

# PRIVATE HIRE, EVENT REGISTRATION AND FACILITY 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.kaweraudc.govt.nz>.

## 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: (If applicable)			
Address:			
Telephone No:		Mobile:	
Email:			

## FACILITIES (please tick)

Town Hall	<input type="checkbox"/>	Maurie Kjar Swimming Pool Complex	<input type="checkbox"/>
Concert Chambers	<input type="checkbox"/>	Netball Pavilion (01 Oct – 31 Mar only)	<input type="checkbox"/>
Ron Hardie Recreation Centre	<input type="checkbox"/>	Firmin Lodge (Separate booking form)	<input type="checkbox"/>
Prideaux Park Pavilion	<input type="checkbox"/>	Park or Reserve (Name below)	<input type="checkbox"/>
Bert Hamilton Hall	<input type="checkbox"/>		<input type="checkbox"/>

## KDC SERVICES REQUIRED (please tick)

Kitchen Hire – no. of hours	<input type="checkbox"/>	Serviced Rubbish Bins x 5	<input type="checkbox"/>
Waterhouse Street Toilet Block Required	<input type="checkbox"/>	Sound & Vision (Town Hall/Concert Chambers only)	<input type="checkbox"/>

## ADDITIONAL REQUIREMENTS SUPPLIED BY ORGANISER (please tick)

Road Delays/Closures	<input type="checkbox"/>	Food (to be consumed or sold)	<input type="checkbox"/>
Bouncy Castle	<input type="checkbox"/>	Liquor (to be consumed or sold)	<input type="checkbox"/>
Mechanical Amusement Device	<input type="checkbox"/>	Waste Management Plan	<input type="checkbox"/>
Marquee over 100m <sup>2</sup>	<input type="checkbox"/>	Security Plan	<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

**Health & Safety:**

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

<b>Do you have a Health &amp; Safety Management Plan for this Event? Yes / No</b>	<b>Attached:</b>	
<b>PLEASE READ THE PRIVACY STATEMENT AND CONDITIONS OF HIRE</b>		

**Privacy Statement**

The information provided when booking or using a Council facility will be used to correctly identify and to contact the person or organisation responsible for booking the facility. It may also be released to an external agency for the purposes of maintaining an "Events Calendar" for Kawerau.

Kawerau District Council administration and customer services staff have access to this information.

Under the Privacy Act 1993, 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 have read and understand the attached conditions and 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 confirm that I have read and understand the Conditions of Hire and the Privacy Statement and consent to its use in the matter outlined in the Privacy Statement.*

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Organiser/s Signature Date

<b>OFFICE USE ONLY</b>		
Date Received:		Bond Form Completed: Yes / No / Held
Date Confirmed/Acknowledgement Sent:		Calendar Booked: Yes / No
Service Requests & Copies to: DS, EO, ECO, PRO, ISCL Security, Facility Custodian, Pools		Yes / No

<b>CHECKLIST</b>			
Completed application & booking received	<input type="checkbox"/>	Confirmation letter & invoice to applicant	<input type="checkbox"/>
Facility booking & invoice completed	<input type="checkbox"/>	SR to internal staff – event confirmed	<input type="checkbox"/>