



## MIGHTY RIVER DOMAIN EVENT APPLICATION FORM

*Including*

TEMPORARY MARITIME  
EVENT APPLICATION FORM  
LAKE KARĀPIRO



Before completing this form, please ensure that your event/activity has been confirmed on the Mighty River Domain/Lake Karapiro event calendar and that you have read the current Event Management Manual. You can contact the Site Manager on [info@lakekarapiro.co.nz](mailto:info@lakekarapiro.co.nz) to discuss this further.

A draft of this form must be received by Mighty River Domain no later than 12 weeks prior to the event and a final and completed form must be received no later than 6 weeks prior to the event.

Applications must be sent to [info@lakekarapiro.co.nz](mailto:info@lakekarapiro.co.nz) in the first instance. If there is a maritime request this will be forwarded to the Waikato Regional Council by Site Management.

If you require assistance with your booking or forms, contact [info@lakekarapiro.co.nz](mailto:info@lakekarapiro.co.nz)

Please note: you will be invoiced by Waipa District Council on completion of the event for bookings of facilities at the domain as per the prices in the Event Management Manual.

This application form includes:

**Section 1 – Contact Details**

**Section 2 – Event Details**

**Section 3 – Key Personnel and Contractors**

**Section 4 – Ground and Land requirements**

**Section 5 – Function Room requirements**

**Section 6 – Accommodation requirements**

**Section 7 – Traffic Management and Parking**

**Section 8 - Waste Management**

**Section 9 - Event Operations**

**Section 10 - Safety Management**

**Section 11 – Maritime Use**

**Section 12 - Declaration**

**SECTION 1 - CONTACT DETAILS**

ORGANISATION:

LEGAL STATUS: (LIMITED LIABILITY/CHARITY/INCORPORATED SOCIETY ETC)

POSTAL ADDRESS:

MAIN CONTACT:

POSITION:

EMAIL:

MOBILE PHONE:

EVENT WWW:

Brief description of organisers experience:

**SECTION 2 - EVENT DETAILS**

EVENT NAME:

EVENT DATE:

BRIEF DESCRIPTION OF THE EVENT:

EXPECTED NUMBER OF PARTICIPANTS:

EXPECTED NUMBER OF SPECTATORS:

Please list the sponsors that are associated with your event:

Is your event sanctioned by a national or international body? If Yes, who?

List your social media accounts associated with the event :

Event organisers are required to have sufficient public liability insurance while holding an event on Waipa District Council premises. There will be no exceptions and Lake Karāpiro management reserve the right to view this documentation.

- I agree that we have appropriate public liability insurance cover for my activities. Please attached certificate.



## SECTION 4 - GROUND AND LAND REQUIREMENTS

Please specify any other land areas you would like to book (see site map in Event Management Manual)

ZONE	DESCRIPTION	DATES OF USE	NO. OF DAYS	HOURS OF USE
A5	Lower camp ground			
B2	Upper camp ground			
E2	Spectator Embankment			
D2	Rear of Lodge lawn			
D1	Front of Lodge lawn			
C1	Back of Tower			
G1	Car park 1			
G2	Car park 2			
A10	Judd Lane			
Sir Don Rowlands Centre	Asphalt Carpark <small>*Note this is only available if you book the main hall OR the main hall is not booked by another user.</small>			

Are there any other land areas you are requesting to use:

## SECTION 5 - FUNCTION ROOMS

**Will you be requiring any rooms in the Sir Don Rowlands Centre?**

- YES - Please select rooms requested and fill in a Sir Don Rowlands Centre Booking Form  
 NO

	DATE OF HIRE
Main Hall	
Servery/Foyer	
Main Kitchen	
Karāpiro Room	
Waipa Room	
Te Manawa o Matariki Room	
Drug Testing Room	
First Aid Room	
Perry Community Water Sports Centre (Canoe Room)	

## SECTION 6 - ACCOMMODATION

**Will you be requiring any accommodation?**

- YES - Please select rooms requested and fill in an Accommodation Booking Form  
 NO

	Checking in	Checking out
Rob Waddell Lodge (max 41pax)		
Chalet 1 (max 8pax)		
Chalet 2 (max 8pax)		
Chalet 3 (max 8pax)		
Chalet 4 (max 8pax)		
Chalet 5 (max 8pax)		

## SECTION 7 – TRAFFIC CONTROL AND PARKING

Traffic Management refers to the management of traffic on Maungatautari Road for all road users to safely enter, exit and pass through the site.

Parking refers to the management of vehicles once they have entered the site which includes any collection of any gate fees, managing restricted areas and the efficient parking of vehicles in approved areas.

### Traffic CONTROL

Ensure you have read the Event Management Manual to understand your obligations for the management of traffic generated by your event (in and around the site).

In accordance with the Event Management Manual – Please ensure you attach a traffic control plan

- YES
- NO

Who will you be using to manage your parking?

What areas are you using for parking? (refer to site map) and list who is permitted in each area (i.e. officials in lodge ground, public in G1, G2 etc.). All areas should be included in Section 4.

*Unless agreed otherwise the site office/café carpark must remain free at all time with Site and Café staff requiring access at all times.*

Event Group	Parking area
Public/Spectators	
Competitors	
Officials	
Disability Card holders	
VIP/s	
Café only patrons	

What are your parking contingency plans? I.e. if you need more or if weather prohibits the use of some of the grounds.

How will your parking team, traffic management team communicate with you and site management?



## SECTION 8 – WASTE MANAGEMENT

The event is required to actively minimize the waste generated by all those attending the event. Mighty River Domain is progressing to zero-waste in 2025. To plan for this the event must provide a Waste Management plan. If this plan is approved by Site Management, we will support your plan with the supply of general, recycling, glass and food waste bins and will agree on a removal plan (charges may apply – see Event Management Guide). You will be responsible for any human resource required to supervise your plan and any post event site cleaning costs incurred by the Site Management.

- We have planned to actively minimize the waste generated by the event.
- I have attached the event's waste management plan.

## SECTION 9 – EVENT OPERATIONS

### SECURITY AND GATE ACCESS

**Does your site planning always allow access to all areas by emergency service vehicles?**

**Will you be closing any of the site internal roads? If yes, how will you do this and what times?**

**Will you have event security on site? If yes, who and what times and what is their brief?**

**Will you be allowing public access to the domain boat ramp during your event? If no, how will you manage this?**

**COMMUNICATIONS**

**Provide details of how you will be communicating between your key staff and how key areas will stay connected through the event? Mobile phones, radios?**

**SIGNAGE**

**List any directional signage, warning or other signs that will be erected on site:**

**POWER REQUIREMENTS**

All electrical equipment brought to the site is required to have a current "Tag and Test" certification. Any connections to venue sourced power require the attendance of an approved Electrician.

**Are you requesting to use any venue sourced power?**

- YES  
 NO

**Are you bringing any temporary power sources to the venue?**

- YES  
 NO

List any access to the existing site power sources (not including standard household plugs) that will be required or any other temporary power sources that will be on site.

**SOUND**

Amplified sound is permitted in line with the Event Management manual.

**Are you using any amplified sound?**

- YES  
 NO

**I agree that these will be operated within the limits and times indicated in the event management manual.**

- YES

Please indicate the location of any permanent or temporary speakers that will be used on your site map. Confirm you are aware of and agree to the noise conditions as per the event management manual.

**TEMPORARY STRUCTURES**

**Are you bringing in any temporary structures? i.e. tents, marquees, portocoms, cabins**

- YES  
 NO

List all temporary structures that will be brought to site and include position on site map. Any marquees bigger than 100sqms will require Council consent and any safety measures in place.

**MACHINERY**

**Are you bringing in any machinery or other large structures?**

- YES  
 NO

List any machinery (cranes, scissor lifts, big screens etc) and any safety measures in place.

**VEHICLES**

**Will you have any official vehicles operating within the site.**

- YES  
 NO

List any vehicles and safety measures in place.

**FOOD VENDORS**

**Will you have any food vendors on site?**

- YES  
 NO

**I confirm they meet all safety and food standard permits**

- YES

List any food vendors.

**WEATHER**

Have you considered the impact of adverse weather conditions (extreme heat, extreme cold, high winds etc) and any contingency plans?

- YES
- NO

Summaries what mitigations you have in place for adverse weather conditions and include any contingency plans.

**MISC EQUIPMENT**

**Please indicate if you wish to hire any of the following equipment that the site can offer (prices on application):**

- Additional traffic cones
- Rope and standards
- Picket fence
- Water horses

## SECTION 10 - HEALTH AND SAFETY

The Event and Site Management are required to provide an environment that plans to keep those attending the site and event safe and are required by law, to consult, coordinate and cooperate when working together on site.

The Event Management Guide includes the risks associated with the site and the mitigations and responsibilities of both the Site Management and the event.

The event is required to supply a specific Health and Safety Plan that includes the comprehensive Risk Register with specific risks identified and eliminated or mitigated.

If any shared risks have been identified, site management will work with you to ensure appropriate mitigation have been applied.

You can more on your obligations and managing risk here <https://www.worksafe.govt.nz/managing-health-and-safety/managing-risks/>

**I understand the risks associated with the event and the site and I have considered the health and safety of all those associated with the event.**

YES

**I have attached the event's Health and Safety Plan (including a specific risk register)**

YES

**I understand that the Event can be attended by a Council H&S officer who could undertake an audit at any time and that I will act on any instructions.**

YES

## FIRSTAID

**Have you considered the health and safety of all those attending the event in your first aid planning and response?**

YES

NO

Summarise your first aid response below and include the name of any contractor provider – please read the Event Management Guide for minimum requirements.

## BIOSECURITY

Please provide your Biosecurity management plan (as an attachment) to help stop the spread of pests in the Waikato River.

YOUR PLAN SHOULD INCLUDE HOW YOU INTEND TO CHECK, CLEAN AND DRY ALL VESSELS LEAVING THE LAKE DOMAIN.

## SECTION 11 - MARITIME (WATERUSE) APPLICATION

# TEMPORARY MARITIME EVENT APPLICATION FORM LAKE KARĀPIRO



Complete this section only if you are intending to conduct a race, speed trial, competition, or any other organised recreational water activity on any water ways in Lake Karapiro. If you are not using any water please continue to section 12. If you require assistance with this section please contact Pamela Copeland on [pamela.copeland@waikatoregion.govt.nz](mailto:pamela.copeland@waikatoregion.govt.nz)

Application is under clause 5.6 of the Waikato Regional Council Navigation Safety Bylaw 2013.

### Public notification

Your application will be publicly notified between seven and fourteen days prior to your event as outlined in clause 5.6 of the Waikato Regional Council Navigation Safety Bylaw 2013. The purpose of this notification is to let other users know this area is reserved for your use. The cost of the public notice is additional to the processing fee and will be invoiced to you at the time of the notice.

### Authorisation fee

The fee for processing an authorisation for a temporary maritime event is \$129.72 as specified in the Waikato Regional Council's Annual Plan, public notification costs are additional. The authorisation fee must be included with your application.

**In developing the events Health and safety Plan the following is required to be included specific to the use of water:**

- Analysis of all risks and hazards involved in the event and what measures will be used to eliminate, isolate or minimise these
- Numbers and types of vessels and/or people involved

- Map of event course(s) and required reserved areas
- Numbers and types of patrol/marshal/safety vessels and how they will be used to manage risk including preventing unauthorised vessels from entering any reserved areas
- Details of any significant safety incidents from previous events within New Zealand in the last 5 years
- A communications plan
- Schedule of safety briefings and key messages
- Justification for any reserved areas and bylaw uplifting requested
- Qualifications and /or experience of event organiser and event safety officer
- Contact details of event organiser and event safety officer
- Insurance held for the event
- Affiliations to any national bodies that oversee the event or standards that apply to the event
- Average and maximum vessel speeds involved
- Weather limits for event

**Requested Use**

It is important to state the hours of use, as public have the right to use water outside of hours booked. It is not expected that bookings will extend beyond 6pm under normal circumstances.

Please list all requested use and times, include set up and pack down time and specify any reserve dates required on water.

Requested Zones		
	Requested dates of use	Requested HOURS OF USE (START AND FINSH TIME)
Zone 1		
Zone 2		
Zone 3		
Zone 4		
Zone 5		
Zone 6		
Zone 7		
Zone 8		
Zone 9		
Zone 10		
Zone 11		
Zone 12		



Zone 13		
Zone 14		

Description of water-based activities (please use separate sheet if necessary):

What clause(s) of the bylaw would you like uplifted for your event?

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Maximum number of participants/vessels:

Name of controller of on-water activities

On Water Controller cellphone number

Name of manager of on land activities

On land manager cellphone number

Indicate on the maps (appendix 1) where you intended activities are planned to take place.

## SECTION 12 - DECLARATION

I, \_\_\_\_\_ declare that as applicant, or on behalf of the applicant, that:

Please tick that you have completed the following:

- I have read and agree with the information in the Event Management Manual.
- I agree a minimum charge of an Event Booking Fee of \$169 applies to all bookings (payable to Waipa District Council). Additional grounds, accommodation and conference room charges apply.
- I understand that the public have the right to use water and grounds outside of hours booked. It is not expected that bookings will extend beyond 6pm under normal circumstances.
- I acknowledge that it is my responsibility to establish safe practices for people who will be carrying out duties under my control and that Site Management reserves the right to consult on any procedures involving safety.
- I acknowledge that I am responsible for the safety of all your personnel and equipment.
- I acknowledge that Site Management will not accept any damage to any Waipa District Council property. All areas are to be reinstated to their original condition and any damage or repair costs will be passed onto event organisers.

For Maritime Applications only:

- I agree a Maritime Booking fee of \$129.72 applies to all events requesting water use (payable to Waikato Regional Council).
- I am authorised to act as the applicant for the purpose of the temporary maritime event and that the information supplied is true and correct.
- As the applicant for the temporary maritime event, I will implement strategies to alleviate all risks associated and that Waikato Regional Council is indemnified and released from all liability in this regard.
- I agree the maritime event/activity will be run in accordance with all conditions required by Waikato Regional Council.
- I agree to pay all costs incurred for the public notification's requirements of this application.
- I acknowledge that if in the opinion of the Harbourmaster (or representative), the event is not managed safely, the Harbourmaster (or representative) may cancel the event at any stage, and the Council will not have any liability for any losses incurred by the event organiser or competitors/participants as a result of any cancellation.
- The information I have supplied may be available to any person who enquires in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993
- I understand that to prevent the spread of serious aquatic pests such as didymo and other aquatic weeds you must check, clean dry your boats and gear when going from one waterway to another to remove any spores and/or fragments of weed and we will pass this information onto our competitors. For more information visit [www.biosecurity.govt.nz](http://www.biosecurity.govt.nz).

Position in club/organisation/association: \_\_\_\_\_

Signature : \_\_\_\_\_

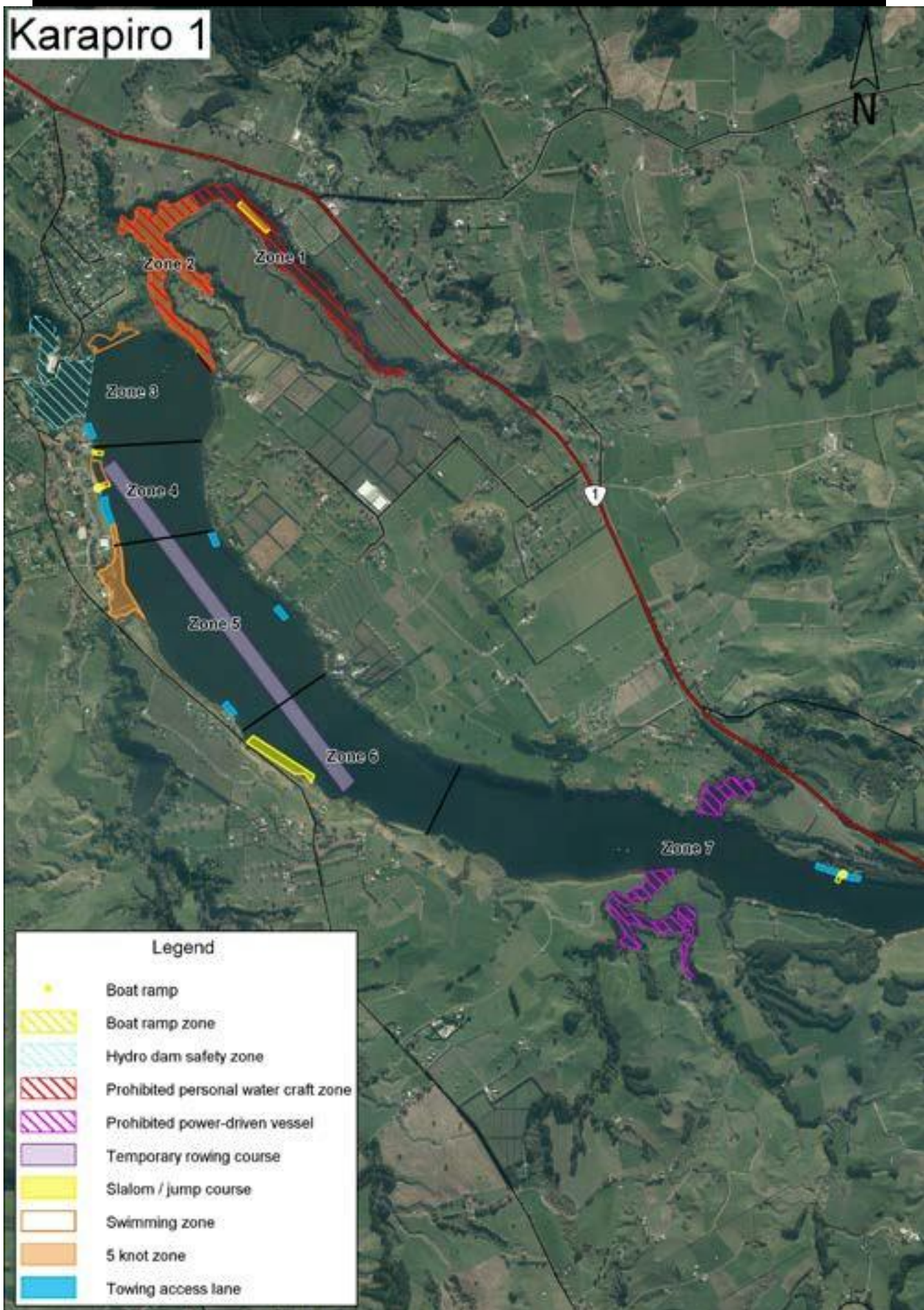
Date: \_\_\_\_\_

## CHECKLIST

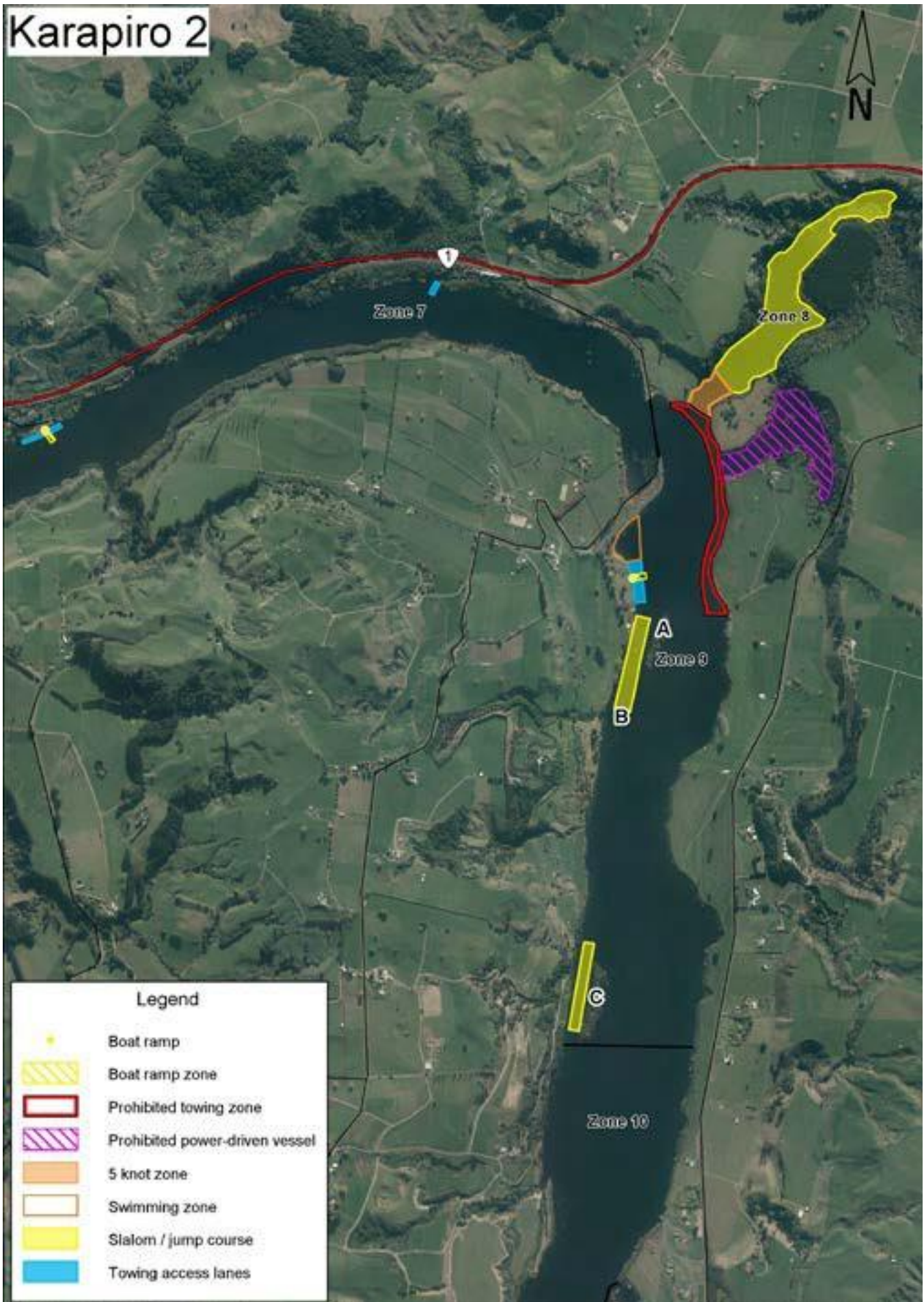
- I have completed the full application
- I have attached a valid insurance certificate.
- I have attached a safety management plan (including a Risk Register).
- I have attached a waste management plan.
- I have attached a biosecurity plan
- I have attached a site plan.

## APPENDIX 1

## Karapiro 1



# Karapiro 2



## Karapiro 3

