Public Event, Park & Reserve Form

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| **Name / Organisation** |  |
| **Email Address** |  |
| **Contact phone #** |  | **Mobile#** |
| **Address** |  |
| **Location/Park/Reserve name****(Area within the Park/Reserve requested e.g. Whole of park or north-eastern corner if relevant)** |  |
| **Time & 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 By-Laws & Policies and have obtained the necessary permissions (license/permits) for our event. We agree to abide by Council By-laws and policies in our use. I have attached my Health & Safety Plan, Litter Control Plan and Event Plan.****Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**For further information contact Mike Collins 09 439 3123 ext 769 |
| ***OFFICE USE ONLY****Add Event to the Booking Schedule □ Done**Health and Safety Plan received: □ Done**Is a Bond necessary?: □ No □ Yes**Park Inspected Before Event: □ Yes Date:* *Park Inspected After Event: □ Yes Date:* *Any other comments:*  |