

SPORTGROUND BOOKING FORMS FOR MCLEAN PARK

The following booking forms are used to book **McLean Park** for either summer or winter use. Choose the appropriate form for your use, complete and return to our Booking Clerk.

Please **sign** and return the completed form by either one of the following options:

- Post:** Napier City Council, Private Bag 6010, Napier 4142, New Zealand
- Deliver in person:** Bookings Coordinator c/- Customer Services, 215 Hastings Street, Napier
- Scan and Email:** bookit@napier.govt.nz






Booking application tips:

- Complete all form questions to prevent any delays with processing of your booking
- You are welcome to mark on the map which fields are needed
- Please allow up to 10 working days for your booking to be processed
- Please read, then sign the Conditions of Hire page and return with the booking form by one of the above methods
- Junior means children at Primary School and Intermediate School
- Visit www.napier.govt.nz keyword: #sportsgroundsfees

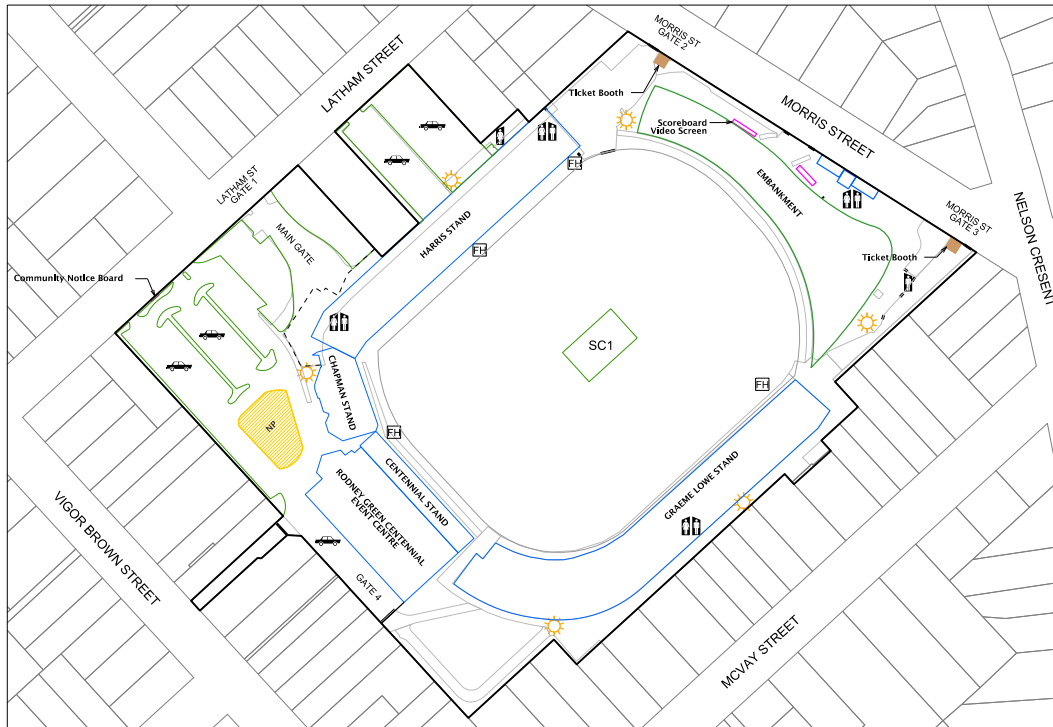
Following your application you will receive written notification of the outcome, along with an estimate of costs, deposit/bond invoice and any special conditions. An invoice for final payment will be sent after the event. Where bookings are declined we will, where, possible offer alternative venues.

If you have any questions regarding this application form, please contact the Bookings Coordinator on (06) 834 4145.

Map Legend:

	Male Toilets		Car Parking
	Female Toilets		Changing Facilities
	Lights	FH	Hydrants

**SPORTGROUND BOOKING FORM FOR
MCLEAN PARK – SUMMER CODES** (Version 1.3)



Name of Club/Group/Organisation: _____

Name of Contact Person: _____ Designation: _____

Postal Address: _____ Postcode: _____

Billing Address: _____

Telephone Number: (day) _____ (mobile) _____

Email: _____ Fax: _____

Purpose of Booking: _____

Number of Teams Involved: _____ (please tick) **Junior** or **Senior**

Setting up Date: _____ Setting up Time: _____

Event Start Date: _____ Event Finish Date: _____

Event Start Time: _____ Event Finish Time: _____

Pack Out Complete by Date: _____ Pack Out Complete by Time: _____

(Date format example: Sat 18/07/2015, please include preparation and dismantling time required)

Facilities Required: (please tick)

- Senior Cricket 1 (SC1) No. of Games _____
- Scoreboard
- Video Screen (extra cost applies)
- Light Towers
- STANDS**
- Harris Stand
- Graeme Lowe Stand
- Rodney Green Stand
- Chapman Stand

- Embankment
- Notice Board 1 (Outside Harris Stand – left)
- Notice Board 2 (Outside Harris Stand – right)
- Dates required: _____ to _____
- (Note: only one Notice Board can be booked per event)

Note: A separate Booking Form is required for the hire of: The Rodney Green Centennial Event Centre, Chapman Pavilion - Pettigrew Lounge 1, Corporate Lounge 2, Graeme Lowe Stand Corporate Lounge 1 and Corporate Lounge 2

Special Requirements: (Please detail any specific requirements)

* Hire of the Corporate Boxes can be negotiated with the Sport Facilities Manager

**SPORTGROUND BOOKING FORM FOR
MCLEAN PARK – WINTER CODES** (Version 1.3)



Name of Club/Group/Organisation: _____

Name of Contact Person: _____ Designation: _____

Postal Address: _____ Postcode: _____

Billing Address: _____

Telephone Number: (day) _____ (mobile) _____

Email: _____ Fax: _____

Purpose of Booking: _____

Number of Teams Involved: _____ (please tick) **Junior** or **Senior**

Setting up Date: _____ Setting up Time: _____

Event Start Date: _____ Event Finish Date: _____

Event Start Time: _____ Event Finish Time: _____

Pack Out Complete by Date: _____ Pack Out Complete by Time: _____

(Date format example: Sat 18/07/2015, please include preparation and dismantling time required)

Facilities Required: (please tick)

- Senior Rugby 1 (SR1) No. of Games _____
- Area 1 – Warm Ups, Grids/Drills
- Area 2 – Warm Ups, Grids/Drills
- Scoreboard
- Video Screen (extra cost applies)
- Light Towers
- STANDS**
- Harris Stand
- Graeme Lowe Stand
- Rodney Green Stand
- Chapman Stand

- Embankment
 - Notice Board 1 (Outside Harris Stand – left)
 - Notice Board 2 (Outside Harris Stand – right)
- Dates required: _____ to _____
- (Note: only one Notice Board can be booked per event)*

Note: A separate Booking Form is required for the hire of: The Rodney Green Centennial Event Centre, Chapman Pavilion - Pettigrew Lounge 1, Corporate Lounge 2, Graeme Lowe Stand Corporate Lounge 1 and Corporate Lounge 2

Special Requirements: *(Please detail any specific requirements)*

* Hire of the Corporate Boxes can be negotiated with the Sport Facilities Manager

Conditions of Hire MCLEAN PARK

1. In the event of inclement weather, the Council reserves the right to cancel the use of any sports grounds. Users must adhere to any decisions made by Council regarding availability of grounds. Council will endeavour to advise of ground closures with advance notice.
2. The area must be left in a tidy condition and free from litter or hazardous items after the event. If it is necessary for Council to clean and remove litter, tent pegs, nails or other items which may pose a hazard to subsequent grounds users the actual cost of work will be charged.
3. It is the responsibility of the hirer to ensure that toilet and changing facilities used are left in good condition. Cost of any damage and the actual cost of having to clean the facilities after use will be charged.
4. Cancellation charges will apply when Council has incurred preparatory costs and cancellation is not due to the weather. This includes junior sports.
5. Special preparation or work done outside of normal working hours will be an additional charge.
6. No vehicles (food caravans etc) are allowed on the grounds without Council's written approval.
7. All training/warm-up is to be undertaken on specified training areas.
8. A designated contact person must be nominated for transfer or cancellations of grounds.
9. Where power is available users will be charged for what they consume.

Notes: _____

DISCLOSURE:

I, the above mentioned hirer, acknowledge that I have received and understood the Conditions of Hire for McLean Park, and agree to abide by the same.

Name: _____
(Please print)

Signature: _____
Hirer or Authorised Agent

Date: ____ / ____ / ____

OFFICE USE ONLY:

Available: _____		Date: _____		Approved: _____		Date: _____		Confirmed: _____		Date: _____	
Restrictions/Conditions: _____											
Evacuation Co-ordinator:		NCC <input type="checkbox"/>		USER <input type="checkbox"/>		Senior Floor Attendant/s:		NCC <input type="checkbox"/>		USER <input type="checkbox"/>	
Please tick when completed:											
Project Events List		<input type="checkbox"/>									
Deposit		<input type="checkbox"/>		\$ _____		No. _____		Date: _____			
Bond		<input type="checkbox"/>		\$ _____		No. _____		Date: _____			
Balance of Account		<input type="checkbox"/>		\$ _____		No. _____		Date: _____			
Comments: _____											
