

# Sports Ground and Sports Facility Booking Form

eDocs410668

<b>1. Name of Organisation - Association / Club / Group</b>

<b>2. Name of Event / Activity - please use separate forms for senior and junior sport.</b>
Senior Sport <input type="checkbox"/> Junior Sport <input type="checkbox"/> Team Practice <input type="checkbox"/> Matches <input type="checkbox"/>

<b>3. Seasonal Booking - complete this section for seasonal bookings only</b>										
Summer Season: normally 1 October to 31 March <b>Date:</b> From: ___/___/___ To: ___/___/___					Winter Season: normally 1 April to 30 September <b>Date:</b> From: ___/___/___ To: ___/___/___					
Park / Reserve Name	Facility Required	Days Required (please tick)							Time	
		M	T	W	T	F	S	S	from	to

Note: If there is not sufficient space on the form please attach additional sheets to this form e.g. Fixture list

<b>4. Casual Booking - complete this section for casual or pre-season bookings</b>				
Park / Reserve Name	Facility Required	Date Required	Time	
			from	to

<b>5. Customer Details - booking contact</b>				
Name:		Position in organisation:		
Address:				
Phone Number:	Home:	Mobile:	Business:	
Email:				

<b>6. Billing Address - for invoicing</b>				
Name:		Position in organisation:		
Address:				
Phone Number:	Home:	Mobile:	Business:	
Email:				

I agree to the terms and conditions of use as stated overleaf and confirm that I am authorised to make this booking on behalf of the above organisation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Please note your booking is not confirmed until the Council sends written confirmation.**

**Office use only:**

Booking Entered on Class <input type="checkbox"/>	Rental Number: _____	Confirmation Sent <input type="checkbox"/>
Marquee Consent required <input type="checkbox"/>	Resource Consent required (events lasting more than 6 hours) <input type="checkbox"/>	
Public Liability Insurance required <input type="checkbox"/>	Temporary Events Plan required (events lasting up to 6 hours) <input type="checkbox"/>	
Invoice requested <input type="checkbox"/>	Debtor Number: _____ Date Invoiced: _____	Account Paid <input type="checkbox"/>

# Booking Terms and Conditions

The Customer Agrees that where the Kapiti Coast District Council (the Council) supplies the Customer with goods/ and or services, the following conditions will apply:

- The Terms and Conditions of Payment (if applicable)
- The Terms and Conditions for supply of Facilities and Equipment
- The Terms and Conditions for Health and Safety
- Any additional terms and conditions agreed in writing between the Council and the Customer.

## Terms and Conditions of Payment

1. The Customer will pay the Council the set fee by the 20<sup>th</sup> 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 all costs and expenses (including debt collection fees or legal fees), incurred by the Council in seeking to recover the overdue amount.
3. 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.
4. The Customer will notify the Council of any change of address or account details by contacting the Council in writing.

## Terms and Conditions for Supply of Facilities and Equipment.

1. Where the Council provides the Customer with the use of grounds, facilities or equipment the Customer shall not use any of the grounds, facilities or equipment for any purpose other than agreed with the Council.
2. Line marking on grounds will not be provided for casual bookings. Grounds will be marked only for clubs and associations paying for seasonal use of the grounds. The Council does not provide goal posts, cricket nets or other such equipment for sports clubs and associations.
3. The Customer shall regularly remove all rubbish and waste from any grounds or facilities used by the Customer and keep them in a tidy condition.
4. The Customer shall not use any grounds, 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.
5. The Customer shall comply with all statutes, ordinances, regulations and bylaws relating to any grounds, facilities or equipment, or use of such facilities or equipment.
6. Nothing in this agreement shall create any lease, tenancy or interest in the Council's land. In any event the Customer shall not assign, sub-licence, mortgage, encumber or part with possession of any grounds, facilities or equipment, without prior written approval of the Council.
7. The Customer shall not make any alterations or additions to any grounds, facilities 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 grounds, facilities or equipment at any time.
8. The Customer shall not carry on or do anything on or in the grounds, facilities or with the equipment that would make void any policy of insurance over the grounds, facilities or equipment.
9. The Council may at any time when the Customer is using the grounds or facilities, enter onto the grounds or into the facilities to check that the Customer is complying with these terms and conditions.
10. The Customer shall keep and maintain the grounds, facilities or equipment in the same 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 grounds, facilities or equipment as required, the Council may repair any damage and recover all costs associated with repairing the damage from the Customer.
11. No alcohol is permitted on the premises unless there is written consent by the Council. The sale or supply of liquor requires a licence under the sale of Liquor Act 1989.
12. Council playgrounds and parks, including sports fields are smoke free. The customer is encouraged to ensure that participants do not smoke on the grounds booked.
13. For one-off events lasting up to 6 hours, the Customer may be required by the Council to provide a Temporary Events Management Plan Form. One-off events lasting more than 6 hours, the Customer must apply for and obtain the necessary Resource Consent. The erection of any marquee over 100m<sup>2</sup> requires a building consent.

## Terms and Conditions for Health and Safety

1. The Customer shall take all practicable steps to ensure that the provisions of the, Health and Safety in Employment Act 1992 are met at all times.
2. The Council may require the Customer to provide a Health and Safety Plan for any public event.
3. The Customer shall give the Council prompt notice of any accident or defect with the grounds, facilities or equipment the Customer becomes aware of.
4. The Council is not responsible for any harm or loss that occurs from the Customer's use of the grounds, facilities or equipment. The Council may require the Customer to obtain Public Liability Insurance. Proof of this insurance may be required not less than one week prior to the event.
5. Emergency and public access ways must be kept clear at all times. 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 purposes, and then terminated at the completion of the purpose.
6. The Customer shall ensure that all participants, coaches, instructors, team managers, officials and spectators obey the Council's Bylaws at all times. This includes not entering any part of the grounds or facility that is not included in the booking.
7. For events, the Customer will provide marshals to ensure the orderly behaviour of participants at all times.

## Cancellation Policy

1. The Council may cancel the Customer's use of the grounds, facilities or equipment in the event the grounds, facilities or equipment are no longer fit for purpose (e.g. ground conditions are unsuitable).

## Council Sports Facilities Available for Booking

Area	Park	Summer	Winter	Used for Training	Under Lights
Paekākāriki	Campbell Park	1 x Cricket wicket (grass)	1 x Senior soccer field 2 x Junior soccer field	Yes Yes	Yes Yes
Raumati	Matthews Park	1 x Cricket wicket (artificial) 1 x Touch field	1 x Senior rugby league field (field 1) 2 x Junior soccer field (field 2)	Yes Yes	Yes No
	Weka Park	1 x Cricket wicket (artificial) 1 x Changing rooms / toilets	2 x Senior soccer field (field 1 and 2) 1 x Changing rooms / toilets	Yes	Yes
Paraparaumu	Kena Kena Park	1 x Cricket block (grass)	2 x Junior soccer fields	Yes	No
	Mazengarb Reserve	7 x Touch fields	2 x Senior soccer fields 2 x Junior soccer fields 4 x Mini soccer fields	No No No	No No No
	Mazengarb Indoor Sports Complex	1 x Indoor sports hall / dance studio (with sprung floor) 2 x Changing rooms / toilets 1 x kitchen / tuck shop	1 x Indoor sports hall / dance studio (with sprung floor) 2 x Changing rooms / toilets 1 x kitchen / tuck shop	Yes n/a n/a	Yes Yes Yes
	Paraparaumu Domain	1 x Athletics track (field 2) 1 x Cricket Block (grass) 1 x Changing rooms / toilets	1 x Senior rugby field (field 1) 2 x Junior fields (field 2) 1 x Changing rooms / toilets	Yes Yes	Yes Yes
	Te Atiawa	2 x Softball diamond (field 1) 4 x Cricket wicket (artificial)  5 x Netball courts 1 x Changing rooms / toilets	1 x Senior rugby field 1 x ¾ Rugby field 2 x Junior rugby field (field 2) 6 x Mini rugby field (field 2) 5 x Netball courts 1 x Changing rooms / toilets	Yes Yes Yes Yes Yes	Yes No No No No
	Pohutukawa Park		2 x Senior soccer fields 1 x Junior soccer field	Yes No	No No
	Paraparaumu College Gymnasium Hall	1 x Sports Hall 2 x Changing rooms / toilets	1 x Sports Hall 2 x Changing rooms / toilets	Yes n/a	Yes Yes
Waikanae	Jim Cooke Memorial Park	2 x Cricket wicket junior (artificial) 2 x Twilight soccer field	1 x Senior soccer field (No 1 field) 1 x Senior Soccer field (No 2 field) 2 x Junior soccer fields	No Yes Yes	No Yes No
	Waikanae Park	1 x Senior cricket wicket (artificial) 1 x Cricket block (grass) 4 x Junior cricket wicket 1 x Changing rooms / toilets	1 x Senior football 1 x Senior rugby field 1 x Junior rugby 1 x ¾ rugby field 1 x Rugby training field 1 x Changing rooms / toilets	Yes No No No Yes	Yes No No No Yes
Ōtaki	Haruatai Park	2 x Senior cricket 1 x Junior cricket 6 x Twilight soccer	1 x Senior soccer field (No 1 field) 1 x Senior Soccer field (No 2 field) 4 x Junior soccer fields	Yes Yes No	Yes No No
	Ōtaki Domain	1 x Athletics track 1 x Long jump 1 x Junior softball pitch 2 x Touch fields 1 x Toilets (Key required)	1 x Senior rugby league field 1 x Senior rugby field (No 1 ) 1 x Rugby training field 1 x Senior soccer field 3 x Junior rugby fields 1 x Toilets (key required)	No Yes Yes No No	No Yes Yes No No

Please return your completed booking form to:-

**In person:**  
Paraparaumu Service Centre  
175 Rimu Road, Paraparaumu

**Fax:** (04) 296 4830  
**Email:** kapiti.council@kapiticoast.govt.nz  
**Phone:** (04) 296 4700

**Postal Address:**  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Waikanae Service Centre  
Waikanae Library, Mahara Place

Ōtaki Service Centre  
Ōtaki Library, 81-83 Main Street