

To book a Park, Reserve or Beach for your wedding ceremony, please complete this application form providing as much information as possible, and return with payment to:

Whakatane District Council

Attention: Reserves & Bookings Administrator

openplacesadmin@whakatane.govt.nz

Phone: 07 306 0566

<i>Booking details</i>					
Park/Beach Name or Location					
Date required			Approximate # of Guests		
Start Time			Finish Time		
<i>Applicant's details</i>					
Applicant Name					
Postal Address					
Home Phone					
Mobile Phone					
Email Address					
Name, mobile number and email address for contact person <u>during the event</u> in case of emergency					
<i>Further information</i>					
Gazebos / Tents	Yes	No	How many?		What size?
Arches	Yes	No	How many?		What size?
Music/Sound Equipment	Yes	No	If you intend to play music or generate other noise, please be aware of any nearby houses and try to minimise noise disturbance		
Do you need vehicle access on to the reserve?	Yes	No	If you require vehicle access, a key will be issued one working day before your event and a \$150 bond will be required. Please note: Vehicle access is not available at some venues, i.e. Kōhi Point, Waiewe Camellia Park		
Do you require access to a power box?	Yes	No	If power is required, a key will be issued one working day before your event and a \$150 bond will be required. Please note: not all reserves have power boxes		
Refreshments	Only non-alcoholic beverages are permitted				

Please sign, acknowledging that you have read and understood the conditions printed on the reverse of this form:

Signed: _____ Date: _____

<i>Office use only</i>			
Total fee:	\$55.00	GL Code (reserve hire):	40 10 70 1250
Receipt number:		Date paid:	

Conditions and information relating to Open Space Venue Hire for Weddings:

1. Your event cannot be considered as booked until you receive a Letter of Confirmation (LOC) from the Reserves & Bookings Administrator. Any special conditions will be attached to the LOC.
2. Payment to be made upon booking.
3. Keys for power boxes or gates (if any) should be collected from the Reserves and Bookings Administrator, preferably the day before your event. Applicants are advised to check padlocks and operation of the power box prior to the event. If a key is required for vehicle or power box access, a bond will be taken. The Reserves and Bookings Administrator will issue an invoice for the bond and the key can be collected one working day before the event.
4. A damages bond may be required at the discretion of WDC for a wedding involving a large number of guests. Possible damage to gardens must be taken into account, and therefore you may be asked to pay a damages bond, returnable upon a satisfactory post-wedding inspection of the grounds.
5. In the event of inclement weather, an application can be made for a refund of the fees paid. Applications should be made in writing within 5 working days of the cancelled event.
6. The applicant is responsible for:
 - a) Ensuring the provisions of the Health and Safety at Work Act 2015 are complied with;
 - b) All event management including traffic and security;
 - c) Removing all litter following your event.
7. You should be aware that all Council reserves are open to the public at all times and the exclusive use of the space cannot be guaranteed.
8. Council staff and contractors attend to mowing and weeding on a regular basis but there is no guarantee that the reserve applied for will be on the schedule for the week of the application. You are advised to visit the reserve prior to your event, to check that all is in order.
9. Kapu-Te-Rangi Reserve (Kohi Point) - Users should be aware that this reserve is accessed from an unsealed road which can be dusty in the summer and muddy in winter. There is limited room for parking at the reserve entrance and no off-road parking is available. If a large wedding is planned, transporting of guests to the venue by bus may be appropriate. No power connection is available at this reserve.
10. Every event must comply with Council's Bylaws and District Plan.

Please submit this form as soon as possible in order to secure your booking