|  |
| --- |
| Event DETAILS |

|  |  |
| --- | --- |
| 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. |

|  |
| --- |
| Event Overview |

|  |  |
| --- | --- |
| 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 |

|  |
| --- |
| 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******.***

***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.***