

TEMPORARY MARITIME EVENT APPLICATION FORM LAKE KARĀPIRO



Application to conduct a race, speed trial, competition or other organised recreational water activity. Application is made under clause 5.6 of the Waikato Regional Council Navigation Safety Bylaw 2013. If you require assistance with your booking or forms, help can be obtained from the following:

Mighty River Domain at Lake Karāpiro
(07) 827 4178
info@lakekarapiro.co.nz
lakekarapiro.co.nz

Waikato Regional Council's Regional
Harbourmaster
Freephone 0800 800 401
waikatoregion.govt.nz/navigation

Office use only

Date received: _____

Booking fee received: Yes No

Health and safety plan: Yes No

CHECKLIST

- Completed application form
- Full details of the event including location, date(s), times, and area of operation
- Detailed map of the area in which the event/activity is to take place
- Safety plan for the event (see last page for a list of safety plan requirements)
- Application fee of **\$129.72** (GST inclusive). Please make payment to Waikato Regional Council 06 0317 0096442 000 using RC APPLN as the reference

Note - applications must be submitted a minimum of 4 weeks prior to the event date, or the application may be refused.

Once the application for a temporary maritime event is complete, please forward to the **Mighty River Domain, 601 Maungatautari Road, RD2 Cambridge.**

APPLICANT DETAILS

Surname _____ Given name(s) _____

Organisation _____ Position held _____

Physical address _____

Suburb/Town/City _____ Postcode _____

Postal address _____

Private _____ Business _____ Mobile _____

Email: _____

MARITIME EVENT

Note - a detailed map of the area must be supplied

Name of event _____

Area of operation (waterway) _____ Location (specific area) _____

Date(s): _____ Start time: _____ Finish time: _____

(please include set up and pack down time required on water)

Description of event (please use separate sheet if necessary):

Maximum number of participants/vessels: _____

Name of controller of on-water activities
(Required to be contactable at all times during the event): _____

On Water Controller cellphone number: _____

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

On land manager cellphone number (must be different to on water): _____

EVENT SAFETY PLAN

For the purpose of this application, a safety plan is required to be submitted with this application. The safety plan shall include, but not be limited to:

- 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
- List of on land duties-rubbish, bollard removal etc
- 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

DECLARATION

I, _____ declare that as applicant, or on behalf of the corporate body applicant, that:

- 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 acknowledge that if, in the opinion of the Regional Harbourmaster (or representative), the event is not managed safely, the Regional 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 that I have supplied will be held and it is subject to the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. This information will generally be available to the public. If you would like any of this information to remain confidential, please let us know

Applicant's signature _____ Date _____ / _____ / _____

NOTES

Authorisation fee

The fee for processing an authorisation for a temporary maritime event is \$129.72 (GST inclusive) as specified in the Waikato Regional Council's Schedule of Fees and Charges.

The authorisation fee must be included with your application.

Please contact the appropriate district or city council in the area your event will occur to discuss any requirement they have.

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. For more information visit **biosecurity.govt.nz**.

LEGAL DUTY

Event management is exposed to legal redress if there is injury or accident as a result of the event activities. In any investigation authorities will be looking for the safety process that the event managers/ hosts went through to ensure everyone's safety.

This form includes a **risk management assessment plan** covering **health and safety** throughout the event that must be documented for the continuing safety of personnel. Mighty River Domain, Lake Karāpiro management ask that you 'take all practicable steps' in keeping Mighty River Domain, Lake Karāpiro and associated reserves a safe place to be during your event.

I _____ have read the current 2021/2022 Event Management Guide issued by Mighty River Domain, Lake Karāpiro.

I _____ have read, understood and completed the above requirements on behalf of _____ (Club/organisation/association)

Signature _____

Position in club/organisation/association _____ Date _____

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 attached appendix.

SECTION B

1. GROUNDS REQUIRED

Note: Price list for costings are in appendix 1 and the site map is in appendix 2).

If you do not need the areas for the entire duration of your event please specify the dates required.

Zone	Description	Dates of use	No. of days	Hours of use
A5	Lower camp ground			
B2	Upper camp ground			
D2	Rear of Lodge lawn			
E2	Spectator bank			
G1	Car park 1			
G2	Car park 2			
A10	Judd Lane			
Sir Don Rowlands Centre	Asphalt Carpark			

Please specify any other land areas you would like to book (see site map in appendix 2 for zones):

Will you be parking vehicles in the main domain grounds? (Not carparks G1 & G2)

Will you be charging an entrance fee into the domain grounds? If so, what will it be?

Will you be allowing public access to the domain boat ramp during your event? Yes No

Will you be using the standard Mighty River Domain Traffic Management Plans? Yes No
(if no then please submit your traffic management plans with this application)

Please list the sponsors that are associated with your event. _____

Please list where your event is advertised.

How many competitors do you anticipate attending? _____

How many spectators do you anticipate attending? _____

I SEEK THE FOLLOWING DECISION BY COUNCIL

(Select as appropriate and continue on separate sheet(s) if necessary).

SECTION B**2. ACCOMMODATION**

Will you be requiring any rooms in the Sir Don Rowlands Centre? Yes/No (if yes please fill in a Sir Don Rowlands Centre Booking Form)

Please select rooms requested.

	DATE OF HIRE
Sir Don Rowlands Centre	
Main Hall	
Karāpiro Room	
Waipa Room	
Te Manawa o Matariki Room	
Drug Testing Room	
First Aid Room	
Perry Community Water Sports Centre	

See enclosed price list in appendix 1 for charges and minimum charge night fees during events.

	DATES OF USE	NUMBER OF NIGHTS
Rob Waddell Lodge		
Chalet 1		
Chalet 2		
Chalet 3		
Chalet 4		
Chalet 5		

If you have any questions or concerns, please contact the Lake Karāpiro Domain site office.

Liz Stolwyk

Phone: **07 827 4178**

Mobile: **027 5716206**

Email: **info@lakekarapiro.co.nz**

The Event manager/hosts must follow broad procedures as laid down in the Lake Karapiro event management guide at all times with specific additions where appropriate for the safe management of their own event.

Almost all risks can be planned for and minimised by following some simple planning guidelines.

The event managers are responsible for the overall organisation of their event. It is very important that the event managers work closely with all people who have the responsibility of looking after different aspects of their event.

In today’s event environment, event management is being held accountable when things go wrong. Health and safety and risk management are key areas of operation.

By working alongside you as event Managers/hosts, Lake Karāpiro management can help to ensure patrons remain safe without harming themselves or others.

3. EVENT PERSONNEL (Staff/volunteers/competitors/spectators)

It is your responsibility to establish safe practices for people who will be carrying out duties under your control. Lake Karāpiro management reserves the right to amend any procedures involving safety. You are responsible for the safety of all your personnel and equipment.

Lake Karāpiro 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.

Name of Event manager _____ Cellphone number _____

Name of On land manager _____ Cellphone number _____

List of key personal and their allocations of responsibilities:

NAME:	ALLOCATIONS/RESPONSIBILITIES;

List of all contractors onsite during setup/event days/breakdown: ***Please confirm these contractors are SHE approved.***

CONTRACTOR:	SHE APPROVED

List of personal with key areas of responsibility who will be using SINE during setup/event days/breakdown:

NAME:

Areas of public restriction

4. GATE/DOOR CONTROL Aim to prevent congestion and reduce personal frustration.)

Name of Security Company: _____

Times of gate closure: _____

Emergency vehicles used onsite: _____

Work vehicles used on site: _____

Event staff in charge of gate control: _____

Please list Exit/entry for spectators/competitors: _____

Please provide a list of all gate staff 2 days prior to your event.

Please indicate where the following will be parking:

Wheelchair vehicles: _____

VIP: _____

Personnel: _____

Name of group taking of gate fees: _____

Parking/transport: _____

Qualified traffic Controller/ STMS (over 3000 people) name and contact details: _____

Please indicate if there are any Internal road closures: _____

What are your parking contingency plans? (events over 2000 people) _____

5. INFORMATION AND COMMUNICATION (Information services on site must be visible and easy to find.)

Contact details of key personnel: _____

Please indicate how gate control will be in contact with key organisers: _____

With competitors/spectators: _____

6. SIGNAGE

Parking _____

Safety _____

Flammable liquids _____

7. REFUSE AND WASTE

Lake Karāpiro management is responsible for providing refuse bins/skips. It is your responsibility to ensure the use of the bins on the day. This includes all litter, spills and stains. Refuse or liquids must not to be dumped on site, in the lake or its environment.

8. POWER REQUIREMENTS

If you need temporary power supply for this event you must provide:

suitable electric cord (tested within 6 months)

a certified electrician prior to the event must certify all connections (no exceptions).

Please note: Extension leads are not to extend more than 50 metres from the main source.

9. SOUND

Music is permitted if kept to a minimum and in accordance with the event management manual.

Sound system

10. TEMPORARY STRUCTURES AND VEHICLES

Please list all temporary structures to be installed for your event with sizes and power requirements:

Marquees: _____ Tents: _____ Portable Buildings: _____

Please list names of contractors installing any marquees or portable buildings:

NAME:

Please provide a map of location of temporary structures

Please provide a list of vehicles to be used on site during your event and how these are to be utilised. What safety measures will be in place when using these e.g. golf carts, cranes etc.

11. PERMITS

Please list licensed food and other vendors and power requirements. (Attach separately if required)

12. EMERGENCY PROCEDURES

Names of First aid certified people onsite: _____

Name of Emergency services on site: _____

Advise who Emergency services are to Site Staff: _____

Liaison methods: _____

Fire evacuation plan: _____

13. WEATHER

'Secure' items safely if windy. _____

Personal protection equipment _____

14. PUBLIC LIABILITY INSURANCE

Event managers/hosts 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.

15. RISK MANAGEMENT ASSESSMENT PLAN (this risk assessment plan is specifically for **land** risks)

RATING LEGEND

	Likelihood	Severity
1.	Rare	Insignificant
2.	Unlikely	Minor
3.	Moderate	Moderate
4.	Likely	Major
5.	Almost certain	Catastrophic

IDENTIFIED RISK	CONTINGENCY	ACTION/RESPONSE	WHO	CODE
e.g. Accident/injury	St John ambulance on site	Book St John	PB	L 3

Karāpiro management ask that event managers/hosts take "all practicable steps" and due care to ensure the safety of all event personnel.

16. LAKE WATER ZONES

Application under clause 5.6 of the Waikato Regional Council Navigation Safety Bylaw 2013.
Application to conduct a race, speed trial, competition, or other organised water activity.

Please specify which zones are to be booked, what dates and hours of use:

	DATES OF USE	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		

*Please note: It is important to state the hours of use, as 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.*

APPENDIX 1:

LAKE KARĀPIRO – SIR DON ROWLANDS CENTRE

Charges may be varied in order to obtain best economic return, use of the facility and the need to reasonably recover costs from revenue. Facility users are required to complete a hire contract prior to using the facility. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site.

**'Event or Community Use' charges apply to event hosts who are using the site for an event and have hired one or more zones and not for profit community organisations that are based and operate in the Waipa District. Out of District not-for-profit community organisations may apply to receive 'Event or Community Use' hire rates. The merit of such applications will be considered on a case by case basis.*

FEES & CHARGES 2021/2022

SIR DON ROWLANDS CENTRE	CORPORATE OR PRIVATE FUNCTION	EVENT OR COMMUNITY USE*
Booking deposit	Payable on request	Payable on request
Bond	Payable on request	Payable on request
MAIN HALL (INCLUDES CAR PARKING AND MAIN KITCHEN, IF REQUIRED)		
Full day hire (maximum 12 hour use)	\$1637.00	\$894.50
MAIN KITCHEN (IF MAIN HALL IS NOT HIRED)		
Full day hire (maximum 12 hour use)	\$249.00	\$242.00
Half day hire (maximum 4 hour use)	\$185.00	\$180.00
FOYER AND/OR SERVERY (STAND-ALONE HIRE)		
Half day hire (maximum 4 hour use)	\$167.50	\$114.50
Full day hire (maximum 12 hour use)	\$111.00	\$79.00
GROUND LEVEL EVENT/CONFERENCE ROOM (WAIPA ROOM)		
Full day hire (maximum 12 hour use)	\$355.50	\$154.00
FIRST FLOOR EVENT/CONFERENCE ROOM AND ADJACENT KITCHEN (KARĀPIRO ROOM)		
Full day hire (maximum 12 hour use)	\$509.00	\$268.50
Half day hire (maximum 4 hour use)	\$239.00	\$152.80
Kitchen – stand-alone hire	\$173.00	
PERRY COMMUNITY WATER SPORTS CENTRE – HOME OF THE CAMBRIDGE YACHT CLUB		
Full day hire (maximum 12 hour use)	\$386.00	\$192.00
Half day hire (maximum 4 hour use)	\$196.00	\$100.00
TE MANAWA O MATARIKI ROOM		
Full day hire (maximum 12 hour use)	\$449.00	\$263.00
Half day hire (maximum 4 hour use)	\$243.00	\$140.00
SUNDRY CHARGES ASSOCIATED WITH USE OF COMPLEX		
Access to facility for set up etc. prior to hireage period	By negotiation	
Staff assistance with event organisation/venue set up	Quotation prepared on request	
Hireage of additional furniture/equipment	Quotation prepared on request	
Stage & Lectern hire	\$129.00	
Post hire clean-up (if required – per staff member per hour)	\$27.00	
Scissor Lift – equipment hire only (up to 6 hours use)	\$129.00	
Scissor Lift – operator hire (per hour, minimum 1 hour charge)	\$38.00	

APPENDIX 1:
FEES & CHARGES 2021/22

SIR DON ROWLANDS CENTRE	CORPORATE OR PRIVATE FUNCTION	EVENT OR COMMUNITY USE*
Internet service during hire period	Full cost to be passed onto complex user	
Carpet deep clean (if required)	Full cost to be passed onto complex user	
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user	
Repair of damage to facility	Full cost to be passed onto complex user	
Security call out (if required)	Full cost to be passed onto complex user	
Replacement of key/access card	Full cost to be passed onto complex user	
Security staff attendance at function	Full cost to be passed onto complex user	

Effective 1 July 2021
ACCOMMODATION AND CAMPING CHARGES

Charges may be varied in order to obtain best economic return, use of the facility and the need to reasonably recover costs from revenue. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site. Cancellation of bookings later than 60 days prior to booked dates will forfeit the deposit. 10.00am check out applies.

ACCOMMODATION AND CAMPING CHARGES
FEES & CHARGES 2021/22

NON-POWER SITE	
Adult (per night)	\$20.00
Child (12 and under per night)	\$17.00
Minimum site charge per night (During Events)	\$60.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night
POWERED SITE	
Adult – per night	\$22.00
Child – (12 and under per night)	\$17.00
Minimum charge per site per night (During Events)	\$66.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night
ROB WADDELL LODGE	
Adult – per night	\$33.00
Child (12 and under) – per night	\$27.00
Minimum charge per night (Non-Event Per Night)	\$330.00
Minimum charge per night (During Events Per Night)	\$924.00
Deposit for Lodge	Full charge for first night and 50% charge for each subsequent night
Full day use of Lodge (to 5pm)	\$330.00
Late check-out/half day use of Lodge (to 1pm)	\$170.00
CHALETS 1-5	
Adult – per night	\$33.00
Child (12 and under) – per night	\$27.00
Minimum charge per night (Non-Event Per Night)	\$99.00
Minimum charge per night (During Events Per Night)	\$198.00
Deposit (per Chalet)	Full charge for first night and 50% charge for each subsequent night
Late check-out (per Chalet)	\$99.00
SUNDRY CHARGES	
Internet service during hire period	Full cost to be passed onto accommodation user

Effective 1 July 2021

APPENDIX 1:

ACCOMMODATION AND CAMPING CHARGES

FEES & CHARGES 2021/22

BBQ hire (per use) (preference given to accommodation users)	\$27.00
Power adapter hire (per day)	\$14.00
On-site caravan storage (per day) (not connected to power)	\$9.00
Non Resident dump station charge	\$6.00
Use of shower (per shower) (preference given to accommodation users)	\$6.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto accommodation user
Repair of damage to facility	Full cost to be passed onto accommodation user
Replacement of key/access card	Full cost to be passed onto accommodation user

Effective 1 July 2021

DOMAIN CHARGES

Charges may be varied in order to obtain best economic return, use of the facility and the need to reasonably recover costs from revenue. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site

- 'Local/Small' events are those predominantly attended by local residents, involving up to 500 persons on the site for the event in one day.
- 'Regional/Medium' events are those predominantly attended by residents from within the Waikato region, involving between 500 and 2,000 persons on the site for the event in one day.
- 'North Island/Large' events are those predominantly attended by residents from within the North Island, involving between 2,000 and 5,000 persons on the site for the event in one day.
- 'National/Very Large' events are those predominantly attended by NZ residents, involving more than 5,000 persons on the site for the event in one day.

FEES & CHARGES 2021/22

DOMAIN AND LAKE USE	LOCAL/ SMALL	REGIONAL/ MEDIUM	NORTH ISLAND/ LARGE	NATIONAL/ VERY LARGE
Domain				
Main spectator ground	\$433.00	\$865.00	\$1297.00	\$1730.00
Main parking area	\$185.00	\$464.00	\$692.00	\$920.00
Parking area near sand court	\$185.00	\$368.00	\$551.00	\$735.00
Lower camping ground (charge for use other than camping)	\$185.00	\$464.00	\$692.00	\$920.00
Upper camping ground (charge for use other than camping)	\$185.00	\$464.00	\$692.00	\$920.00
Lawn beside Rob Waddell Lodge	\$185.00	\$464.00	\$692.00	\$920.00

Event booking fee \$169.00 Standard charge for all bookings – per event

***Community Use' charge applies to not for profit community organisations that are based and operate in the Waipa District.*

FEES & CHARGES 2021/22

NON-EVENT DOMAIN USE	COMMERCIAL USE/PRIVATE HIRE	COMMUNITY USE*
Groups of 20 – 49 people	\$170.00	\$64.00
Groups of 50 – 149 people	\$323.00	\$323.00
Groups of 150+ people	\$441.00	\$441.00

Effective 1 July 2021

APPENDIX 1:

OTHER CHARGES	FEES & CHARGES 2021/22
POWER SUPPLY USE AND ASSOCIATED REFUSE COLLECTION (FROM FOOD VENDORS)	
Per connection, per day/night- 10% discount applies when user requires two or more connections at once	
32 Amp connection	\$100.00
16 Amp connection	\$60.00
10 Amp connection	\$35.00
WATER USE	
Continuous hose supply, per day (maximum 12 hour use)	\$35.00
TRAFFIC MANAGEMENT (PER DAY)	
Small events (0-600 people on site)	\$40.00
Large events (600-6,000 people on site)	\$225.00
Traffic management set up cost, per hour	\$107.00
POST EVENT SITE CLEAN-UP (IF REQUIRED)	
Per staff member, per hour	\$27.00
Rubbish disposal above the maximum threshold (refer the 2017/18 Mighty River Domain Event Management Guide), per 3m ³ skip	\$54.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto site user
Repair of damage to facility	Full cost to be passed onto site user
Staff assistance with event organisation	Quotation prepared on basis of necessary staff skills and hours involved
OUTDOOR PURSUITS	
Challenge ropes courses (high & low)	Quotation prepared for all events on basis of instructors' hours and equipment levy
Team building, orienteering, raft building	
Internet service during hire period	Full cost to be passed onto site user
Security staff attendance at event	Full cost to be passed onto site user

Mighty River Domain at Lake Karapiro

Site layout



- A1 Water Treatment Plant
- A2 Karapiro Water Ski Club
- A3 Cambridge Rowing Club
- A4 Pontoon
- A5 Lower Camp non-powered site
- A6 Lower Camp powered site
- A7 Lower Camp powered site
- A8 Club storage sheds
- A9 Maintenance shed
- B1 Upper Camp non-powered site
- B2 Upper Camp powered site
- B3 Day use only area
- C1 Event Centre and Finish Tower
- C2 Cultural Room
- C3 Administration area/Podium Cafe
- D1 Front of Lodge lawn
- D2 Rear of Lodge lawn
- D3 Top of Embankment/Playground
- D4 Rope courses
- D5 Lodge site
- D6 Chalets site
- D7 Rear Chalet lawn
- D8 Sand Courts
- E1 Podium & Beach
- E2 Spectator bank
- E3 Embankment
- F1 Rowing NZ site
- F2 Canoe Racing High Performance Centre
- F3 KRI and Waikato Rowing Club
- G1 Car park 1
- G2 Car park 2

Stand: February 2010
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