

Please email completed application to [openplacesadmin@whakatane.govt.nz](mailto:openplacesadmin@whakatane.govt.nz) and include a copy of your RAMS and public liability insurance (if required).

### Proposed hire application details (Must be completed by the person/organisation who is paying the account)

Full name: \_\_\_\_\_  
 Club or Association: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Postal address: \_\_\_\_\_

#### Details of person responsible for the care of the field/facility during your occupation:

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Seasonal bookings – complete this section for seasonal bookings only

<b>Summer Season: normally 1 October to 31 March</b> Dates: From ___/___/___ To ___/___/___				<b>Winter Season: normally 1 April to 30 September</b> Dates: From ___/___/___ To ___/___/___					
Name of Park / Reserve / Indoor Venue required	Days required (please tick)							Time	
	M	T	W	Th	F	S	S	From	To

Do you require a quote for funding application purposes?  Yes  No

**Please note: if there is not sufficient space on this form, please attach a schedule of bookings.**

### Casual bookings – complete this section for casual bookings only

Name of Park / Reserve / Indoor Venue required	Date(s) required	Time	
		From	To

### Details of sporting activity

Type (e.g. basketball, football, touch): \_\_\_\_\_  
 Level (tick one only):  Senior sport  Junior sport

### Declaration

I/We understand that if Council accepts my/our application we will be required to enter into WDC's Venue Hire Agreement, which sets out detailed terms of use for the Venue and is available from WDC for review.

Please note that Council may not approve your booking and/or specific elements of your Event. You are strongly encouraged not to incur any costs and/or make any Event arrangements until such time as you hold a signed Venue Hire Agreement from Council.

In addition to any terms and conditions imposed by the Venue Hire Agreement, I/we agree to:

1. Provide required all required health and safety documentation with this application to the Administrator with this application (e.g. club's health and safety policy and risk assessments).
2. Declare that the information supplied with this application is true and correct according to the best of my/our knowledge. I/We agree to abide by conditions which WDC may impose on the use of the sports field/venue if the application is granted, including as set out in the Venue Hire Agreement.
3. Provide evidence of at least \$2,000,000 Public Liability Insurance cover to the Bookings Administrator at least one month before the Hire Period begins. This is a mandatory requirement for all sport users/groups and your booking will not be confirmed until this has been provided.
4. Ensure the site and facilities are left in a clean and tidy condition, with all rubbish removed at my/our expense.
5. Forfeit a booking if WDC declares that the ground or venue is, or will be, unfit to play on due to bad weather/maintenance and will work with the Council to find an alternative venue at the Council's expense, within reason.
6. Comply with the Council Bylaws and Full Conditions of Hire which can be viewed on [www.whakatane.govt.nz](http://www.whakatane.govt.nz)
7. Pay all bonds due, if applicable.
8. Reimburse the Council for any additional costs incurred by the Council as a result of the use of the sport field/venue by me/us.

Hirer's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_