

Whangārei District

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**Whangārei**  
District Council

# ENDLESS SUMMER *Festival*

## EVENT REGISTRATION

### YOUR DETAILS

Organisation

Contact person

Email

Phone number

### THE EVENT

Name of the event

**When**

Follow this format: Sunday 1 March, 10am-1pm. If event occurs over many days, follow this format: Sunday 1 March- Monday 2 March.

If you have an event such as an exhibition, please include your opening hours eg. Monday - Friday 9am-5pm, Saturday 9am-1pm.

**Where**

Name of venue and full address so people know where to find it

Information/description about the event

Entry cost/ticketing information

More information for public

(email / contact number/ Facebook/ website etc.)

## WASTE MINIMISATION

*Please detail or attach your Waste Minimisation Plan*

*Provide details of how you will manage and promote zero waste at your event*

## HEALTH AND SAFETY

*Please detail or attach your Health and Safety Plan*

*If you would like an example, please enquire on application.*

## OTHER

*Are there any special particulars about your event that you believe Council should be aware of?*

YES ☐ NO ☐

*Please describe in detail below*

## ACCESSIBILITY INFORMATION

*– please answer Yes or No*

**V** **1. Viewing area** YES ☐ NO ☐

Is there a designated viewing area for people with disabilities or older adults with a reasonably clear view of the main event?

*Note: This is by no means mandatory and won't be appropriate for every event.*

**P** **2. Parking** YES ☐ NO ☐

Does the event have mobility parking within 200 meters of the main entrance/ exit?

**W** **3. Wheelchair access** YES ☐ NO ☐

Is there wheelchair access into the main part of your event?

*Note: This means if inside, entrance doorways are at least 760mm wide and the main body of the facility is on one level or has lift access. If outside, entrance surfaces are level and reasonably smooth.*

**T** **4. Accessible toilets** YES ☐ NO ☐

Is there an accessible toilet in the main area of the event?

*Note: This means that it has a doorway with a 1200mm clear approach space, the doorway is 760mm wide and it has a 90 degree L-Shaped grab rail beside the toilet.*

**S** **5. Sign language** YES ☐ NO ☐

Do you have a New Zealand sign language interpreter at your event?

## IMAGES

You can send up to three high quality images (including logos) with this form.

## SUBMITTING THIS FORM

To submit this form: email to [events@wdc.govt.nz](mailto:events@wdc.govt.nz).

Or send to:

Endless Summer Festival – Venues and Events  
Whangarei District Council  
Private Bag 9023  
Te Mai, Whangarei 0143

All **January** events must be received by:

**1 December**

All **February** events must be received by:

**1 January**

All **March** events must be received by:

**1 February**