

EVENT REGISTRATION AND FACILITY BOOKING APPLICATION

Event Definition:

A public gathering of people for celebratory, educational, commemorative or exhibition purpose that is distinctly defined. It occurs for a limited time and may be repeated on a cyclical basis (eg: annually), but is not regularly scheduled (eg: regular organised Saturday sport, a series of regular meetings, or on-going gallery or commercial art exhibitions). Conferences are also considered to be events.

Please complete this form and clearly fill in all details of your event. If you have any questions please contact the Kawerau District Council Event Coordinator.

EVENT DETAILS

Event Name:			
Date/s Required:			
Start/Finish Time/s:			
Type of Event:			
Specific Location:		Approx Number Attending:	

EVENT ORGANISER DETAILS

Name:			
Organisation:			
Address:			
Telephone No:		Mobile:	
Fax/email:			

FACILITIES *(please tick)*

Town Hall	<input type="checkbox"/>	Maurie Kjar Swimming Pool Complex	<input type="checkbox"/>
Concert Chambers	<input type="checkbox"/>	Pool BBQ	<input type="checkbox"/>
Ron Hardie Recreation Centre	<input type="checkbox"/>	Park/Reserve	<input type="checkbox"/>
Prideaux Park Pavilion	<input type="checkbox"/>	(Park/Reserve Name) _____	

ADDITIONAL REQUIREMENTS *(please tick / circle where applicable)*

Unserviced Rubbish Bins x5	<input type="checkbox"/>	Marquee over 100m ²	<input type="checkbox"/>
Kitchen Hire – no. of hours	<input type="checkbox"/>	Food (to be consumed or sold)	<input type="checkbox"/>
Toilet Block Required	<input type="checkbox"/>	Bouncy Castle	<input type="checkbox"/>
Road Closures	<input type="checkbox"/>	Mechanical Amusement Device	<input type="checkbox"/>
Liquor (to be consumed or sold)	<input type="checkbox"/>	Other _____	<input type="checkbox"/>

Do you have a Risk Management Plan for this Event? Yes / No

PLEASE READ THE PRIVACY STATEMENT AND CONDITIONS OF HIRE – on the reverse

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.

Event Organiser/s Signature

Date

OFFICE USE ONLY		
Date Received:		Bond Form Completed: Yes / No
Date Confirmed/Acknowledgement Sent:		Calendar Booked: Yes / No
Service Requests & Copies to: EC, BCO, EDO, EO, EHO, PRO, CSTL, CSO, ISCL Security, Facility Custodian		Yes / No

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