



RUAPEHU DISTRICT COUNCIL

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For Council Use

Public Places Events Application Form

Hirer Details

Name _____
Company Name (if applicable) _____
Postal Address _____
Contact Phone Numbers _____

Event Details

Reserve Requested
(exact location within reserve) _____

Date Required *dd/mm/yy* From: _____ To: _____

Time Required *HH:MM* From: _____ To: _____

Nature of Event *(describe everything you want to do on the reserve)* _____

Type of Event *(see Event Categories on next page or choose from the drop down menu)* _____

Will Marquees be erected? Yes . . . No . . .
If Yes, detail numbers and sizes of all marquees _____

Are toilets required? Yes . . . No . . .

Is power required? Yes . . . No . . .

Will liquor be available or sold? Yes . . . No . . .

Will any amusement be on the site? Yes . . . No . . .

Will food be available? Yes . . . No . . .

Will event impact on any roads? Yes . . . No . . .

Any other information _____

Events Categories

1. **International/National (I/N)** - One-off or regular sporting event. Attracts competitors/participants from national and/or international locations. Significant impact on the District. *Examples: Events like Lake Taupo Cycle Challenge.*
2. **Interactive/Entertainment (I/E)** – Event providing commercial entertainment or interactive displays/stalls. *Examples: Home Show, Hobby Expo, Fairs.*
3. **Cultural (Ct)** – Event involving arts, crafts, culture or music. Supports cultural development and expression. *Examples: Arts Festival, Kapa Haka, Art in the Park.*
4. **Community (Cm)** – Event organised on a local scale. Primarily for local competitors/participants/spectators, to support local groups and/or interests. *Examples: Fun Run, Fun Day.*
5. **Educational (E)** – Event that primarily provides for the education of people. *Examples, Telecom Technology Roadshow.*
6. **Display (D)** – Event involving display only (no sale) of items/activities. *Examples: Car Club display, Glider display, etc*
7. **Private Function (PF)** – Event for a single group that excludes the general public. *Example: Company team building activities and social events.*
8. **None of the Above (N/A)** – *Please provide details below*

Office Use only

Approved / Not Approved

Signed: _____

Date Fee Paid _____

Receipt Number _____

Key Number _____

Date Key Returned _____

**Standard Conditions for use of
Ruapehu District Council Reserves
(Small Events (less than 100 people))**

1. Schedule Changes

The organiser shall advise Ruapehu District Council as soon as possible of any proposed change to the nature of the activity which shall be subject to approval as a variation of the activity permit.

3. Licences

The organiser shall obtain all appropriate licences (eg, alcohol, food, trading, amusements, temporary structures and marquees at least four weeks prior to the activity. Contact Ruapehu District Council Environmental Services ph (07) 895 8188. Refer to Council's Fees and Charges for fees for use of Reserves.

5. Indemnity

In consideration of approval to use Ruapehu District Council's facilities for the activity, the organiser shall indemnify Council, where legally permissible, against all costs, losses, claims, liabilities, proceedings, damages and expenses incurred and any loss or damage suffered by Ruapehu District Council arising by reason of, or in connection with, the organiser's breach or non-performance of any obligations under any of these conditions

7. Electricity

The organiser shall, where electricity is being used for an activity, utilise the services of a registered electrician to undertake this work. All electrical equipment used must be in good, safe working order.

9. Responsibility for Clean Up

The organiser shall ensure that any area associated with the activity is left in a clean and tidy condition. The removal and disposal of all rubbish and all equipment associated with the activity shall take place immediately after the event. Should Council officers remove and dispose of rubbish, event organisers shall be invoiced to cover costs incurred by Council through this removal and disposal.

11. No Fixtures

The organiser shall ensure that nothing is fixed, hung, or otherwise attached to any features of the park, reserve or facility, without the prior consent of Council.

13. Special Conditions

The organiser will be advised of any special conditions associated with the nature of the activity, prior to the activity taking place

2. No right of exclusive use

The organiser acknowledges that the reserve booking confers no right of exclusive use of the reserve and that other reserve users may be using the reserve at the same time. All care is taken to avoid clashes of events through the booking system, but it is possible that other events, functions, sports or games that Council has not been advised of, will be taking place.

4. Parking

No vehicles are permitted to park on reserves except those necessary to the running of the event, unless prior permission has been sought from Ruapehu District Council. All public vehicles must be parked in public car parking spaces provided.

6. Control of Sound and Noise

The organiser will comply with decibel levels as set out in the District Plan:

Maximum Noise

1. The rated level at the boundary of any allotment shall not exceed:

- (a) Daytime hours 75dBA
- (b) Evening hours 75dBA
- (c) Night time hours 65dBA with a maximum sound level of 90dBA

2. The maximum sound level shall not exceed 75cB in the 50Hz, 63Hz and 80Hz one-third octave band ranges at the allotment boundary.

The organiser may be required to consult with the Environmental Health Officer prior to the activity (ph 07 895 8188). The organiser will ensure that any speakers for amplified sound face away from residential properties.

8. Compliance with Directions

The organiser shall ensure that all participants comply immediately with any instructions or directions issued by Police or Council officers in the execution of their duties.

10. No Damage to Property

The organiser shall ensure that all land, wildlife, stock, vegetation, buildings and other facilities are not damaged or unduly disturbed at any time during the activity or any set up or pack down period associated with the activity.

12. No Vehicles

The organiser shall not allow any vehicular use of parks or reserves without prior written consent of Council.

**Standard Conditions for use of
Ruapehu District Council Reserves
(Large Events (more than 100 people))**

1. Liaison with Police

The organiser shall make initial contact and consult with the Senior Sergeant Ruapehu Police at least six weeks prior to the activity.

3. Health and Safety Plan

The organiser shall provide to Ruapehu District Council four weeks prior to the activity a written Health and Safety Plan complying with the requirements of the Health and Safety in Employment Act 1992 and all subsequent amendments to that Act.

5. Bond

The organiser shall provide to Ruapehu District Council a bond at least two weeks prior to the activity. The purpose of the bond shall be to cover the potential costs of any breach of these conditions and repairing any damage and undertaking any clean up work. The amount of the bond will be determined by Council staff based on the nature of the event and the risk of damage.

7. Licences

The organiser shall obtain all appropriate licences, eg, alcohol, food, trading, amusements, temporary structures and marquees at least four weeks prior to the activity. Contact Ruapehu District Council Environmental Services (ph 07 895 8188).

9. Parking

No vehicles are permitted to park on reserves except those necessary to the running of the event, unless prior consent has been granted by Ruapehu District Council. All public vehicles must be parked in public car parking spaces provided.

11. Control of Sound and Noise

The organiser will comply with decibel levels as set out in the District Plan.

Maximum Noise

1. The rated level at the boundary of any allotment shall not exceed:
 - (a) Daytime hours 75dBA
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 - (c) Night time hours 65dBA with a maximum sound level of 90dBA
2. The maximum sound level shall not exceed 75cB in the 50Hz, 63Hz and 80Hz one-third octave band ranges at the allotment boundary.
3. The organiser may be required to consult with the Environmental Health Officer prior to the activity (ph 07 895 8188). The organiser will ensure that any speakers for amplified sound face away from residential properties.

13. Road Closures

The organiser shall apply for any necessary road closure authorisations in writing, to the Council Transportation Manager, at least four weeks prior to the activity.

2. Insurance

The organiser shall provide to Ruapehu District Council proof that they hold a suitable public liability insurance policy, including details of the insurer, any relevant exclusions and the amount of insurance cover, at least four weeks prior to the activity

4. Fees for Use of Reserves

Refer to Council's Fees and Charges for fees for use of Reserves.

6. Schedule Changes

The organiser shall advise Ruapehu District Council as soon as possible of any proposed change to the nature of the activity which shall be subject to approval as a variation of the activity permit.

8. Compliance with Legislation

The organiser must ensure that the activity complies with the Ruapehu District Plan, Council Bylaws, the Local Government Act 1974 and 2002 and any other relevant legislation. In addition, the organiser shall take all reasonable steps to ensure that all persons participating in the activity also comply with such legislation.

10. Indemnity

In consideration of approval to use Ruapehu District Council's facilities for the activity the organiser shall, where legally permissible, indemnify Council against all costs, losses, claims, liabilities, proceedings, damages and expenses incurred and any loss or damage suffered by Ruapehu District Council arising by reason of, or in connection with, the organiser's breach or non-performance of any obligations under any of these conditions.

12. Electricity

The organiser shall where electricity is being used for an activity, utilise the services of a registered electrician to undertake this work. All electrical equipment used must be in good, safe working order.

14. Traffic Plan

The organiser shall provide to Ruapehu District Council and to the Police a Traffic Plan at least four weeks prior to the activity. The Traffic Plan shall comply with all traffic laws and police requirements and include the location of all relevant structures, equipment, facilities, assembly areas, event or filming areas and other facilities, including (without limitation) signs, cones, marshals, vehicles, parking restrictions, road closure details and access for the disabled and emergency vehicles. Ruapehu District Council may require further details to be included in any Traffic Plan. Further details shall be provided as soon as practicable after any such request.

15. Compliance with Directions

The organiser shall ensure that all participants comply immediately with any instructions or directions issued by Police or Council officers in the execution of their duties.

17. No Damage to Property

The organiser shall ensure that all land, wildlife, stock, vegetation, buildings and other facilities are not damaged or unduly disturbed at any time during the activity or any set up or pack down period associated with the activity.

19. No Vehicles

The organiser shall not allow any vehicular use of parks or reserves without prior written consent of Ruapehu District Council.

16. Responsibility for Clean Up

The organiser shall ensure that any area associated with the activity is left in a clean and tidy condition. The removal and disposal of all rubbish and all equipment associated with the activity shall take place immediately after the event. Should Council officers remove and dispose of rubbish, event organisers shall be invoiced to cover costs incurred by Council through this removal and disposal.

18. No Fixtures

The organiser shall ensure that nothing is fixed, hung, or otherwise attached to any features of the park, reserve or facility, without the prior consent of Council.

20. Special Conditions

The organiser will be advised of any special conditions associated with the nature of the activity, prior to the activity taking place.