

Parks and Facilities Application Form



Before you begin...

Notes to Applicants

- Please apply for use of Council owned grounds, facilities, reserves, etc six weeks in advance and ensure you fill in all fields.
- Charges are as per Council's published fees and charges, available on www.horowhenua.govt.nz/feesandcharges
- Additional charges will be levied if the grounds and facilities are left in an untidy state or damaged.
- If food will be sold at your event, alcohol allowed or if the event will cause disruption to vehicular or pedestrian traffic, you may need additional approvals. Please check our guide to organising an event and include details of any additional applications you may have.
- If you are planning on having alcohol outside of a licensed area you will need to apply for a special licence.
- Additional charges will be levied for extraordinary ground preparation or other requirements. Please contact Council regarding costs for extra work.
- A refundable key bond is required whenever keys are issued.
- No bookings are confirmed until approved by Council.
- Please have a copy of the approved application form on you for the duration of the booking.
- Reserves are for public use and submitting this application form does not give you exclusive use of the reserve.

Useful Links

- [Parks and Reserves Fees and Charges](#)
- [Event Notification Form](#)

Please note: that by signing and submitting this application form you are agreeing to manage your booking in line with the COVID-19 Protection Framework. Full information can be found on the [COVID-19 website](#).

Applicant/s Details

Title: (Select 1 option) Required

- Mr
- Mrs
- Miss
- Ms
- Dr
- Not applicable

First Name: Required

Enter your first name

Last Name: Required

Enter your last name

Organisation / Group: Required

Enter your organisation/group name

Role / Position: Required

Enter your role/position within the organisation/group

Email: Required A copy of your submitted details will be sent to the email address provided below.

Enter your email address

Phone Number: Required

Enter your phone number

Mobile Number:

Enter your mobile number

Postal Address: Required (Include Postcode)

Enter your postal address

Physical Address: (if different from postal)

Enter your physical address

Additional Contact Person

Additional Contact Title: (Select 1 option) Required

- Mr
- Mrs
- Miss
- Ms
- Dr
- Not applicable

Additional Contact First Name: Required

Enter your additional contact first name

Additional Contact Last Name: Required

Enter your additional contact last name

Additional Contact Mobile: Required

Enter your additional contact mobile number

Request Details

Request for the use of: (Select 1 option) Required

- Argyle Avenue Reserve, Levin
- Bishop Vineyard Reserve, Ōhau
- Cousins Avenue Reserve (Pt), Foxton Beach
- Driscoll Reserve, Manakau

- Ferry Reserve, Foxton Beach
- Flagstaff Reserve, Foxton Beach
- Foxton Beach Foreshore Reserve, Foxton Beach
- Gladstone Reserve, Levin Rural
- Gladys Taylor Park, Levin
- Green Avenue Reserve, Levin
- Hank Edwards Reserve, Waikawa Beach
- Hartley Street Reserve, Foxton Beach
- Hennessy - Lowe Reserve, Foxton Beach
- Holben Reserve, Foxton Beach
- Holmwood Park, Waitarere Beach
- Horseshoe Bend Reserve, Tokomaru
- Hyde Park, Shannon
- Iona Park, Levin
- Jubilee Park, Levin
- Kennedy Drive Reserve, Levin
- Kimberley Reserve, Levin
- Kowhai Park, Levin
- Levin Adventure Park, Levin
- Levin Public Gardens, Levin
- Lincoln Place Reserve, Levin
- Linklater Reserve, Foxton Beach
- Maire Street Reserve, Levin
- Mangaore Hall Reserve, Shannon
- Mangaore Reserve, Shannon
- Morgan Crescent Reserve, Levin
- Nola Simpson Rose Garden, Levin
- Parikawau Domain, Ōhau
- Riverloop Reserve, Foxton
- Seaview Gardens, Foxton
- Solway Park, Levin
- Stuart Donnelly Park, Foxton
- Te Awahou Riverside Cultural Park, Foxton
- Te Maire Park, Shannon
- The Village Green, Levin
- Thompson House Park, Levin
- Tokomaru Domain, Tokomaru
- Tokomaru Hall Reserve, Tokomaru
- Vincent Drive Reserve, Levin
- Waitārere Beach Domain, Waitārere Beach
- Waitārere Beach Newman Esplanade Reserve, Waitārere Beach

For the purpose of: Required If you need to reference information which is available on a website, please enter the URL into the details.

Please state the purpose of hiring this facility, eg Under 15s Rugby Tournament

Start Date: Required

D D M M Y Y Y Y

Start Time: Required

End Date: Required

D D M M Y Y Y Y

End Time: Required

Expected Numbers Attending: Required

For numbers over 100 you must fill out an [Event Notification Form](http://www.horowhenua.govt.nz/Places-Events/Organising-An-Event/Events-Notification) <http://www.horowhenua.govt.nz/Places-Events/Organising-An-Event/Events-Notification>

Will there be gate charges? (Select 1 option) Required

- Yes
- No

Will there be disruption to vehicular or pedestrian traffic? (Select 1 option) Required

- Yes
- No

Will there be food/drink sales? (Select 1 option) Required

- Yes
- No

Is this booking for a youth/school group? (Select 1 option) Required

- Yes
- No

If yes, what age?

Enter the age or age range, eg 7-9 year olds

Will alcohol be served at the event? (Select 1 option) Required

- Yes
- No

If you are serving alcohol and currently don't have an alcohol licence, please visit the [Alcohol at an Event](http://www.horowhenua.govt.nz/Places-Events/Organising-An-Event/Alcohol-at-an-Event) <http://www.horowhenua.govt.nz/Places-Events/Organising-An-Event/Alcohol-at-an-Event> section on our website

Additional Requirements

Please note these will incur extra charges

Requirements: (Select 1 or more options) Required

- Keys/Swipe Cards - Please detail what for and number of sets below
- Amenities - Unlock/Lock up toilet and/or changing rooms - Please detail requirements below
- Amenities - Cleaning
- Bins emptied or extra bins required
- Pre-booking reserve check/tidy up
- Extra mowing
- No extra services required

Please list any specific requirements:

Enter your requirements

Additional Information

If you would like to attach any additional information, eg a site plan, please upload it here.



Please attach all files to the end of this form before submitting it.

Fees and Payment Details

Payment Details:

- Please do not make any payments until your booking has been approved by Horowhenua District Council
- It is recommended that payment is made electronically using internet banking. Council's Bank Details are below. Payment can be made in person by cheque, EFTPOS or by cash, by visiting one of our Customer Service Centres

If paying by Internet Banking, our Bank Account Details are: Horowhenua District Council, 02-0668-0070607-02. Please ensure you include your name (eg AB Smith) and the reason for payment (eg FAC HIRE) in the Particulars and Reference sections when making payment.

Refunds

Should it be necessary for Council to refund part or all of the fee paid, please provide below the details of the bank account you wish this to be paid to. Please note that it may be necessary to validate these bank account details at the time of refund.

Account Name:

Bank Account Number:

Declaration

Declaration (Select 1 or more options) Required

- Upon approval, I/We agree to pay the Council the required fees and charges in advance of the booking
- Council reserves the right to cancel/revoke/reschedule this booking due to non-payment, inclement weather, safety concerns, maintenance requirements or clash with a 'significant hire'.
- I/We agree to keep the reserve tidy at all times, remove rubbish/signboards/structures (if applicable), prevent/report any damage to the park or facility
- I/We agree that Council cannot be held responsible for any injury or loss/damage of property arising during a booked event
- Applicant understands that the reserve is for public use and this booking application does not give them exclusive use of the reserve.

Please note: that by signing and submitting this application form you are agreeing to manage your booking in line with the COVID-19 Protection Framework. Full information can be found on the [COVID-19 website](#).

Please sign: Required By typing your name in the space provided below, you are 'Electronically' signing this form

Date: Required

D	D	M	M	Y	Y	Y	Y
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Office use only

This section is for Horowhenua District Council staff to complete. Please skip this section by selecting 'Submit' and wait for the form to process.

This application has been: (Select 1 option) (Office use only)

Approved

Declined

Comments:

Office Use Only

Authorised by:

Office Use Only

Date Approved:

Office Use Only

Payment Amount:

Office use only

Date Invoiced:

Office Use Only

Date Payment Received:

Office Use Only

Copy to: (Select 1 or more options) (Office use only)

- Applicant (copy to be on hand at all times)
- Accounts Receivable Officer
- Environmental Health Officer
- Community Facilities & Event Co-ordinator
- Contractor - Facilities Maintenance
- Contractor - Parks (including bins)
- Liquor Licensing Officer
- Roading Officer
- Parks Officer - Approval

Parks Register Updated:

Office Use Only

Instructions to Contractor

Tick if required: (Select 1 or more options) (Office use only)

- Extra Mowing
- Reserve Check/Tidy Up
- Field/Line Marking
- Toilet Cleaning
- Bins
- Open Facilities/Turn on Lights

If you have ticked any of the above, please detail below number/frequency:

Office Use Only

End of form

Don't forget to attach all files before submitting this form