

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 128794-1  
**Minute number:** 148/2017

**Policy title:** **TEMPORARY USE OF PARKS BY INDIVIDUALS OR ORGANISATIONS (FUNCTION BOOKINGS)**

**Directorate:** COMMUNITY SERVICES

**Branch:** PARKS

**Policy objective:** To ensure appropriate conditions are applied when approval is given to applications for the use of parks.

**Policy scope:**

This policy applies to applications for approval for functions in parks involving more than 50 people. The policy does not apply to applications made for or by commercial entities.

**Definitions:**

Not applicable.

**Policy statement:**

The following procedure is to be undertaken for this policy:

1. Applications for the temporary use of the Council's parks by individuals or organisations will be granted by the Parks Manager or delegated officer subject to the following conditions:
2. The proposed use is unlikely to cause damage to the park or nuisance to residents.
3. No charge is levied for admission to the park (with the exception of circumstances specifically approved by the Parks Manager).
4. The park will remain a public park, with no person to be denied access (with the exception of circumstances specifically approved by the Parks Manager).
5. All refuse generated as a result of a function is to be cleaned up to the satisfaction of the Director of Strategy & Sustainability and removed to an approved refuse tip.
6. Circumstances surrounding the preparation and sale of any food at any function is to be to the satisfaction of the Director of Strategy & Sustainability, subject to the approval by the City Standards & Animal Care branch.
7. Provision of toilet and/or additional toilet facilities is to be to the satisfaction of the Director of Strategy & Sustainability and shall be the responsibility of the applicant.
8. That the Council be indemnified against any circumstance that may occur in relation to or as a result of such use of the park.

9. Such other conditions as determined by the Parks Manager that are relevant to the proposal and subject of the application.

**Related policies/legislation/other documents:**

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<a href="#">7786394</a>	Information Brochure	Event Licence Info Pack 2012