



Parks/Reserves Booking Application

To ensure our facilities are available, and that they have been serviced prior to your event we require everyone to complete the following Parks and Reserves Booking Application.

Event Name

Description

Date _____

Start Time _____

End Time _____

Reserve Requested

Organisation Name

Type of Organisation (Please Circle) –sport&rec –charity/nonprofit –commercial –other

Event Manager

Phone

Email

Address



Will the event manager be the point of contact on the day? Y/N

If No - Site Manager Name

Contact phone on the day

Estimated number of Attendees

Estimated number of vehicles

Will you be selling liquor at the event? Y/N

If yes License please supply liquor license information

Are you selling food? Y/N

If yes Will you be using food trucks/vendors? Y/N

Are these licensed? Y/N

Do you expect more than 100 vehicles? Y/N

If yes how many?

Do you want to temporarily close part or all of a public road? Y/N

Will you be supplying portable toilets? Y/N

Have you received all required building consents? Y/N/NA (Include links to relevant info)

If yes please supply consent information

I _____ confirm that our organisation has a health and safety plan for the event (copy supplied to Central Hawke's Bay District Council) which complies with the Health and Safety at Work Act 2015, and all other relevant legislation.