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|  | Ōtorohanga  Event Application Form |
| Ōtorohanga District Council, Private Bag 11, Ōtorohanga 3940  Phone: 0800 734 000 | Web: www.otodc.govt.nz | Email: info@otodc.govt.nz | |

This is 1 of 2 documents you need to complete when you plan to put on an event and tells us what you are going to do and how you are going to do it. Please complete this form if the event is considered as an organised activity taking place entirely or partially on public land (including roads, footpaths, parks, reserves, council venues and sports grounds) and therefore requires approval from Council. Completing this form will help determine if you need permits or approvals and will help us to help the organiser deliver a successful event. What you write here then helps you fill in the second Risk Assessment document.

This form must be submitted to Council at least two months prior to your event date to ensure staff have enough time to review the event and work with the organiser on details required before the event date. Its something we construct together and may take a few passes between us.

If your event is on private property you may still require a resource consent for the event. You can contact Council to talk to the duty planner first to see if a resource consent is required or not.

Our events advisor will track your application through Council’s event application process and council staff may contact you during this time for further information to assist with this application, or they may request a meeting. You will be notified once your application has been approved.

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| *Office Use Only:*  Venue Property ID/Val. No.: Document Ref: CRM Ref: |

**Event Details**

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| **1. Event Details** | | | | | | |
| **Event Name:** | | | | | | |
| **Event Date/s:** | | | | | | |
| **Event start time:** | | | **Event finish time:** | | | |
| **Set-up date and time:** | | | **Pack-down date and time:** | | | |
| **Alternative/postponement date/s: If the weather is extreme what is your proposed alternative date?** | | | Have you held this event in the Ōtorohanga district before? □ Yes □ No | | | |
| **Venue/Location:** *Please attach copy of proposed site map/route. Google Maps is helpful here.* Please note on the map where any; traffic marshalls, rubbish collection points, portaloos, first aid, St Johns, road closures, stall holders, amusements, displays etc are located. | | | | | | |
| Number of participants (approx.): | | | Number of spectators (approx.): | | | |
| What is the purpose of your event: *i.e. why are you holding it?* | | | | | | |
| Description of activities: *Please attach copy of your event programme* | | | | | | |
| **2. Event Organiser Details** | | | | | | |
| Organisation/Company/ or Lead Organiser: | | | | | | |
| Main contact:  Postal Address:  Postcode: | | | | | | |
| Email: | | | | | | |
| Phone (day): | | Phone (after hours): | | | Mobile No.: | |
| **3. Regulatory Requirements** | | | | | | |
| **Roads:** *Please tick all boxes relevant to your event*  Are you going to use any roads or footpaths for your event? □ Yes □ No  Are any State Highways affected by the event? □ Yes □ No | | | | | | |
| **Parking restrictions**: Do you need to control parking? □ Yes □ No  If relevant, how will parking be managed for the activity? Please describe, including the purpose of parking restrictions and include road name/s and time/s of restrictions required, and attach your traffic management plan: (*e.g. parking restrictions on both sides of Alpha Street from 11am to 4pm Saturday 20 March for pedestrian safety*) | | | | | | |
| **Road closures**: Will you need to stop or delay moving traffic on any roads?   □ Yes □ No  Are you applying to close any roads for your event? □ Yes □ No  *All approved road closures require placement of public notices in the newspaper at a cost to the event organiser (****60-80 days’ notice required****).*  If relevant, please describe the purpose of road closure including the road name/s and time/s of closure and attach traffic management plan(TMP) as prepared by a qualified traffic management plan specialist: (*e.g. Closure of Orahiri Terrace from 11am to 12 pm Saturday 20 March for starting area of event*) | | | | | | |
| Traffic management company: | | | Contact name:  Mobile no.: | | | |
| Have □ NZ Police □ Ambulance □ Fire Service been advised of your event?  *Please tick relevant boxes* | | | | | | |
| **Noise:** Tick relevant boxes.  *Please attach an event run sheet, including performance times and sound checks.* | | | | | | |
| □ Live band | □ Megaphones | | □ PA | | | □ DJ |
| □ Other *(please describe)* | | | | | | |
| **Structures:** *Please write quantity and dimensions beside each structure, or attach additional sheet detailing structures.* | | | | | | |
| □ Marquees/tents *(over 100 sq.m)* | □ Small gazebo | | □ Stage/s | | | □ Temporary stands |
| □ Access ramps | □ Lighting towers | | □ Fencing | | | □ Other |
| □ Amusement equipment (type) | | | □ Signage (size and locations*) May be subject to approval* | | | |
| **Food and Beverages and Trading:** *Tick activities to be undertaken at your event. Please write the quantity beside each category* | | | | | | |
| □ Food vendors | | | □ BBQ or sausage sizzle | | | |
| □ Caterers | | | | | | |
| □ Other stalls | | | | | | |
| □ Alcohol □ *Supplied* □ *Sold* *Note*: *Some venues have alcohol bans in place* | | | | | | |
| □ Trading (Sale or distribution of goods, flyers, services, collecting money, etc.)  *Please include all non-food stall holders and details – attach separate sheet if required:* | | | | | | |
| **Waste:**  The applicant is responsible for the appropriate removal of **all** waste/diverted materials (recycling) from the event location*.*  *If your event is assessed as being over a certain size or scope (including over 500 people), it is possible a waste management plan will be required. You will be asked to provide this by staff reviewing your application.*  Do you require access to council’s liquid waste services? □ Yes □ No | | | | | | |
| **Hazardous substances, fireworks and special effects:** □ Yes □ No  *Please describe:* | | | | | | |
| **4. Utilities** | | | | | | |
| **Water:**  I require access to water (*subject to availability on council-owned venue*). □ Yes □ No  *Please describe purpose.* | | | | | | |
| **Toilets:**  I require access to existing toilets (*subject to availability*) □ Yes □ No  I will be providing portaloos (*Please provide quantity and mark on site map*) □ Yes □ No | | | | | | |
| **Electricity:** (*subject to availability on council-owned venue*)  I require access to power (*Please describe purpose*) □ Yes □ No  I will be using generators  □ Yes □ No *Please provide details including type and quantity, and mark on site map*: | | | | | | |
| **Lighting:**  I will be providing additional lighting □ Yes □ No  *Describe:* | | | | | | |
| **5. General** | | | | | | |
| **Promotion:** How will you be promoting your event? (*Please attach any draft promotional material*) | | | | | | |
| □ Flyers/posters | □ TV | | | □ Radio | | □ Internet |
| □ Facebook | □ otorohanga.co.nz | | | □ Other | |  |
| **Signage:** *Council has defined sizes, areas and duration of placement for event signage.*  Will you be using signage for the event? □ Yes □ No  Please attach a sheet detailing the likely location of sign/s, dimensions of the sign/s and duration they will be displayed. | | | | | | |
| **Tickets:**  Will your event be ticketed? □ Yes □ No | | | | | | |
| **Sponsorship/funding:**  Is Ōtorohanga District Council sponsoring or funding your event ?   □ Yes □ No | | | | | | |
| **6. Public Liability and Indemnity** | | | | | | |
| The Event Organiser must maintain and keep in force for the duration of the pack in, Event and pack out, adequate public liability insurance cover (minimum policy limit of $2 million) with a reputable insurer. The Event Organiser must provide Council with proof of such public liability cover, including details of the insurer, any relevant exclusions and the amount of cover, at least 20 Business Days prior to the Event Pack In Date.  Please provide proof of your public liability insurance: (you must *attach copy of your policy*) some groups may find it difficult to obtain insurance, please contact us and we can assist you. | | | | | | |
| Company: | | Insured amount:  $ | | | Policy expiry date: | |
| **Indemnity**  The Event Organiser indemnifies the Council in respect of all costs (including legal costs), claims, liabilities, losses, damage and expenses suffered or incurred by the Council and any other person claiming through the Council as a direct or indirect consequence of any unlawful, negligent, tortuous, criminal, reckless or dishonest errors, acts or omissions of the Event Organiser in the performance of the Event. To the extent permitted by law, in no event shall the Council nor its employees be liable for any damage, loss or personal injury arising whatsoever including direct, indirect, consequential, financial or special damages.  Please tick:  □ *I acknowledge and understand the above statement in regard to Indemnity.* | | | | | | |
| **7. Event Safety** | | | | | | |
| **Event Safety Plan**: The event organiser should have an event health and safety plan to minimise risk to itself and event participants. You need to fill out and attach your Health and Safety Risk Assessment as attach it ( this is the second document required to put on an event)  Do you have an event health and safety plan? □ Yes □ No  Do you have a designated event health and safety person? □ Yes □ No | | | | | | |
| **8. Local Government Official Information and Meetings Act 1987 and Privacy Act 1993** | | | | | | |
| Please note that this form is for internal use mainly within various council departments, however it may be distributed to external parties or agencies or used for public information as required. | | | | | | |
| **9. Disclaimer** | | | | | | |
| Lodging this form with Council does not constitute Council's approval to the event as there may be permits, licences or consents (depending on the size, nature and location of the event) that you will need to obtain from various Council departments in order to be able to run the event. The event organiser is responsible for the delivery and successful outcome of the event and for any liability associated with the event; this includes events held on Council owned property. | | | | | | |
| The information supplied with this application is true and correct according to the best of the Applicant’s knowledge. The Applicant agrees to abide by any conditions which Ōtorohanga District Council may impose on the exercise of its approval of this application. | | | | | | |
| **Applicant name:** | | **Signature:** | | | **Date:** | |
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**CHECK LIST - *If applicable to the size and scope of your event, have you attached:***

□ proposed site map/route □ your event programme

□ traffic management plan □ event run sheet

□ waste management plan □ draft promotional material

□ signage size and placement plan □ event health and safety plan

□ copy of Public Liability insurance policy

If your application is assessed as requiring some of the above attachments, you will be advised by staff reviewing your application.

If you are unsure about any questions asked, please contact Council on 0800 734 000

**Please return this form either by:**

Post to: Ōtorohanga District Council

PO Box 11

Ōtorohanga 3940

Email to: [info@otodc.govt.nz](mailto:info@otodc.govt.nz)

Deliver to: 17 Maniapoto Street

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| **Ōtorohanga District Council Terms and Conditions** |
| **1. Access to the Site**  The Site remains public property at all times, unless otherwise approved by Council. The Event Organiser must ensure that access for the public and emergency vehicles is available to and from the Site at all times; the public is not unduly inconvenienced; and public and private access ways are kept clear at all times. No vehicles are permitted on grass areas on the Site unless prior written permission is obtained from Council.  **2. Fees and Charges**  The Event Organiser is responsible for payment of any and all fees, charges and/ or service and supply charges associated with the Event, as advised by Council, including but not limited to licences, permits, resource consents, public notices etcetera. The Event cannot proceed unless all applicable charges have been paid.  **3. Bond**  The Event Organiser may be required to provide Council with a bond prior to the Event. The amount of the bond will be determined by Council, in its absolute discretion. A bond is in addition to any other fees or charges payable in relation to the Event. If the Event Organiser breaches or fails to properly perform its obligations under these terms and conditions or any Special Conditions, the bond will be forfeited and Council may use the bond to cover any costs associated with the breach or failure, repair of any damage and/or additional cleaning required following the Event. If such costs are greater than the bond taken, Council will on charge the costs to the Event Organiser.  **4. Licences**  The Event Organiser must, at the Event Organiser’s expense, obtain all licences, permits and consents that are required for the Event at least 20 Business Days prior to the Event Pack In Date. The Event Organiser will provide Council with copies of these documents upon request.  **5. Cancellation**  If the Event is cancelled by the Event Organiser, the Event Organiser must notify Council in writing as soon as possible. Council reserves the right to cancel the Event for any reason it sees fit, at any time, and without any prior notice.  **6. Event Notification**  When requested by Council, the Event Organiser will inform residents and businesses in the area affected by way of a letter or email at least 10 Business Days prior to the Event Pack In Date. The letter should contain the following information:   * Name and description of the Event * Road closure details, parking restrictions and information about noise (if applicable) * Event set up, pack up and event activity times * Event Organiser’s name and contact details before and during the Event   **7. Health and Safety**  The Event Organiser must ensure, as far as is reasonably practicable, that the Site and the Event, including anything arising from the Site or the Event, are without risks to the health and safety of any persons. The Event Organiser must provide Council with a health and safety management plan specific to the Event at least 20 Business Days prior to the Event Pack In Date.  The Event Organiser must ensure, as far as is reasonably practicable, that the health and safety of any:   * Workers involved in carrying out the Event * Workers whose activities in carrying out work are influenced or directed by the Event Organiser and * any other person(s) * are not put at risk from carrying out the Event.   The Event Organiser must, so far as is reasonably practicable, engage with workers involved in carrying out the Event in relation to health and safety matters concerning the Site or the Event. The Event Organiser shall have procedures in place that provide reasonable opportunities for such workers to participate effectively in improving health and safety in respect of the Site and the Event on an ongoing basis. |
| **Ōtorohanga District Council Terms and Conditions continued** |
| The Event Organiser must, so far as is reasonably practicable, co-ordinate, consult and co-operate with all other duty-holders in relation to the Event, including Council.  **8. Responsibility for Equipment**  The Event Organiser must provide, place and remove all temporary structures, road markings, signs, cable ties, rubbish bins, toilets, equipment, props and any other equipment or devices associated with the Event. Removal of such equipment and structures must take place immediately after the Event. All equipment and structures used in relation to the Event must be in good, safe, working order.  **9. Responsibility for Clean-up and Waste Minimisation**  The Event Organiser must consider the waste implications of the Event.  The Event Organiser must ensure that the Site and any surrounding areas are in a clean and tidy condition, including surrounding streets before, during and after the Event. The removal and disposal of all rubbish, recycling and organics must take place immediately after the Event to an appropriate facility. The Event Organiser agrees to pay for the cost of any repairs and additional cleaning required by the Council to re-instate the Site and surrounding areas to a clean and tidy condition. Such costs will be in addition to any other fees and charges.  **10. No Damage to Property**  The Event Organiser must ensure that the Site and all wildlife, stock, vegetation, furniture, fences, bollards, buildings and other facilities on the Site are not damaged or unduly disturbed at any time before, during or after the Event.  **11. Road Closures and Public Notices**  The Event Organiser must apply for any necessary road closure authorisations specified in the Application Form at least 90 Days prior to the Event Pack In Date. The costs of any public notices required to advertise road closures associated with the Event will be met by the Event Organiser.  **12. Traffic Management Plan**  The Event Organiser may be required to provide Council with a professional Traffic Management Plan (“TMP”) drafted by an adequately qualified Site Traffic Management Supervisor (“STMS”) at least 90 Business Days prior to the Event Pack In Date.  Council and the NZ Police may require further details to be included in the TMP. The Event Organiser must provide further details as soon as practicable after any such request prior to the Event Pack In Date.  **13. Noise**  The Event Organiser must comply with the permitted noise levels as set out in the temporary activity provisions in the Ōtorohanga District Plan.  **14. Compliance with Legislation**  The Event Organiser must ensure that the Event complies with the Ōtorohanga District Plan and all applicable legislation, bylaws and policies and that its Personnel comply with the same and do not do or omit to do anything that may cause the Event Organiser to be in breach of its obligations under these terms and conditions or any Special Conditions. In addition, the Event Organiser must take all reasonable steps to ensure that all participants in the Event comply with such legislation, bylaws and policies~~.~~  **15. Site Plan**  The Event Organiser must provide a detailed plan of the Site/s prior to the Event Pack In Date, with allowances for feedback and editing before the event.  **16. Underground Services**  The Event Organiser is responsible for identifying all underground services prior to erecting structures, tents etc. The Event Organiser must meet any costs associated with the repair of any services damaged. |

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| **Ōtorohanga District Council Terms and Conditions continued** |
| **17. Documentation**  The Event Organiser must ensure that a final version of the Event planning documentation is held on the Site for the duration of the pack in, Event and pack out, including, but not limited to the Council approval, health and safety documentation, key event contact persons and their contact details, and the site plan.  **18. Event Changes**  Any proposed change to the nature or timing of the Event, as set out in the Application Form, must be approved by Council, in its absolute discretion.  **19. Signage**  All signage relating to the Event must comply with the Ōtorohanga District Plan and all applicable bylaws, policies and Reserve Management Plans.  **20. Insurance**  The Event Organiser must maintain and keep in force for the duration of the pack in, Event and pack out, adequate public liability insurance cover (minimum policy limit of $2 million) with a reputable insurer. The Event Organiser must provide Council with proof of such public liability cover, including details of the insurer, any relevant exclusions and the amount of cover, at least 20 Business Days prior to the Event Pack In Date.  **21. COVID-19 Protection Conditions**  The Event Organiser must ensure the event and all involved follow the appropriate and relevant COVID-19 protocols, restrictions and/or protection framework set about central government and Ōtorohanga District Council.  **22. Breach of Conditions**  The Event Organiser acknowledges that a breach of any of these terms and conditions or Special Conditions, may result in:   * forfeit of all or part of the bond (if any); * closure of the Event; * refusal to accept future bookings from the Event Organiser; and/or * the Event Organiser being liable for any extra costs incurred.   **23. No waiver**  No waiver or any breach, or failure to enforce any provision of these terms and conditions at any time by Council will in any way effect, limit or waive Council’s right to enforce and compel strict compliance with the provisions of these terms and conditions. |