copyright Act 1994.
- 32.9 All organised events on Parks and Reserves should be promoted as being healthy and Smoke Free.
- 32.10 It is recommended signage and high visibility gear is used during an event to warn public



## FEES, CHARGES AND REQUIREMENTS

General Casual Use Park Charge 2017/18  
(Plus any special requirement charges) (including GST)

**Any area of any park or reserve for a wedding, picnic or non-commercial event** \$ 25.00

**Special Locations** (plus any special requirements)

Queens Park Band Rotunda (includes power)	\$ 50.00
Queens Park Winter Gardens (between 5.00 to 7.00pm Summer only)	\$ 85.00
Anderson Park Pavilion/Kitchen (includes power)	\$ 60.00
Anderson Park Pavilion/Kitchen and BBQ (includes power)	\$ 90.00
Anderson Park Second Picnic Area	\$ 40.00
Otepuni Gardens Band Rotunda (includes power)	\$ 50.00
Otatara Scenic Reserve (ex Guide Camp area)	\$ 40.00

**Special Requirements**

Queens Park

Power - where available	\$ 25.00
Gates - to have gates opened for official vehicles (1 hour maximum)	\$ 100.00

Anderson Park

Marquee site - includes use of pavilion and kitchen	From \$ 400.00
Access after dusk	\$ 195.00

Gala Street Reserve

Power - Fountain	\$ 25.00
Power - Circus Area – Connection fee <b>PLUS</b> cost of power used based on actual reading	

Wachner Place - including power (per day charge)

Commercial site including power (per day charge)	From \$ 240.00
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Other reserves and activities (including concerts or similar)

As determined by the Parks Manager based on size, duration, location and nature of event	From \$ 125.00
Power (where available)	\$ 25.00

Access to reserves through gates and barriers (key fee)

\$ 100.00

Fairs and Carnivals

From \$ 285.00

Circuses (non-performing and performing days) per day

From \$ 285.00

As determined by the Parks Manager based on size, duration, location and nature of event Plus power if available

Bonds (Where not defined below, bond to be determined by Parks Manager)

Marquee site	From \$ 530.00
Commercial activities (including fairs and carnivals)	From \$ 530.00
Circuses	From \$ 1,125.00

General Park Charge	\$ _____	List of Auxiliary Activity Providers	<input type="checkbox"/>
Special Requirements	\$ _____	Risk Management Plan	<input type="checkbox"/>
	\$ _____	Site Specific Health and Safety Plan	<input type="checkbox"/>
	\$ _____	Indemnity and Public Liability Insurance	<input type="checkbox"/>
	\$ _____	Parking and Traffic Management Plan	<input type="checkbox"/>
Bond	\$ _____	Food stalls, Liquor Licenses etc	<input type="checkbox"/>
<b>Total Amount Due</b>	<b>\$ _____</b>	Mobile Trader Permit	<input type="checkbox"/>

**Fees are calculated as per the Fees and Charges above. Payment is required with submission of this application.**

Cheques should be made out to 'Invercargill City Council' and can be posted or delivered with the completed booking form to:

Invercargill City Council Parks Division	Ph: 03 219 9070
216 Queens Drive	Queens Park Office Fax: 03 217 5358
Private Bag 90104, Invercargill	Email: parks@icc.govt.nz

Full payment is required when booking unless arrangement has been made with the Parks Manager. Bonds for damages will be refunded at the conclusion of the event once the site has been inspected.

*The Queens Park Office does not have EFTPOS or Credit Card facilities.*



# APPLICATION & DECLARATION

The Council relies on the information contained in this application being complete and accurate. The Event Organiser must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.

PLEASE TICK

I HAVE READ ALL RULES AND CONDITIONS OF THIS PERMIT AND AGREE TO ABIDE BY THEM

I ACKNOWLEDGE THAT COUNCIL IS ENTITLED TO IMPOSE CONDITIONS UPON USE OF THIS PARK AT ITS DISCRETION

I ACKNOWLEDGE THAT AS AN EVENT ORGANISER I AM RESPONSIBLE FOR ENSURING THAT ALL AUXILIARY ACTIVITY PROVIDERS HAVE READ AND AGREE TO THE TERMS AND CONDITIONS FOR THE USE OF PARKS FOR EVENTS. A LIST OF ACTIVITY PROVIDERS IS ATTACHED TO THIS FORM

I AGREE TO PAY ALL CHARGES AND BONDS FOR THE USE OF THIS PARK AS REQUESTED BY COUNCIL

I HAVE BEEN AUTHORISED TO BIND MY ORGANISATION TO THIS AGREEMENT

Full name of person lodging this form

Firm/Company

Dated

Signature of the Event Organiser:

Approved on behalf of Council:



### For Office Use

General Park Charge \_\_\_\_\_ \$

Power/BBQ (AP/QP/OG) \_\_\_\_\_ \$

Gates opened (QP) \_\_\_\_\_ am/pm. \$

Service vehicles/after dusk access (QP/AP) \_\_\_\_\_ \$

QP Winter Gardens (Summer 5 – 7pm) \_\_\_\_\_ \$

Marquee/stage/structures etc \_\_\_\_\_ \$

Mobile trader \_\_\_\_\_ days x \$ \_\_\_\_\_/day \$

Commercial activity \_\_\_\_\_ days x \$ \_\_\_\_\_/day \$

Circus, fairs etc \_\_\_\_\_ days x \$ \_\_\_\_\_/day \$

Wachner Place \_\_\_\_\_ days x \$ \_\_\_\_\_/day \$

Filming/UAV \_\_\_\_\_ \$

Bond \_\_\_\_\_ \$

**TOTAL**

\$

Booking entered / confirmed

Payment received / Receipt sent

Bond received

Health & Safety Plan received

Insurances sighted

Traffic Management plan sighted

Food/Liquor licenses sighted

Key allocated

Rangers/Supervisor/Ops notified

Security notified

Key returned

Site inspected / Bond refunded

Risk Management Plan received

**BOOKING REF:**