

Grounds & Parks Booking Application Form



All Council parks and sports grounds are smokefree zones. We ask you to respect this policy and advise your club and/or participants.

PLEASE note that dogs are prohibited from all designated playing areas of sports grounds as per the Central Otago District Council's Dog Control Policy. Event organisers are expected to respect this policy.

To book a ground/park or reserve, please complete the form below in **BLOCK LETTERS**.

Bookings are necessary to avoid double bookings and to give Council adequate time to carry out any requirements.

Please email your booking to the appropriate Council officers below:

For bookings in:	Alexandra/Clyde	judith.whyte@codc.govt.nz
	Cromwell	linda.chamberlain@codc.govt.nz
	Ranfurly/Naseby	wendy.mulholland@codc.govt.nz
	Roxburgh/Millers Flat	veronika.sim@codc.govt.nz

Name of Grounds/Park: _____

Note1: Alexandra/Clyde: If you require to book Molyneux Stadium please contact Christina Martin at the CODC on 03 440 0056. If you wish to book the Alexandra Netball rooms or courts please contact Sally Bell on 03 448 6691.

Note 2: If you require Maniototo Park Stadium please contact Janice Remnant at the CODC on 03 444 9170.

Note 3: If you wish to book Anderson Park changing room or Alpha Street pavilion please contact the Cromwell Service Centre on 03 4450211.

Name: _____

Business/Club: _____

Type of Event: _____

- | | | | |
|-------------------------------------|-----------------------------------------|------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Commercial | <input type="checkbox"/> Community Group | |
| <input type="checkbox"/> Senior | <input type="checkbox"/> College/Junior | <input type="checkbox"/> Competition | <input type="checkbox"/> Training |

Details of Event: _____

Number of People: _____

Note: Current fees and charges for the hire of parks and sports grounds can be viewed online at www.codc.govt.nz. Charges are advised prior to confirming any booking.

Billing Address: _____

_____ Post code: _____

Business phone: _____ Mobile: _____

Home: _____ Email: _____

Back-up Person: _____ Mobile: _____

Attached is a Ground/Park map please mark areas required for booking.

Start Date: _____ End Date: _____

Postponement Date: _____ Start Time: _____ End Time: _____

Day of the Week: _____ Start Time: _____ End Time: _____

Day of the Week: _____ Start Time: _____ End Time: _____

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Cancellations Note:

Please advise immediately if you are cancelling any of your bookings. You may be charged if booking is not cancelled.

See Cancellation Policy (pg. 4)

- Alexandra/Clyde judith.whyte@codc.govt.nz
- Cromwell linda.chamberlain@codc.govt.nz
- Ranfurlly/Naseby wendy.mulholland@codc.govt.nz
- Roxburgh/Millers Flat veronika.sim@codc.govt.nz

Special Requirements Note:

For events requiring any of the following, you may be asked to discuss or your requirements with the Parks Officer prior to booking. Permission will be subject to written approval and may incur additional costs.

- Changing Rooms 1, 2, 3, 4
- Commercial Activities
- Power/water
- Marquees/caravans etc.
- Circus, Gypsy fair/carnivals etc.
- Litter – 2 recycling stations and 5 drums available
(CODC encourage litter is taken home)

(Note: - Events of this nature are to contact the Parks Officer on arrival to arrange a meeting onsite to show the site setup area to avoid damage to irrigation pipes.)

- Alcohol or food supplies
- Events including animals
- Vehicle Access
- Activity requiring sound systems

(Note: - Vehicle access is discouraged but can be discussed and specific conditions given for your event. Keys to be obtained from CODC offices and returned at the completion of your event). If the key is not returned a charge of \$75 will be incurred by the hirer.

- It is the hirer of the grounds responsibility to leave area in same condition. Please refer to Clause 5 of the Terms and Conditions.

Toilets Yes No

(Note: a special clean will be done before your event. Any unreasonable mess will be charged back to hirer. Hirer to top up toilet paper supplied by us during the event. We will ensure full at the start of the day.)

- Disruption to parking and traffic – or requiring Traffic Management
- After-hours access
- Other _____

CODC thank you for booking a park/sports ground and trust the event is a success and all participants enjoy the facility.

Please note all our parks and reserves spaces are smokefree. We ask that club users and general visitors to our parks respect this policy for the enjoyment of all.



Note: The Event Organiser shall supply contact details of all Auxiliary Activity Providers to be used as part of this event, and ensure they have read and agree to the 'Terms and Conditions' for the use of the parks.

Ground/Park charge \$ _____ Paid after ground checks

Special Requirements \$ _____

 \$ _____

Bond \$ _____

Total Amount Due \$ _____

Office Use Only:

Cost of Hire: \$ _____ Date Booking Confirmed: _____

Invoice Number: _____ Staff Signature: _____ Debtor No: _____

Terms and Conditions of Hire

The Customer agrees that where the Central Otago District Council (“the Council”) supplies the Customer with goods and/or services, the following terms and conditions will apply:

- The Terms and Conditions of Payment (if applicable)
- The Terms and Conditions for grounds/parks
- Any additional Terms and Conditions agreed in writing between the Council and the Customer.
- Equipment – posts, flags etc. to be supplied by Customer and erected by others.
- Lead in notice for sports groups and events
 - Cricket wicket – 3 weeks
 - Rugby/soccer field – 2 weeks
 - Athletics – 2 weeks
 - Event – 2 weeks (depending on scale)

Terms and Conditions for Supply of a Ground or Park Area

1. Where the Council provides the Customer with the use of grounds or parks the Customer shall not use any of the grounds or park areas for any other purpose other than agreed to by the Council.
2. The Customer shall remove any extra rubbish and waste from the grounds/park area and keep area in a tidy condition. The grounds have the following bins ___ extra bins can be supplied at cost.
3. The Customer shall give the Council prompt notice of any accident on the grounds or park area or defect that they become aware of.
4. The Customer shall not use any area in any noisome, noxious, illegal or offensive way or allow anything or any act to be done on or in any area that causes a nuisance or disturbance.
5. A ground inspection will be completed prior to commencement and at the conclusion of your event any damage caused by the Customer will be charged back to the customer.
6. A bond is charged for the following events Circuses, Gypsy fairs/carnivals and must be paid before the keys to the ground/park area are given out. The bond will be refunded to the Customer after a ground check has been completed and no damage has been sited.
7. Motorised vehicles are not permitted into grounds/parks areas beyond car parking facilities, with the exception of authorised vehicles and motorised wheelchairs. Temporary vehicle access may be granted for specific finite purposed and then terminated at the completion of the purpose.
8. A building consent is required to erect a marquee if it is 100m² or greater.
9. The sale or supply of liquor requires a special licence.
10. Cancellation Policy: - Should the hirer cancel or postpone when ground conditions are acceptable with less than 24 hours’ notice, they shall for 50% of their fee. When more than one weeks’ notice is given they shall be entitled to a full refund.
11. Dogs are prohibited from all designated playing areas at all sports grounds and must be kept under control at all times. Owners are responsible for cleaning up after their dogs.

I have read and agree to the 'Terms and Conditions' for the use of the parks and reserves for events.

I acknowledge that Council is entitled to impose conditions upon use of the ground/park at its discretion.

I acknowledge that as Events Organiser I am responsible for ensuring that all auxiliary activity providers have read and agree to the 'Terms and Conditions' for the use of grounds/parks for events. A list of these activity providers is attached to this form.

I agree to pay all charges/bonds for the use of the grounds/park as requested by Council.

I have been authorised to bind my organisation to this agreement.

Name: _____ Position/Organisation: _____

Signed: _____ Date: _____

Confirmed: _____ Parks Officer/or representative Date: _____