

EVENT REGISTRATION AND VENUE BOOKING APPLICATION

Event Definition:

A public gathering or organised special occasion of limited duration that brings people together for the primary purpose of participating in an uplifting community, cultural, commemorative, recreational, sport, art, educational or entertainment experience.

Please complete this form and clearly fill in all details of your event. If you have any questions please contact the Kawerau District Council, for more information visit our website <http://www.kaweraunz.com/events>

DETAILS

Event Name: (If applicable)			
Type of Registration: (include ALL activities)			
Date/s Required:		Numbers Attending:	
Set-up date/time: (required)		Pack-down date/time: (required)	

ORGANISER DETAILS

Name:			
Organisation:			
Address:			
Email:			
Telephone No:		Mobile:	

VENUE (please tick)

Town Hall		Bert Hamilton Hall	
Concert Chambers		Netball Pavilion (01 Oct – 31 Mar only)	
Ron Hardie Recreation Centre		Maurie Kjar Aquatics Centre <i>(Separate Booking Form)</i>	
Prideaux Park Pavilion		Firmin Lodge (Separate Booking Form)	

PARKS & RESERVES (please tick)

Circus Paddock		Prideaux Park	
Boyce Park		Tarawera Park	
Firmin Field		Waterhouse Street Reserve	
Stoneham Walk		Other - NON KDC VENUE	

KDC SERVICES REQUIRED (please tick)

Kitchen Hire – Town Hall only, no. of hours required		Serviced Bins (Please advise how many bins required)	
Firmin Field Toilet Block Required		Frequency of Service (1-off/weekly/monthly)	
Sound & Vision (Town Hall/Concert Chambers only)			
Tutorial required for Sound & Vision			

ADDITIONAL REQUIREMENTS SUPPLIED BY ORGANISER (please tick)

Road Delays/Closures (60 working days)	<input type="checkbox"/>	Food (to be consumed or sold)	<input type="checkbox"/>
Bouncy Castle	<input type="checkbox"/>	Liquor (to be consumed or sold) 20 working days - separate form	<input type="checkbox"/>
Amusement Device (MCO) 20 working days – Separate form	<input type="checkbox"/>	Waste Management Plan (please see notes on minimisation process in Conditions of Hire)	<input type="checkbox"/>
Marquee over 100m ² (BCO) 20 working days for Building consent to be approved	<input type="checkbox"/>	Security Plan	<input type="checkbox"/>

Health & Safety:

As an event organiser, you are responsible for planning and managing risks at your event by taking all reasonably practicable steps to deliver a healthy and safe environment, and therefore enjoyable event experience.

Do you have a Health & Safety Management Plan for this Event? Yes / No	Attached:	<input type="checkbox"/>
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PLEASE READ THE PRIVACY STATEMENT BELOW AND CONDITIONS OF HIRE ATTACHED**TICK THE BOX AND THEN SIGN BELOW****Privacy Statement**

The information provided when booking or using a Council venue will be used to correctly identify and to contact the person or organization responsible for booking the venue. It may also be released to an external agency for the purposes of maintaining an 'Events Calendar' for Kawerau. Kawerau District Council customer services staff also have access to this information.

Under the Privacy Act 2020, you have a right of access to personal information about you held by the Kawerau District Council and you are also entitled to request information about you to be corrected.

I confirm that I have read and understand the attached Conditions of Hire and the above Privacy Statement and consent to its use in the matter outlined in the Privacy Statement.

I accept that the Kawerau District Council is not responsible for injury or claims to persons or property, arising from our hire of any of Council's facilities.

I have read the Privacy Statement

I have read the Conditions of Hire for KDC Venue

I am holding an Event in a Non Council Venue

Organiser/s Signature

Date

OFFICE USE ONLY

Date Received:	<input type="checkbox"/>	Bond Form Completed: Yes / No / Held
Date Confirmed/Acknowledgement Sent:	<input type="checkbox"/>	Calendar Booked: Yes / No
Service Requests & Copies to: DS, EM, ECO, PRM, First Security, Facility Custodian, Pools, MCO, BCO	<input type="checkbox"/>	Yes / No

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