

# Grounds & Parks Booking Application Form



- Please complete by typing into the rewriteable form, type your signature the end of the form as acceptance of the terms and conditions.
- Please ensure you return the form as a rewritable PDF for processing. Incomplete or unsigned booking forms will not be accepted and returned to the organiser. Do not open in Google Docs as when you send to Council, we are unable to open it.
- Email completed re-writable booking form, with your health and safety plans which must include protocols for Covid-19, relevant to the current alert level notified by the Ministry of Health, attached to: [grounds.bookings@codc.govt.nz](mailto:grounds.bookings@codc.govt.nz)**

**It is an offence under The Reserves Act 1977 to dig on any reserve without approval from the Council.**



There is a risk of significant injury from shallow underground power services in our parks, as their depth and location are an unknown.

Council is actively identifying where these services are and once completed location details will be provided.

Signing this form, is an understanding that no digging in any park is undertaken without Council authorisation. This is made clear in the Terms and Conditions of hire and is detailed in the associated Parks Booking Hazard Register, available from the Council website. [Hazard Register \(codc.govt.nz\)](#)  
Bookings are necessary to avoid double bookings and to provide Council adequate time to carry out any maintenance requirements, and to ensure all health and safety protocols have been actioned.

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

**Ground maps:** [Book a Park or Sports Ground - Central Otago District Council \(codc.govt.nz\)](#)

(Please mark on ground map areas required for booking)

**Note:** The Council Property department looks after booking of Halls/Theatres and Stadiums:

[Microsoft Word - 200 Facility Booking Form.docx \(codc.govt.nz\)](#)

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

Billing Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Business phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home: \_\_\_\_\_ Email: \_\_\_\_\_

Back-up Person: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fundraiser       Commercial       Community Group       Markets

Senior       College/Junior       Competition       Training

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

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

**Note:** A toilet calculator is available on the Council website via the link to parks. This provides detail around the number of toilet facilities required for events, depending on the number of attendees and duration of the event.

**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 week's notice is given, they shall be entitled to a full refund.

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

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Postponement Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

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

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

- Molyneux Park Changing Rooms only – number 1, 2, 3, 4 (please circle)
- Litter – Additional wheelie bins on request and at cost - (See Clause 3)
- Commercial Activities
- Power/water
- Marquees/caravans etc. (See clause 9)
- Circus, Gypsy fair/carnivals etc.

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

- Alcohol or food supplies (See clause 10)
- Events including animals (see below and Clause 11)
- Events using amusement devices (See Clause 15)
- Vehicle Access (See Clause 8)
- 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 (see Clause 6)
- Toilets (see Clause 14)

*(Note: **Additional toilet services can be requested prior to an event at \$40 per service.** Any unreasonable mess will be charged back to hirer. Hirer to top up toilet paper supplied by Council during the event. Council will ensure adequate toilet paper is supplied at the start of the day.)*

- Disruption to parking and traffic – or requiring Traffic Management Plan
- After-hours access – hirer will be required to sign out for a parks key.
- Other \_\_\_\_\_

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

Council welcome feedback on your event should the organisers identify improvement opportunities.



Please note all our parks and reserves are **smoke/vape free**. We ask that club users and general visitors to our parks respect this policy for the enjoyment of all.



Dogs must be kept off all sports playing surfaces and under control at all times.

**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**       \$ \_\_\_\_\_

**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.

**Office Use Only:**

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

Invoice Number: \_\_\_\_\_ Staff Signature: \_\_\_\_\_ Debtor No: \_\_\_\_\_

**Terms and Conditions of Hire – please tick to confirm that terms and conditions have been read and understood.**

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
  - o Cricket wicket – 3 weeks
  - o Rugby/soccer field – 2 weeks
  - o Athletics – 2 weeks
  - o Event – 2 weeks (depending on scale)

**Terms and Conditions for Supply of a Ground or Park Area**

1.  An invoice where applicable will be sent via email and payment as per Council terms is the 20<sup>th</sup> of the following month – no further bookings can be accepted until payment has been made.
2.  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.
3.  The Customer shall remove 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 at Molyneux Park only)**
4.  The Customer shall give the Council prompt notice of any accident on the grounds or park area or defect that they become aware of so that issue can be rectified, or additional controls considered.
5.  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.
6.  A ground inspection will be undertaken at the conclusion of your event any damage caused by the customer will be charged back to the customer.
7.  A bond is charged for significant events and must be paid before the keys to the ground/park area are issued. The bond will be refunded to the Customer after a ground check has been completed and no damage has been confirmed.
8.  Motorised vehicles are not permitted into grounds/parks areas beyond car parking facilities, except for authorised vehicles and motorised wheelchairs. Temporary vehicle access may be granted for specific purpose and then terminated at the completion of the purpose.
9.  A building consent is required to erect a marquee if it is 100m<sup>2</sup> or greater.
10.  The sale or supply of liquor requires a special licence.
11.  Dogs are prohibited from all designated playing areas at all sports grounds and must always be kept under control. Owners are responsible for cleaning up after their dogs.
12.  No drones are permitted on Council’s sportsgrounds or park areas without prior approval from Council.
13.  Due to there being underground services such as irrigation or electricity wires present in our parks, it is the responsibility of the event organiser to identify where these services are located for safety reasons should the organiser intend to install marquees/tents or any other equipment requiring ground penetration.
14.  Organisers are responsible for providing appropriate number of toilet facilities depending on the event. Public toilets located on a park are for general public use and will not be adequate for large events. An additional toilet service can be provided prior to an event at \$40.00. A toilet calculator is available on the Council website via the link to parks.

15.  Amusement device operators must have a current registration for the device and then apply to Council for a permit to operate on a park or sportsground. Applications should be submitted with the park booking form to [grounds.bookings@codc.govt.nz](mailto:grounds.bookings@codc.govt.nz)

### Guidelines for small events

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.

**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).

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

**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).

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

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

It is strongly recommended that event organisers have:

- A first aid kit on site and ideally a trained first aider.
- A working mobile phone, with contact numbers for emergency services such as St Johns, Fire Brigade and Police.
- Checked that gas bottles for BBQ's or outdoor heaters are certified, last date checked to be within 10 years.
- Put the BBQ on an incombustible surface material so that grease does not fall on the original surface under the BBQ.
- Organised enough adults so that children are always closely supervised.
- Checked that the area being used for the event is free of any hazards during event pack-in, the event, and pack-out. Please refer to the Parks Booking Hazard register available on the Council website, which provides an overview of potential common hazards 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 identified and are controlled accordingly.
- Reviewed the Parks Booking Hazard Register [Hazard Register \(codc.govt.nz\)](https://www.codc.govt.nz/grounds-and-parks-booking-hazard-register)
- Fully brief all event officials on their roles and responsibilities.
- Thoroughly briefed all participants who may be exposed to any hazards.
- Considered those with disabilities into consideration when planning your event e.g. toilets, parking accessibility etc.
- All cables/leads or other trip hazards is covered by appropriate matting.
- An RCD (Residual Current Device) available to use in conjunction with any mains or generator powered electrical equipment.

- 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.
- Due to there being underground services such as irrigation or electricity wires present in our parks, it is the responsibility of the event organiser to identify where these services are located for safety reasons. Organisers will need to contact local companies who can provide this service.
- Due to point above, Council recommends wherever possible to use above ground methods of securing structures. This eliminates the need to cable locate as required above. Organisers should consider sourcing plastic pegs/posts if above ground securing is not a viable option.

### 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.

### Please tick the following boxes to confirm the acceptance of terms and conditions of hire

- 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 an Event Organiser I am responsible for ensuring that all activity providers of the event have read and agreed to the 'Terms and Conditions' for the use of grounds/parks for events.
- I agree to pay all charges/bonds for the use of the grounds/park as advised by Council.
- I have been authorised to bind my organisation to this agreement.

By typing your name below, you as the organiser, accept and agree to the Terms and Conditions of hire and understand that no digging can proceed without locating services below ground and discussing with Council.

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

Will be accepted as signature

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

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