

## SPORTGROUND BOOKING FORMS FOR PARK ISLAND - TREMAIN

The following booking forms are used to book **Park Island – Tremain** 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](mailto: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](http://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	<b>FH</b>	Hydrants

**SPORTGROUND BOOKING FORM FOR  
PARK ISLAND TREMAIN – SUMMER CODES** (Version 1.1)



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**

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

*(Date format example: Sat 26/07/2014, please include preparation and dismantling time required)*

**Facilities Required:** *(please tick)*

- |  |                    |   |
|--|--------------------|---|
| <input type="checkbox"/> Touch Rugby 1 (TR1) | No. of Games _____ | <input type="checkbox"/> Toilets Required             |
| <input type="checkbox"/> Touch Rugby 2 (TR2) | No. of Games _____ | <input type="checkbox"/> Changing Facilities Required |
| <input type="checkbox"/> Touch Rugby 3 (TR3) | No. of Games _____ |   |
| <input type="checkbox"/> Touch Rugby 4 (TR4) | No. of Games _____ |   |

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPORTGROUND BOOKING FORM FOR  
PARK ISLAND TREMAIN – WINTER CODES** (Version 1.1)



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**

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

*(Date format example: Sat 26/07/2014, please include preparation and dismantling time required)*

**Facilities Required:** *(please tick)*

- Senior Rugby 1 (SR1) No. of Games \_\_\_\_\_
- Senior Rugby 2 (SR2) No. of Games \_\_\_\_\_
- Junior Rugby 1 (JR1) No. of Games \_\_\_\_\_
- Junior Rugby 2 (JR2) No. of Games \_\_\_\_\_
- Junior Rugby 3 (JR3) No. of Games \_\_\_\_\_
- Junior Rugby 4 (JR4) No. of Games \_\_\_\_\_

- Toilets Required
- Changing Facilities Required

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

\_\_\_\_\_  
\_\_\_\_\_

# NAPIER CITY COUNCIL

## Conditions of Hire PARK ISLAND - TREMAIN

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 Park Island - Tremain, 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: _____					
<b>Please tick when completed:</b>					
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: _____					
_____					