



## Application for the use of Te Mata Park

WORK INSTRUCTIONS			
Date Requested		Date Approved	
Location Requested		Booking Reference	
Name of Applicant			
Address			
Organisation/Club			
Activity/Event			
Date Required			
Contact Person		Time of use	
Expected Participants		Telephone	
Spectators		E-mail Address	

GENERAL INFORMATION		
	Person Responsible	Date confirmed
<b>Weddings in the Big Redwoods</b> – Combination Lock Code required for private gates accessible from Tauroa Car Park	Event Organiser to contact Farm Manager Matt Holden for code and permission to drive on private land  <b>Contact Details available upon request from Te Mata Park Manager</b> <a href="mailto:info@tematapark.co.nz">info@tematapark.co.nz</a>	
<b>Fees &amp; Charges</b>  Events                    \$260.00 Wedding Donation      \$150.00  Te Mata Park Board Trust Account Number for fees, charges and donation payments	Event Organiser to contact Te Mata Park Trust Board to discuss these fees and charges <a href="mailto:info@tematapark.co.nz">info@tematapark.co.nz</a>  <b>01-0646-0020860-00</b>	

ADDITIONAL COMMENTS / REQUESTS
<p><b><u>Weddings in the Big Redwoods:</u></b></p> <ol style="list-style-type: none"> <li>Vehicular access to the Redwoods is via a farm track over private property at the end of Tauroa Road. It is approximately 700m to the boundary of Te Mata Park and the lower end of the Redwoods. Please be aware that the track is not suited to vehicles with low suspension and can be a bit treacherous for road vehicles after long periods of wet weather. Please take care on the track and limit the number of vehicles.</li> <li>The gate at Tauroa Road and the one at the end of the farm track at the boundary of the Park are both locked with combination locks. You will be advised of the number closer to the date of your event. The gate at Tauroa Road <u>must</u> be left closed at all times, so please consider having someone 'on duty' at that location to oversee vehicles entering and then exiting.</li> <li>There are no rubbish bins in the Redwoods so remove all rubbish and take away everything you bring in with you.</li> </ol>

**General Event Requirements**

Ensure that Te Mata Park is left clean and tidy (rubbish removed) with no damages caused to the grounds.

1. No vehicular access with in the Park, apart from Te Mata Peak Rd
2. There is no power available on the park. Drinking water is available from the 2 main car parks and at the saddle.
3. All event related markers etc. must be completely removed as soon as the event is completed.
4. The Park is a public open space, so no exclusive access can be granted
5. The Park is an off-lead area and one of the most popular dog walking destination
6. The Te Mata Park Trust Board accepts no responsibility for any accident, damages or losses that may occur within the Park.
7. We recommend that you take out public liability insurance for protection if a third party brings action against you when there is an accident or damage during your event.
8. You will be responsible for any damage caused to the Park of the Trust Boards property and will meet all costs of any repairs to make good such damage.
9. You will comply with any Health and Safety matters and all statutes, regulation and bylaws relevant to your use of the Park and indemnify the Trust Boards against any cost, claims or liability arising out of any failure by you to comply.
10. You will bring to the attention of all organisers, guests or participant, all relevant matters that they relate to the safe use and enjoyment of the Park.

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**Please provide details about your event:**

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Signature

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Date