

To book a **Park, Reserve and/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, Open Places & Spaces Team
openplacesadmin@whakatane.govt.nz Phone: 07 306 0500

Venue Name / Location					
A site plan of the wedding area is required with this application					
Date of Wedding		Approximate # of Guests			
Start Time		Finish Time			
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					
Structures & Equipment					
Gazebos / Marquees / Tents	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?		What size?	
Arches	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?		What size?	
Music/Sound Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify			
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify			
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details			
Please note: Not all reserves have access to a power source.					
A key will be required if access to power boxes or gates is required. Keys can be collected from Council the day before your					
Refreshments	Please note that all Council Reserves are alcohol free				

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

Signed: _____ Date: _____

Total fee:	\$55.00	GL Code (reserve hire):	40 10 70 1250
Receipt number:		Date paid:	
Approved:		Date:	
		Approved by Inspectors (if necessary):	
		Date:	

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 from the Reserves & Bookings Administrator. Any special conditions will be attached to the LOC.
2. **Payment to be made upon booking. All cancellations will be refunded.**
3. 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.
4. 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.
5. 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.
6. In view of 5. above, you are advised to visit the reserve prior to your event, to check that all is in order.
7. **Keys:** Keys for power boxes or gates (if any) should be collected from Customer Services at the Council, preferably the day before your event. Applicants are also advised to check on the location and operation of the power box prior to the event.
8. **Damages Bond:** An application for a wedding involving a large number of guests on any reserve will require special consideration. Possible damage to gardens must be taken into account, and therefore you may be asked to pay a bond, returnable upon a satisfactory post-wedding inspection of the grounds.
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 venue