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| Event DETAILS |

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| --- | --- |
| Key contact name | Click here to enter text. |
| Event Name | Click here to enter text. |
| Company or organisation | Click here to enter text. |
| Website | Click here to enter text. |
| Address | Click here to enter text. |
| City / Town | Click here to enter text. |
| Country | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Phone Number: | Click here to enter text. |

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| Event Overview |

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| Please provide a description of your proposed event or activity | Click here to enter text. | |
| Event dates | **Start date**: Click here to enter a date. | |
| **End date**: Click here to enter a date. | |
| **Rain date**: Click here to enter a date. | |
| Event times | **Start time**: Click here to enter text. | |
|  | **End time**: Click here to enter text. | |
| No. of participants anticipated to attend | 1-100  100-500  500+ please estimate \_\_\_\_\_\_\_ | |
| Will any of the following activities will take place?  If so, plans / permits will be required as per below |  | Amplified Sound |
|  | Fireworks |
|  | Amusement Devices |
|  | Food/liquor being sold |
|  | Road Closures |
|  | Drones |

|  |  |  |  |  |
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| If you want to use a carterton district council owned public space – please complete this PARK BOOKING REQUEST | | | | |
| *Park / Location:* | Click here to enter text. | | | |
| *Intended use* |  | Competition |  | School |
|  |  | Training |  | Special event |
|  |  | Social |  | Other |
| *Turf surface* |  | Vehicles on park\* |  | Structures on park\*\* |
|  |  | Trailers on park |  | |
| *\* If vehicles will be parked on the grass, how many vehicles/trailers can be expected?* | Click here to enter text. | | | |
| *\*\* If temporary structures will be utilised, please state the number and size/s of structures you wish to erect?* | Click here to enter text. | | | |
| *Special requirements* |  | Toilets |  | Access |
|  | Power |  | Rubbish bins: No\_\_\_\_\_\_ |
|  |  | Other\* |  | |
| *\* Please state any other special requirements* | Click here to enter text. | | | |
| *Additional comments* | Click here to enter text. | | | |
| **Customer signature** |  | | | |
| **Print name** | Click here to enter text. | | | |

***A commercial or significant event may require additional information to be supplied.***

***Subject to information provided, a bond may be required prior to the event taking place.***

***Carterton District Council reserves the right to cancel any booking in the event of unforeseen circumstances / extreme weather conditions.***

***Please email this form back to*** [***communityevents@cdc.govt.nz***](mailto:communityevents@cdc.govt.nz)***.***

***Your booking is not confirmed until you have received confirmation. There may be a requirement for an Event Approval Certificate. The Community Events Coordinator will let you know if that is a requirement.***