

# Event Permit – Streamlined Contract

**N.B:** This application **MUST BE RECEIVED 15 WORKING DAYS PRIOR TO THE EVENT/ACTIVITY**. If it is lodged less than 15 working days, then a \$250 Urgent Fee will apply and is to be paid to the ranger or to head office.

Organisation's name: \_\_\_\_\_

Name of park / forest: \_\_\_\_\_

Location / proposed route (Please attach a map): \_\_\_\_\_

Name of event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Pack in time: \_\_\_\_\_

Pack out time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Operator's name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Other contact(s): \_\_\_\_\_

**N.B:** Should any of the below contract conditions not apply for this event/activity, then where appropriate, please delete them.

1. The Council land is to remain open to the public at all times.

## Health and Safety

2. The safety of all users is the responsibility of the Operator who must ensure that all rules and regulations of the Health and Safety in Employment Act, 1992 and any approved code of practice or regulations made under this Act and relevant to the activities are complied with.
3. A Health and Safety plan of the event must be provided to the Park Ranger at least 10 days prior to the event.
4. The Operator must have had explained the relevant hazards, and read and understood the Hazard Plan for the appropriate park/ forest.
5. All competitors must be briefed prior to the event and be made aware of the following:
  - a) That other members of the public may be using the park at the same time
  - b) All cyclists to keep left at all times, ride in single file and obey all road rules
  - c) Any other relevant safety or course issue
6. The Council takes no responsibility for the loss or damage suffered by the Operator during the period of its occupation of the Council land.
7. St John's Ambulance staff, or qualified persons with appropriate first aid skills for the event shall attend the event.

## **Managing impacts**

8. Routes through the location can be marked by tape and signage, which must be removed immediately after the event.
9. The use of any type of paint marker, permanent or non permanent, is **not allowed**, including on vegetation, ground, soil, structures or elsewhere within the park unless previously discussed with and agreed to by the Council. Failure to comply with this may result in your bond (if a bond has been paid) being withheld.
10. Signage must be placed at all track junctions along the course advising the public of the event, the route, and the time period during which the route will be in use.
11. All gates must be left as they are found (shut or open). This applies to both event staff and competitors.
12. No dogs or animals are to be taken on to the location by the Operator or any participant during the event.
13. Vehicle access is not allowed unless it has been previously discussed with and agreed to by the Park Ranger.
14. Light no fires. The extent and location of any fire is to be reported immediately via the 111 system.
15. No glass is taken on to the location and no alcohol or drugs are taken on to or consumed at the location.
16. The collection of all human waste, rubbish and litter resulting from the use of the location is the responsibility of the Operator.
17. In conducting the event on the location, the Operator is responsible for the provision of portable toilets at the location for use by the participants and must be discussed with and agreed to by the Ranger for at least 10 days prior to the event.
18. All damage to or loss of Council property is the responsibility of the Operator, who is liable to pay all amounts as a result of such damage or loss to the Council (or as the Council directs) and to do any other thing necessary to make good such damage or loss.
19. Should the Operator require the services of Council staff which goes beyond reasonable Council land management responsibilities, the Council will charge the Operator at the rate of \$50 per hour (GST inclusive) per person, or \$80 per hour (GST inclusive) if a Council vehicle is required.

## **Compliance with regulations**

20. The Parks, Forests and Reserves Bylaw shall be complied with.
21. All appropriate consents, licenses and permits required for the entry and conducting of the event and compliance with all other relevant regulations are the responsibility of the Operator.

## **Insurance**

22. The Operator shall take out or hold **public liability indemnity insurance and/or fire suppression insurance** (delete where appropriate) with a minimum cover of \$\_\_\_\_ **million** to indemnify from all liability, damages and claims of itself and third parties arising from the use of the location by the Operator, its agents, servants, invitees and contractors, provided such liability, damages and/or claims do not arise out of the gross negligence or wilful misconduct of the Council.

## **Payment of fees**

23. The Operator is to pay to the Council, in advance of entry, a bond of \$\_\_\_\_\_. The bond is to be held by the Council and applied to any remedial work found necessary as a result of the entry and conducting the event activities of the Operator at the location or any fees outstanding.

**General**

24. Five (5) working days prior to entry onto the location, the Operator shall notify the Park Ranger details of the approved activities or events. The activities of the Operator shall be limited to those activities approved by the Council. Any proposed variation to the approved activities must be submitted to the Council and its approval obtained.

25.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

**Signed by the Principal Ranger**

**Signed on behalf of the Operator**

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**Contact Us:**

Greater Wellington

Wellington Office

PO Box 11646

Phone 04 384 5708

Fax 04 802 0200

Web [www.gw.govt.nz](http://www.gw.govt.nz)

Greater Wellington

Western Sector Principal Ranger

PO Box 11646

04 237 5793

04 237 4816

027 484 3864

[www.gw.govt.nz](http://www.gw.govt.nz)

Greater Wellington

Eastern Sector Principal Ranger

PO Box 40847, Upper Hutt 4150

04 526 4133

04 526 4171

027 453 2430

[www.gw.govt.nz](http://www.gw.govt.nz)