Public Spaces Event: Application for the Use of a Council Reserve / Facility

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| **Hirer Name** |  | | **Organisation/Club** |  |
| **Address:** |  | | **Email** |  |
| **Telephone** |  |
| **Event Location** | Havelock North Village Green | | **Specific Area within Location** | Mackersey Pavilion |
| **Date of Hire Requested** | Click or tap to enter a date. | | **Event Start Time** |  |
| **Event Finish Time** |  |
| **Event Description** |  | | | |
| **Est. Participants** | Insert Number | The COVID-19 Level requirements must be maintained, refer <https://covid19.govt.nz/> | | |

General Requirements

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| 1. Ensure the Pavilion is clean and tidy prior to departure, including the removal of rubbish, dishes are washed, trestles wiped down, furniture stored away and kitchen tidy. 2. Barbeques are not permitted on the veranda, limestone pavers or artificial grass areas. 3. Inflatable devices, such as bouncy castles and slides, and mechanical rides are not permitted. 4. No alcohol to be consumed in or around the Pavilion. The Pavilion is situated within an alcohol ban area. 5. Hastings District Council will not accept responsibility for any accidents, damages or losses that may occur whilst using the Pavilion. 6. Any damage to the Pavilion, including the kitchen has to be reported to the HDC Events Facilitator immediately. A refundable bond shall be charged to cover potential damage. 7. The Hirer shall be liable for the recovery of costs to HDC incurred due to damage, accident or loss that may occur whilst hiring the Pavilion. 8. Hours of use 8am to 6pm. 9. The Pavilion can accommodate a maximum of 20 people per event. Two trestle tables and 20 chairs may be used as part of the hire. | | | | |
| Fees and charges  Fees are detailed on the Hastings District Website: - [Fees and Charges - Havelock North Pavilion](https://www.hastingsdc.govt.nz/our-council/fees-and-costs/) | |  | *Office use only* |  |
| Key Bond | $100 |  | HDC Events Facilitator | Name:  Mobile:  Email: |
| Hall Bond | $100 |  | Current Tenants Notified | Choose an item. |
| Cleaning Fee |  |  | Key Form |  |
| Hire Fee |  |  |  |  |
| Power Charge |  |  |  |  |
| **Total Payment** | **$** |  | Date Finalised |  |

This Application shall constitute the entire agreement between the parties. This Agreement supersedes all prior prices and negotiations, insofar, as the same are expressly incorporated herein.

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| Authorised Signatory of Principal | Authorised Signatory of Hirer |
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| Name:  Of: Hastings District Council (HDC)  Date: | Hirer Name:  Of:  Date: |