

# Environment Canterbury Regional Parks



## Event Application Form for groups up to 60 people

Please provide the following information to enable your event to run as smoothly as possible.

<b>NAME OF EVENT</b>	
<b>TYPE OF EVENT:</b>	
<b>DESCRIPTION OF EVENT:</b>	
<b>LOCATION:</b>	

### Contact Details

Organisation:			
Contact Person:			
Postal Address:			
Street Address:			
Phone Number:	Bus:	Home:	Mobile:
	Fax:		
Email Address:			
<b>Contact person on the day:</b>			
Phone Number:	Bus:	Home:	Mobile:
	Fax:		
Email Address:			

### Date/Times

Set up Date and Time:	
Event Start Date and Time:	
Event Finish Date and Time:	
Conclusion Date and Time:	
<b>Number of People on Location:</b>	
<b>Number and type of Vehicles at Location:</b>	

### Parking Requirements

Are the existing Parking Facilities adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, describe additional requirements and attach a diagram (can be included on Site plan.)	

### Clean Up

(The organiser is responsible for the cleaning up of the venue)

What are your arrangements? \_\_\_\_\_

\_\_\_\_\_

Expected Date/ Time of Completion: \_\_\_\_\_

### Electricity

Is power supply required for this event?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Will you require access to Environment Canterbury power supplies, if available at the venue?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details of your requirements: _____	
_____	
If no, please detail what you are providing in the way of generated power: _____	
_____	
_____	

### Sound

Will there be any amplified sound? Yes  No

If Yes, please supply details and expected sound levels: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Entertainment (Eg: Bands, bouncy castles etc)

Will there be any other types of entertainment? Yes  No

If Yes, please give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Health and Safety Plan

Please ensure that the event organisers are made aware of their responsibilities under the Health and Safety in Employment Act 1992 and that a Health and Safety Management Plan be produced specific to this production. Please complete the enclosed Health and Safety Guidelines confirmation form.

### Privacy Act 1993

The information collected will be used to ensure the effective processing of you application. It may, therefore, be distributed to other Environment Canterbury departments, external agencies and for public notification as required.

## **Charges**

The organiser may incur costs such as facility fees and other Environment Canterbury charges. The organiser will be responsible for the cost of equipment and other items that the event requires. The organiser may be asked to provide a bond that will be refundable on fulfilment of Environment Canterbury requirements.

Organisers must comply with the conditions for the use of Environment Canterbury parks and facilities. A set of conditions will be attached to your letter of approval. Any changes or additions to these conditions are at the discretion of Environment Canterbury.

Upon completion of this application, please sign below.

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

If any details, relating to this permit application, are altered after the forms are submitted, please advise Environment Canterbury, as soon as possible.

Park Ranger (Events)  
1330 Main North Road Kainga, Christchurch 8083  
PO Box 345, Christchurch 8140  
Phone 03 323 5345