



## Public Event, Park and Reserve Form

Name / organisation		
Email address		
Contact phone		Mobile
Address		
Location - park or reserve name <i>(area within the park or reserve requested e.g. whole of park or north eastern corner if relevant)</i>		
Time and date/s (include pack in and pack out)		
Event name and expected number of people		
Description of use		

I, \_\_\_\_\_ (name) will ensure the location/park/reserve is left as we found it, all rubbish will be cleared away and any damage will be fixed.

We are aware that the location/park/reserve is governed by certain Council bylaws and policies and have obtained the necessary permissions (licence/permits) for our event. We agree to abide by Council bylaws and policies in our use. I have attached my Health & Safety Plan, Litter Control Plan and Event Plan.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For further information please contact our Parks Team at [parks@kaipara.govt.nz](mailto:parks@kaipara.govt.nz) or our Customer Services Team on 0800 727 059

**OFFICE USE ONLY**

Added event to booking schedule		Yes		No
Health & Safety plan received		Yes		No
Is a Bond necessary?		Yes		No

Park inspected before event?		Yes		No	Date
Park inspected after event?		Yes		No	Date

Any other comments: