

Parks Booking Form

Today's Date: ___ / ___ / ___.

Please refer to the **'Terms and Conditions'** for the use of parks and reserves prior to booking your event.

Park Use

Name/Nature of Event: _____

Park Required: _____

Location within Park: _____ *(Please indicate on the aerial photograph provided)*

Number of people likely to attend: _____

Event Start Date: _____ Start Time: _____ am/pm

Event Finish Date _____ Finish Time: _____ am/pm

Postponement Date/s *(if required)*: _____

Mobile Trader from ___ / ___ / ___ to ___ / ___ / ___ M T W T F S S *(circle days)* Hours: ___ to ___ am/pm

Event Organiser's Details

Name of Event Organiser: _____

Organisation: _____

Position: _____

Address: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

Special Requirements

For large or one-off events requiring any of the following, you may be asked to discuss your requirements with the Parks Manager prior to booking. Permission will be subject to written approval and may incur additional costs.

- | | |
|--|--|
| <input type="checkbox"/> Commercial activities | <input type="checkbox"/> Marquee / caravan etc |
| <input type="checkbox"/> Circus, gypsy fair, carnivals etc | <input type="checkbox"/> Stage or large structures |
| <input type="checkbox"/> Alcohol or food supply and sales | <input type="checkbox"/> Power / water |
| <input type="checkbox"/> Activity requiring sound systems | <input type="checkbox"/> Vehicle access |
| <input type="checkbox"/> Events including animals | <input type="checkbox"/> After hours access |
| <input type="checkbox"/> Disruption to parking and traffic | <input type="checkbox"/> Other _____. |

The Event Organiser shall supply contact details of all Auxiliary Activity Providers to be used as part of this event, and ensure they have read and agree to the **'Terms and Conditions'** for the use of parks.

Charges and Requirements

General Park Charge	\$ _____	Health and Safety Plan	<input type="checkbox"/>
Special Requirements	\$ _____	Indemnity and Public Liability Insurance	<input type="checkbox"/>
	\$ _____	Parking and Traffic Management Plan	<input type="checkbox"/>
Bond	\$ _____	Food stalls, Liquor Licenses etc	<input type="checkbox"/>
Total Amount Due	\$ _____	Mobile Trader Permit	<input type="checkbox"/>

Cheques should be made out to 'Invercargill City Council' and can be posted or delivered with the completed booking form to:

Invercargill City Council Parks Division
 Queens Park Office
 216 Queens Drive
 Private Bag 90104, Invercargill

Ph: 03 219 9070
 Fax: 03 217 5358
 Email: parks@icc.govt.nz

Full payment is required when booking unless arrangement has been made with the Parks Manager. Bonds for damages will be refunded at the conclusion of the event once the site has been inspected.
The Queens Park Office does not have EFTPOS or Credit Card facilities.

Agreement

- I have read and agree to the '**Terms and Conditions**' for the use of parks and reserves for events.
- I acknowledge that Council is entitled to impose conditions upon use of this Park at its discretion.
- I acknowledge that as Event Organiser I am responsible for ensuring that all auxiliary activity providers have read and agree to the '**Terms and Conditions**' for the use of parks for events. A list of these activity providers is attached to this form.
- I agree to pay all charges and bonds for the use of this park as requested by Council.
- I have been authorised to bind my organisation to this agreement.

Signed: _____ Date: _____

Name: _____ Position/Organisation: _____

Confirmed: _____ Parks Manager (or representative) Date: _____

For Office Use

General Park Charge _____	\$ _____	Booking entered / confirmed	<input type="checkbox"/>
Power/BBQ (AP/QP/OG) _____	\$ _____	Payment received / Receipt sent	<input type="checkbox"/>
Gates opened (QP) _____ am/pm.	\$ _____	Bond received	<input type="checkbox"/>
Service vehicles/after dusk access (QP/AP)	\$ _____	Health & Safety Plan received	<input type="checkbox"/>
QP Winter Gardens (Summer 5 – 7pm)	\$ _____	Insurances sighted	<input type="checkbox"/>
Marquee/stage/structures etc	\$ _____	Traffic plan sighted	<input type="checkbox"/>
Mobile trader _____ days x \$ _____/day	\$ _____	Food/Liquor licenses sighted	<input type="checkbox"/>
Commercial activity _____ days x \$ _____/day	\$ _____	Key allocated	<input type="checkbox"/>
Circus, fairs etc _____ days x \$ _____/day	\$ _____	Rangers/Supervisor/Ops notified	<input type="checkbox"/>
Wachner Place _____ days x \$ _____/day	\$ _____	Security notified	<input type="checkbox"/>
Other _____	\$ _____	Key returned	<input type="checkbox"/>
Bond _____	\$ _____	Site inspected / Bond refunded	<input type="checkbox"/>
TOTAL \$ _____		BOOKING REF:	