

# Grounds & Parks Booking Application Form



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.

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 [groundsbookings@codc.govt.nz](mailto:groundsbookings@codc.govt.nz)

Name of Grounds/Park: \_\_\_\_\_

**Ground maps:** <https://www.codc.govt.nz/leisure-and-culture/parks-and-reserves/Pages/default.aspx>

(Please mark on ground map areas required for booking)

**Note:** The Council Property department looks after booking of Halls/Theatres and Stadiums: <https://www.codc.govt.nz/SiteCollectionDocuments/CODC%20Forms/Community%20Services/Facility%20Booking%20Form.pdf>

**Note:** If you wish to book the Alexandra Netball rooms or courts please contact Sally Bell on 021 168 5688.

Name: \_\_\_\_\_

Business/Club: \_\_\_\_\_

Type of Event: \_\_\_\_\_

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

Details of Event: \_\_\_\_\_

Number of People: \_\_\_\_\_ Approximately

Note: Current fees and charges for the hire of parks and sports grounds can be viewed online at [www.codc.govt.nz](http://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: \_\_\_\_\_

**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:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Day of the Week: \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Cancellation Policy:**

Please advise immediately if you are cancelling any of your bookings.

Should the hirer cancel or postpone when ground conditions are acceptable with less than 24 hours' notice, they shall be charged for 50% of their fee. When more than one weeks' notice is given they shall be entitled to a full refund.

Please email: [groundsbookings@codc.govt.nz](mailto:groundsbookings@codc.govt.nz)

**Special Requirements Note:**

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

- Changing Rooms – number 1, 2, 3, 4 (please circle)
- Litter – Additional wheelie bins on request and at cost - (See Clause 2)
- Commercial Activities
- Power/water
- Marquees/caravans etc. (See clause 12)
- Circus, Gypsy fair/carnivals etc.

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

- Alcohol or food supplies (See clause 9)
- 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

*(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 Plan
- 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. **Extra bins can be supplied at \$30 per bin per event.**
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 100m<sup>2</sup> or greater.
9. The sale or supply of liquor requires a special licence.
10. 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.
11. No drones are permitted on Councils sportsgrounds or park areas without prior approval from Council.
12. No pegs or waratahs to be installed without Council approval, due to risk of damage to underground services including irrigation.

## Event Health and Safety

The organiser is required to complete the health and safety Hazard Register for small events and maybe requested to complete a health and safety plan for approval.

### Guidelines for small events

It is strongly recommended that event organisers have:

1. A first aid kit and some who knows how to use it.
2. A working mobile phone and with sufficient credit on it, with phone numbers readily available of who to ring in case of an emergency and knowledge of closest Accident and Emergency Clinic, fire brigade and police.
3. Check that gas bottles for BBQ's or outdoor heaters are certified, last date checked to be within 10 years.
4. Put the BBQ on an incombustible surface material so that grease does not fall on the original surface under the BBQ.
5. Organised a sufficient amount of adults so that children are closely supervised at all times.
6. Check that the area that is being used for the event is free of any hazards during event pack-in, the event, and pack-out. Please refer to the attached hazard register that suggest potential common hazards that may occur and means of controlling them. Note that this list is not exhaustive and it is the responsibility of the event organiser to ensure that additional hazards are being identified and controlled accordingly.
7. Fully brief all event officials on their roles and responsibilities.
8. Thoroughly brief all participants who may be exposed to any hazards.
9. Take those with disabilities into consideration when planning your event e.g. toilets, parking accessibility etc.
10. All cables/leads or other trip hazards are to be covered by appropriate matting.
11. Any mains or generator powered portable electrical equipment must be used in conjunction with an RCD (Residual Current Device).
12. Alcohol is NOT allowed to be sold and supplied on site unless you have been granted a liquor license. NB: All reserves prohibit the consumption of alcohol between 10pm and 10am seven days a week.
13. Any ground penetration, e.g. pegs, Hangi will require permission from the asset owner.

## Guidelines for small events – Hazard Register

As the organiser of an event, you are required, under the Health and Safety in Employment Act, to take all practical steps to eliminate, isolate or minimize hazards in areas affected by and part of the event. To do this you will need to document and demonstrate what practical steps are been taken to fulfil your obligations.

Events with direct access to Central Otago District Council premises should consider the consequences associated with the hazards on and around premises when developing their own hazard assessments and safety for an event.

**Hazard:** Any source of potential damage, harm or adverse health effects on something or someone under certain conditions.

**Identify:** All hazards should systematically be identified in areas affected by and part of the event.

**Eliminate:** Once hazards have been identified, organisers must take all practicable steps to eliminate significant hazards.

**Isolate:** Sometimes it is not possible to eliminate all significant hazards from the area. In this case they must be isolated. This means separating people from the hazard (e.g. a physical barrier).

**Minimise:** Sometimes it may not be possible to eliminate or isolate a hazard. Hazards that can't be eliminated or isolated must be minimized as much as possible (e.g. personal protective equipment).

**Control:** this includes the steps taken to eliminated, isolate, or minimise the hazard. If the hazard cannot be eliminated, a process needs to be in place to monitor the hazard control.

## Public Liability Insurance

Central Otago District Council may request the event organiser to obtain Public Liability Insurance. This will provide protection against claims for compensation in respect of unexpected and unintended personal injury or property damage for which they may be legal liable arising out of their business activities.

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.

**I have reviewed the Parks Booking Hazard Register, available online at [www.codc.govt.nz](http://www.codc.govt.nz)**

Name: \_\_\_\_\_ Position/Organisation: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmed: \_\_\_\_\_ Council representative Date: \_\_\_\_\_