|  |  |
| --- | --- |
| PARK BOOKING REQUEST | |
| Return completed form to: | **Recreational Services**  **pARK aVENUE, MASTERTON**  Ph: 09 442 0276 | e: lynn@rs.kiwi.nz |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Park / Location: | Click here to enter text. | | | | | |
| *Event* | Click here to enter text. | | | | | |
| *Event organiser* | Click here to enter text. | | | | | |
| *Contact person* | Click here to enter text. | | | | | |
| *Phone number* | Click here to enter text. | | | | | |
| *Address* | Click here to enter text. | | | | | |
| *Email* | Click here to enter text. | | | | | |
| *Event dates* | Start date: Click here to enter a date. | | End date: Click here to enter a date. | | | Rain date: Click here to enter a date. |
| *Event times* | Start time: Click here to enter text. | | End time: Click here to enter text. | | |  |
| *Description of activity\** | Click here to enter text. | | | | | |
| *\* If a sporting activity, how many games will be played?* | Click here to enter text. | | | | | |
| *No. of participants anticipated to attend* | 1-30  30-90  90+ please estimate \_\_\_\_\_\_\_ | | | | | |
| *Intended use* |  | Competition | |  | School | |
|  |  | Training | |  | Special event | |
|  |  | Social | |  | Other | |
| *Turf surface* |  | Vehicles on reserve\* | |  | Structures on reserve\*\* | |
|  |  | Trailers on reserve\* | |  |  | |
| *\* If vehicles will be parked on the grass, how many vehicles/trailers can be expected?* | Click here to enter text. | | | | | |
| *\*\* If temporary structures will be utilised, please state the number and size/s of structures you wish to erect?* | Click here to enter text. | | | | | |
| *Special requirements* |  | Toilets | |  | Access | |
|  | Power | |  | Rubbish bins: No\_\_\_\_\_\_\_\_ | |
|  |  | Other\* | | *NB: A charge of $15 per bin may apply* | | |
| *\* Please state any other special requirements* | Click here to enter text. | | | | | |
| *Will any of the following activities will take place?*  *If so, plans / permits will be required as per below* |  | Amplified Sound | |  | Amusement devices | |
|  | Fireworks | |  | Road closures | |
|  | Food/liquor being sold | |  | Drones | |
| **Plans/permits (if necessary)**  *(please refer to MDC’s Planning Guide)* | To avoid potential prosecution, please ensure all the appropriate plans, consents, permits and approvals have been applied for and submitted directly with Masterton District Council:  [admin@mstn.govt.nz](mailto:admin@mstn.govt.nz)  **All plans, consents, permits and approvals have been submitted?**  YES  NO  UNDERWAY  N/A | | | | | |
| *Additional comments* | Click here to enter text. | | | | | |
| **Customer signature** |  | | | | | |
| **Print name** | Click here to enter text. | | | | | |

**ADDITIONAL INFORMATION**

* All parks, reserves, and Council owned venues across the Wairarapa region have been designated as smoke and vape free public places. Any events run in Council facilities must be smoke and vape free.
* A commercial or significant event may require additional information to be supplied.
* Subject to information provided, a bond may be required prior to the event taking place.
* Masterton District Council reserves the right to cancel any booking in the event of unforeseen circumstances / extreme weather conditions.

|  |
| --- |
| **PRIVACY STATEMENT**  In submitting this form I agree to my details being used for the purposes stated on this form. The data will only be accessed by necessary Council staff. I understand my data will be held securely. I have a right to change or access my data. I understand that when this data is no longer required for this purpose, official Council procedure will be followed to dispose of my data. If I want to ask for a copy of my data, or to have it corrected, I can contact [privacy@mstn.govt.nz.](mailto:privacy@mstn.govt.nz) Please see the [Masterton District Council Privacy Policy](https://www.mstn.govt.nz/privacy-policy) for further information. |