



Parks and Reserves Booking Form

| |
|--|
| FILE 318/24/002 (Harcourt) 318/04/010 (Maidstone) 318/02/002 (Trentham) 318/05/003 (Whakatiki) 318/ / Council Use Only: |
|--|

Please complete in BLOCK LETTERS, sign the last page and return all 3 pages to Main reception Civic Administration Building or fax to Parks and Reserves: (04) 527-2183.

Venue/Field:

A booking does not give exclusive use of playgrounds, bbq's or paddling pool.

| | |
|------------------------------------|--|
| Number of People attending: | |
|------------------------------------|--|

Requirements: (tick)

| | |
|--|--------------------------|
| Changing Rooms/Showers (TMP only) <input type="checkbox"/> Additional Rubbish Bins (Number required) <input type="checkbox"/> Site for Marquee (building consent required if over 50m ²) <input type="checkbox"/> Keys to access gates <input type="checkbox"/> | Additional Requirements: |
|--|--------------------------|

USAGE DETAILS

| | |
|---------------|-------------------------------|
| Date of Event | Postponement Date (if needed) |
|---------------|-------------------------------|

Time of Event (circle) **am/pm** To **am/pm**

Type of Event / Name

CUSTOMER DETAILS

| | | |
|--|--------|-----|
| Organisation | | |
| Applicants / Name (Minimum age 18) | | |
| Address | | |
| Postal Address if different from above | | |
| E-mail address | | |
| Phone | Mobile | Fax |

If the customer has requested access to a facility and requires a key, arrangements must be made (appointment) to collect the key, a refundable deposit may be required at time of key collection.

The Customer agrees that where the Upper Hutt City Council ('the Council') supplies the Customer with goods and/or services, the following terms and conditions will apply:

- the Terms and Conditions of Payment (if applicable),
- the Terms and Conditions for Facilities and/or Equipment,
- any additional Terms and Conditions agreed in writing between the Council and the Customer.

TERMS AND CONDITIONS FOR SUPPLY OF FACILITIES AND EQUIPMENT

1. Where the council provides the Customer with the use of facilities or of any chattels, plant or equipment ('equipment') the Customer shall not use any of the facilities or equipment for any purpose other than that agreed to by the Council.
2. The Customer shall regularly remove all rubbish and waste from any facilities used by the Customer and keep such facilities in a tidy condition. The customer may place rubbish in Council's rubbish bins – extra bins may be supplied by Council and sited by customer.
3. If the Customer arrives on site and the area is already in use by a casual user and the casual user will not vacate on being shown proof of the booking then the Customer will need to contact Council on 527-2169 at which time a security officer will be sent to request the casual user to move on.
4. The Customer shall give the Council prompt notice of any accident on the facilities or with the equipment or defect in the facilities or equipment that the Customer becomes aware of.
5. The Customer shall not use any facilities or equipment in any noisome, noxious, illegal or offensive way or allow anything or any act to be done on or in any facilities that causes a nuisance or disturbance.
6. The Customer shall comply with all statutes, ordinances, regulations and bylaws relating to any facilities or equipment, or use of such facilities or equipment.
7. The Customer shall not assign, sub-licence, mortgage, charge, encumber or part with possession of any facilities or equipment without the prior written approval of the Council.
8. Nothing in this agreement shall create any lease, tenancy or interest in the Councils land.
9. The Customer shall not make any alterations or additions to any facility or equipment (including the affixing of signs or advertisements to the exterior of any facility) without the prior written approval of the Council. Such approval may be given on such conditions as the Council sees fit and the Council shall be entitled to require the Customer to reinstate the facilities or equipment at any time.
10. The Customer shall not carry on or do anything on or in the facilities or with the equipment that would make void any policy of insurance over the facilities or equipment, or render any extra premium payable by the Council for such insurance and shall take out such insurance as is required by the Council in respect of the use of any facilities or equipment.
11. The Council may at any reasonable time during working hours enter onto the facilities or the premises of the Customer to view the condition of the facilities or equipment.
12. The Customer shall keep and maintain the facilities, equipment, ground or anything else that the Council has supplied in the same state as repair and condition as they were at the commencement of use, but taking into account fair wear and tear. If the Customer fails to maintain the facilities or equipment as required by the Council, the Customer will repair and replace any of the fixtures, fittings, and chattels that are damaged with something of equivalent quality of the Council may carry out any necessary repairs and recover such cost from the Customer.
13. The Customer shall indemnify the Council against all damage to any facilities or equipment or loss resulting from any act or omission on the part of the Customer, or its personnel or invitees and if required by the Council will recompense the Council for all expenses incurred by the Council in making good any damage to any facilities, equipment or any other property (whether belonging to the Council or not). Public Liability may be required, proof of this insurance will be required not less than one week prior to the event
14. A deposit against damage may be required by Council. The deposit is to be lodged with Council, not less than one week prior to the event. The deposit will be returned only after Parks and Reserves staff have inspected the site and found it free of any damage.
15. Motorised vehicles are not permitted into parks, gardens and reserves beyond car parking facilities, with the exception of authorised vehicles and motorised wheelchairs. Temporary vehicle access may be granted for specific finite purposes, and then terminated at the completion of the purpose.
16. Emergency and public access ways must be kept clear at all times.
17. The sale or supply of liquor requires a special licence.
18. The erection of any Tent/Marquee over 50m² requires a building consent.
19. The customer shall provide Council with a Health and Safety Plan for all 'Public' and/or events.
20. **Cancellation Policy for casual bookings:**
Should Council close any facility because of inclement conditions, the hirer shall be entitled to a full refund. Should the hirer cancel or postpone when ground conditions are acceptable with less than 24 hours notice, they shall forfeit 50% of their fee. Where they give three days notice, they shall forfeit 20% of their fees and where more than one weeks notice is given they shall be entitled to a full refund.

TERMS AND CONDITIONS OF PAYMENT

1. The Customer will pay the Council the set fee by the 20th day of the month following the date the invoice is issued.

2. Where payment is not made in accordance with clause 1, the Customer agrees to pay the Council:
 - 2.1 All costs and expenses (including debt collection fees or legal fees), incurred by the Council in seeking to recover the overdue amount.
3. Under no circumstances will the Customer be entitled to withhold any monies which are due and owing to the Council.
4. The Council is entitled to apply all payments received from the Customer, first in reduction of interest and costs and then in reduction of any amounts invoiced.
5. The Customer will notify the Council of any change of address or account details by contacting the Council in writing.
6. The Council reserves the right to charge interest on outstanding fees.

APPLICANT

I have read and agree to the above terms and conditions and confirm that I am authorised to bind the Customer to this agreement.

| | |
|------------------------|-------|
| Name: | Date: |
| Signed: | |
| Position/Organisation: | |

(Minimum age 18)

| Venue (Council to fill in) | Cost |
|-----------------------------------|-------------|
| | |
| | |
| | |
| | |

**Council Use Only:
Checklist**

| | | |
|---|---|--|
| <input type="checkbox"/> Copy to hirer | <input type="checkbox"/> Copy To File | <input type="checkbox"/> Changing Rooms |
| <input type="checkbox"/> Bins ordered? | <input type="checkbox"/> Marquee Consent? | <input type="checkbox"/> Use of Sports Fields? |
| <input type="checkbox"/> Driving/Excavations? | <input type="checkbox"/> Health and Safety Plan Required? | |

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PRM | PPO | PRO | HO | TSU |

| | | | |
|----------------|--|------|--|
| Booking Number | | | |
| Confirmed | | Date | |