

For general use of park or reserve, such as a picnic, BBQ, or small family gathering (up to 100 people), there's no need to submit an Event Application. Instead here are a few guidelines to follow:

- Please remove your rubbish from the reserve or use Council's recycling stations.
- Portable gazebos can be used. Larger structures such as marquees may need a building consent, please contact our Reserves & Bookings Administrator for more information.
- The display of small signs, to direct guests to your location is permitted but these must be self-standing and not fixed to any existing natural or man-made structure. Any signs, furniture, decorations and litter must be removed upon your departure.
- Be aware that the park/reserve will have other users and the public are entitled to enter at any time. This includes weddings on reserves and car parking.
- The following Council Bylaws must be adhered to: [Public Places Bylaw](#), [Alcohol Control Bylaw 2018](#), [Beaches Bylaw 2018](#), [Dog Control Bylaw 2018](#), [Ports and Wharves Bylaw 2018](#), [Parks and Reserves Bylaw 2018](#).
- Council has a Smoke Free Policy for all playgrounds on our reserves.

Key health and safety requirements:

It's important to us that you have an enjoyable and safe experience in our parks/reserves, so here are some basic health and safety requirements to take note of;

- Site inspection: Inspect your event area and identify any hazards/risks that are present. If you are concerned about a hazard/risk, please contact Council immediately on 07 306 0500 to report. We are available 24/7.
- Bouncy Castles: Provide Council with a Risk Management Plan. Contact the Reserves & Bookings Administrator for a template.
- BBQs: Check the BBQ is clean before use. Ensure use of appropriate utensils to avoid burns and heat food thoroughly to avoid food poisoning.
- Supervision: Ensure you have enough adults so that children are closely supervised at all times.
- Water Safety: Water Safety New Zealand identifies four simple rules to remember, each time you venture near the water:
 - a. be prepared
 - b. watch out for yourself and others
 - c. be aware of the dangers
 - d. know your limits
- Safety: Keep a working mobile phone on site and know the location of the closest Emergency Department.