

Event application form for groups up to 60 people

As per records standard needs

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

Event details

Name of event:

Type of event:

Description of event:

Location:

Contact details

Organisation:

Contact person:

Postal address:

Post code:

Street address:

Work phone:

Home:

Mobile:

Fax:

Email:

Contact person on the day:

Work phone:

Home:

Mobile:

Fax:

Email:

Date and times

Set up date: / / time: :

Event start date: / / time: :

Finish date: / / time: :

Conclusion date: / / time: :

Number of people on location:

Number and type of vehicles on location:

Parking requirements

Are the existing parking facilities adequate?

Yes

No

If No, describe the additional requirements and attach a diagram (this can be included on the site plan).

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

What are your arrangements?

Expected completion date: / / time: :

Electricity

Is power required for this event?	Yes	No	N/A
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Will you require access to Environment Canterbury power supplies, if available at the venue?	Yes	No
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If Yes, please give details of your requirements:

If No, please detail what you are providing in way of a generator:

Sound

Will there be any amplified sound?	Yes	No
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If Yes, please supply details and expected sound levels:

Entertainment (e.g. bands, bouncy castles, etc.)

Will there be any other types of entertainment?	Yes	No
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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 your 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

Confirmation of organisation's health and safety management plan

To: Environment Canterbury Parks and Reserves Team, PO Box 345, Christchurch

From: (Name of organisation)

Postal address:

Name of event:

Location of event:

We confirm that our organisation has a Health and Safety Management Plan. This plan complies with the requirements of the Health and Safety Employment Act 1992, Health and Safety in Employment Regulations 1995 and all other relevant legislation. This plan will remain in force for the duration of our event and will not be amended or cancelled during this time.

We confirm the following requirements are part of the plan:

1. A system is in place for the identification, assessment and control of hazards.
2. Control measures for hazards are reviewed at intervals appropriate to the running of the event.
3. Health and Safety responsibilities are assigned to designated staff, that is, all those working on the event, including volunteers.
4. Organisation representatives have inspected the event location to ensure that the venue is safe.
5. An Accident Register is kept on site.
6. An Emergency Plan designed for our event is in place for dealing with a variety of emergencies.
7. A Health and Safety briefing will be carried out and documented with staff (including volunteers) prior to each session of the event.
8. All staff working at the event location have the necessary knowledge and skills to perform their job adequately, or they will be adequately supervised.
9. A system is in place to ensure the public is not endangered by activities carried out at the event venue.
10. Total number of staff/volunteers working at our event is: _____

The name of the organiser/coordinator for this event is: _____

Contact phone number during this event is: _____

I the undersigned confirm that the above information is true and factual. I confirm that I am the authorised signatory for this matter.

Authorised Signatory: _____

Title: _____

Please Print Name: _____

Date: / /

Email document to
duty.ranger@ecan.govt.nz
with ATTN: Kate in the subject line.