

Cornwall Park Event Application Form



In 1901 Sir John Logan Campbell presented Cornwall Park as a gift to the people of New Zealand for their recreation and enjoyment.

The land was vested in Trustees who are responsible for all aspects of its maintenance and for keeping the balance between the tranquil beauty of the Park's setting and its functional use as a place of public recreation.

The Park is maintained and administered from private funds drawn from sources provided by Sir John Logan Campbell. In order to assist in preserving and maintaining the Park for the enduring benefit of New Zealanders, the Trustees have adopted Conditions of Entry which govern the activities of those who enter the Park.

Please return your event request form to:

Cornwall Park Information Centre
Po Box 26072
Epsom
Auckland 1344

Email: info@cornwallpark.co.nz
Phone: 09 630 8485
Fax: 09 623 0869

Name of organisation/organiser:

Name of organiser:

Organisation name:

Postal address:

Phone:

Mobile:

Email:

Contact on the day:

Phone number:

Alternative contact:

Event Information:

Name of event:

Type of event: (the Conditions of Entry to Cornwall Park state that only small scale, non-commercial events that comply with the guidelines and Conditions of Entry are permitted).

Circle or describe

e.g, Picnic/Barbecue/Sporting/Group/School/Corporate/Community/Cultural:

Date:

Alternative Date/s:

Timeframe of event:

Set up time:

Pack down time to end:

Extra information:	Please supply details:
<p>Desired Location/s at Cornwall Park: For a sporting event a route map must be supplied.</p> <p>Please be aware Maungakiekie/One Tree Hill Domain is administered by Auckland Council and any use of it must be directed to Council (phone 09 301 0101). If use of both parks requested joint approval required - see map attached.</p>	
<p>Expected participant numbers (include organisers and spectators): Equipment for this event:</p>	
<p>Vehicles expected for the event: (state if car parking arrangements arranged external to Cornwall Park or travelling by bus, include bus company name for required permit).</p>	

Risk Management of Event:			
<p>Cornwall Park follows a robust Health and Safety programme. As the event organiser you are responsible for the Health and Safety of any employees, volunteers and for the participants at your event. It is your responsibility to address and manage any potential hazards, including to what you may bring on or create on-site. Where Cornwall Park has specific knowledge of hazards on a given site, the Park will notify you of those hazards and request acknowledgement. Please obey all Park rules and follow any advice given by Park staff, security or emergency services personnel, prior to or before your event.</p>			
<p>Activity dependant we will ask you to supply Health and Safety plans and evidence of current public liability insurance. Details:</p>			
<p>Potential hazards associated with event. Please list-e.g. BBQ fire, trips, falls, road crossing for walk/run.</p>			
Hazard	Existing/ Potential (e/p)	Significant (y/n)	Planned controls to Eliminate, Isolate or Minimise

Notes-hazards raised by Cornwall Park:			
Hazard	Existing/Potential (e/p)	Significant (y/n)	Controls

Event will be considered by Cornwall Park Information Centre staff. If your event involves more than 100 participants The Cornwall Park Trust Board (Inc.) is to be consulted, please allow sufficient time for your application to be considered.

I agree and confirm that.

- The information I have provided to Cornwall Park concerning the size and nature of the event is accurate.
- If any significant changes occur to the event I will contact Cornwall Park immediately.
- I will operate any event planning in accordance with Health and Safety regulations and am responsible for people attending the event, and have developed an event hazard register and controls.
- I have read and understood the Cornwall Park 'Conditions of Entry' which govern use, activities and events at the Park.

Name of organiser:..... Date:

Notes:
Emailed/contacted for further information, detail:

Cornwall Park Information Centre/Admin:
Discussed with Park Director/other staff:
Returned to event organiser: Date:.....
Approved: Yes / No
Details/suggestions:

GUIDELINES FOR GROUP BARBECUES OR PICNICS IN CORNWALL PARK

If you are planning to have a barbecue or picnic in Cornwall Park, please be aware of the following guidelines to assist you in planning your outing:

- There are three areas in Cornwall Park where barbecue facilities are provided (please refer to the Park map to assist you in locating these sites):
 - ◆ The main barbecue area (inside circular stone wall, near Twin Oak Drive) there are six wood burning barbecues with free firewood provided.
 - ◆ There are two gas barbecues at the top of Grand Drive, and another two gas barbecues beside the lower carpark (right-hand side of roundabout when entering park from Greenlane Rd.) They are operated by simply pressing a button, giving you approximately 10 minutes cooking time. There is no charge for the use of the gas barbecues.

You cannot book the barbecues or picnic tables – all barbecues and picnic tables are available for general use, but cannot be booked for exclusive use. The barbecues are very popular, particularly on weekends in summer, so be prepared to arrive early as you may have to wait. Alternatively, bring your own gas BBQ or tables/seating.

- A **maximum of 30 people** are permitted per barbecue or picnic area.
- If you wish to organise a larger group picnic or barbecue, please fax or send a written request to the Cornwall Park Information Centre. Include your contact details, the name of your group, the number of people and location requested. Each case will be considered on its merits, but it is not generally considered to be desirable for one group to completely dominate any area of the Park.
- Commercial catering is **not** permitted in the Park.
- **No** marquees, tents, volleyball nets or other structure is to be erected in the Park, and no team sports to be played in picnic areas.

Vehicles are not permitted to park or drive on the grass at any time.

For further information, contact:

**Cornwall Park Information Centre, Cornwall Park
P O Box 26 072, Epsom, Auckland
Phone: 09 630 8485 Fax: 09 623 0869
E-mail: info@cornwallpark.co.nz**

The Cornwall Park Trust Board accepts no responsibility or liability for any injury or damage to persons or property arising as a result of entry to or use of Cornwall Park, however it occurs.