



Planning an event

at an Environment Canterbury Regional Park

Minor or major event?

Please note major events require between 6-12 months' notice. Major events can be anything from commercial events, motor sport to large mountain bike, kayak or dog races. These events are categorised as major as they impact other recreational users within the park due to road/park closures. Minor events have less participants such as group picnics or not for profit fundraisers.

Traffic management plan

If any part of your activity uses public roads, you will be required to submit a traffic management plan. You'll need to check requirements with the relevant city or district council and the Environment Canterbury Parks team.

Noise consent

Live or amplified music may require noise consent from the relevant city or district council.

Liquor license

If you intend to sell or permit alcohol at your event and special liquor licenses may be required. They can be obtained from the relevant city or district council, who can provide you with guidelines for host responsibility.

Public liability insurance

You will be required to obtain public liability insurance for your event, at a minimum of \$2,000,000.00. Often a sponsor will provide this coverage as an extension of their existing insurance policy.

Neighbours

Do they know what's going on? Have you invited them? Please don't hesitate to ask the Parks team if you are unsure whether this is an issue.

Rubbish and recycling

Remember, we are a 'pack in, pack out' park. All rubbish must be cleared and taken away after your event.

Charges

All events incur a \$74.74 booking fee. Commercial/corporate events will incur additional fees that will be included in your event confirmation letter.

Food

Who is providing this service? Do they have current licenses?

Security

Do you need a police presence? Are you providing private security staff? If so, security staff must be registered.

Parking

Will you need additional parking?

Signage

Event signage may be permitted.

Building consents

You may need building consent for marquees over 50sqm, stage, fencing, temporary structures, sound towers. This can be obtained from the relevant city or district council.

Power access

McLeans Forest Oval is the only space that has existing power access.

Toilet facilities

How many will you need, and will you require disabled access? Current Regional Park toilet facilities include, Waimakariri Regional Park (McLeans Forest, West Melton Forest, Kaiapoi Island, Ta Rauakaaka, The Willows, and McIntoshes has a portaloo in summer only) and Lake Tekapo Regional Park.

Health and safety

Every event organiser must be aware of their responsibilities under the Health and Safety At Work Act 2015.

Environment Canterbury wants you to have a successful event and we are here to assist you with information and advice. Please don't hesitate to contact our Duty Ranger on 03 353 9007 or by email: duty.ranger@ecan.govt.nz.