

# Application to book event at Dannevirke Aerodrome

## Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to complete this form; and
- print clearly.

## Applicant details *(Please print in CAPITALS)*

Name of organisation or individual

Contact person

 - 

Daytime phone number

 - 

Afterhours phone number

 - 

Mobile phone number

Email

## Event details *(Please print in CAPITALS)*

Name of event

Event Start Date  /  / 2 0

Event End Date  /  / 2 0

Safety Officer on site

 - 

Safety Officer Daytime phone number

 - 

Afterhours phone number

 - 

Mobile phone number

## Event description

Safety plan attached? Y / N

Emergency plan attached? Y / N

## Important Information

- CAUTION: Vehicles cross runway without warning
- Hay cropped in areas other than runways
- CAUTION: Mowing of runways and operational areas may take place at any time
- Concrete helipad available for emergency rescue helicopters only

Managers of Dannevirke Aerodrome: Tararua District Council  
Facilities Assets Supervisor

## Runways

RWY	SFC	Strength	GP	Slope	ASDA	Take-off Distance		LDG Dist
						1:20	1:30	
02 20	GR(f)	ESWL 8000	8	0.56U 0.56D	1200	1090 1200		1200 1090
08 08	GR(f)	ESWL 3630	4 3	0.50D	696	616		546
26 26	GR(f)	ESWL 3630	3 4	0.50U	696	546		616

## Fuel (include refuelling process in Safety Plan)

- a. Air BP Jet A1 - Access via Swipecard - NW corner of airfield
- b. Air BP Avgas 100 - Access via Swipecard - NW corner of airfield



**Please keep Helipad area clear for Helicopters and emergency vehicles**

**Please note:**

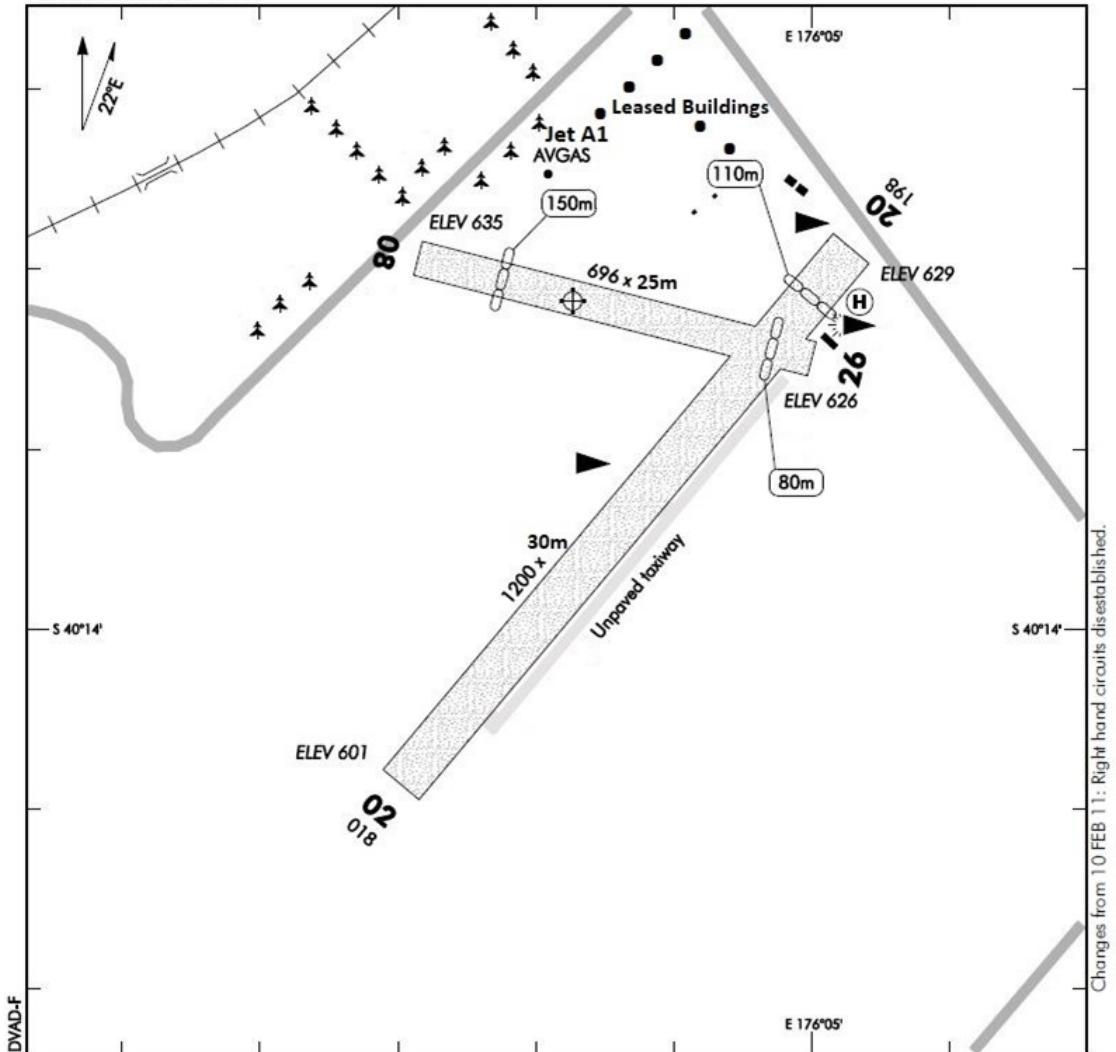
The leased areas in green are off limits



ELEV 635  
NZDV  
UNATTENDED: 119.1

NON-CERTIFICATED

# DANNEVIRKE AERODROME



## Check:

Initial

High viz vests for all personnel on the Grid	
Spectator area roped off or secure - <b>Please indicate on map on previous page</b>	
Safety signage in place	
Do you have a spill kit on site?	
Concrete helipad available for emergency rescue helicopters only – Please keep clear at all times – <b>Organiser to cone off for event as per photo on page 2</b>	
Event vehicles parking area – <b>Please indicate on map on previous page</b>	
Are additional areas needed for the event? (Please give explanation in details section and indicate on map on previous page)	
<b>Other Operators Notified?</b> Dannevirke Flying Club Heliworx Aotearoa Limited Tararua Heliwork Limited Philips Search and Rescue Trust Outgro Fertiliser Limited Griffin Ag Air Limited Highgate Farm Partnership Donald Franklin BP Oil NZ Limited	Y / N
Weather information - <a href="http://nzdv.avmet.nz">nzdv.avmet.nz</a>	
How many aircraft involved in the event?	
Is the pilot a member of RAANZ (Recreational Aircraft Association of New Zealand) with current Medical Declaration?	
Pilots licence held?	
Class 1 – Single Seat Aircraft – Is Certificates of Registration on Machine?	
Class 2 – Two Seat Aircraft – Is Certificates of Registration on Machine? - Carry a valid Flight Permit? - Up to date Aircraft and Engine Logbooks?	
Landing Fees per aircraft per day = \$14  TDC 03-0614-0088406-01 Particulars: Your Name Code: NZDV Aerodrome Reference: W140.22	
Acknowledge understanding of the leased area as per page 3	

## DANNEVIRKE AERODROME FACILITIES TERMS AND CONDITIONS OF HIRE

The Tararua District Council (“TDC”) owns and operates the Dannevirke Aerodrome (“the Aerodrome”) at 58 Aerodrome Road, southwest of Dannevirke.

TDC maintains the Aerodrome and associated facilities for commercial and community use.

The Aerodrome is used by a number of local companies for their day-to-day operations. The airstrip is subject to aviation rules and provides a landing area for the Search and Rescue Helicopter. The surrounding lots are also subject to ground and grazing leases, for private and commercial use.

The Aerodrome provides a suitable venue for community aviation events and groups may apply to book this facility provided they meet TDC’s terms and conditions.

These terms and conditions have been developed to ensure your booking runs smoothly with minimal disruption. These terms and conditions should be read in full including any specific requirements for individual facilities.

By signing the Aerodrome Event application form you will be deemed to have accepted these Terms and Conditions. Please retain a copy of these Terms and Conditions for your reference ensuring that you are aware of the responsibilities of hire.

### Unless the context otherwise requires;

**Agreement** means the agreement between TDC and the Applicant in regard to the agreed Facility/Venue hire and includes these Terms and Conditions, the booking application and any confirmation letters/emails from TDC.

**Facility/Venue** means the TDC owned venue (the Dannevirke Aerodrome) and its facilities identified in the booking application that forms part of this Agreement.

**TDC** means Tararua District Council

**Fees and Charges** outline the fee/s charged for use of the Dannevirke Aerodrome specified on the TDC Website Dannevirke Aerodrome Fees & Charges | Tararua District Council ([tararuadc.govt.nz](http://tararuadc.govt.nz))

**Financial Year** means 1 July to 30 June.

**Applicant** means the person(s) or legal entity named as Applicant in the booking application that forms part of this Agreement.

**Hire Period** is the agreed time for which the Facility/Venue is hired for and includes the set-up time prior to the booking and the cleaning/pack down time after the booking.

General conditions of use

- (a) The person who makes the booking (or the legal entity’s representative as notified to TDC) must be over 18 years of age and is required to be present for the duration of the Hire Period.
- (b) The Applicant shall comply with any legislative requirements, regulations and Bylaws that are relevant to the activity. This includes but is not limited to: Health & Safety at Work Act 2015, Building Act 2004, Resource Management Act 1991, Reserves Act 1977, Sale and Supply of Alcohol Act 2012, all legislation produced in response to COVID-19, TDC Bylaws and the Civil Aviation Act 1990 and associated rules.
- (c) It is the responsibility of the Applicant to ensure the health and safety of all persons present at their booking– see further detailed requirements in the ‘Health and Safety’ section below.
- (d) It is the responsibility of the Applicant to inspect the Facility/Venue at the commencement of the Hire Period to ensure its condition is safe and fit for the purpose of the hire. Any hazards or issues should be reported as soon as possible to TDC by calling **06 374 4080 or 06 376 0110** or emailing **info@tararuadc.govt.nz**
- (e) The Applicant must not remove or permit the removal or addition of any chattels or equipment from the Facility/Venue without the permission of TDC.
- (f) The Applicant must ensure that access to the public toilets on the Aerodrome for the general public as well as lessees of the Aerodrome is not hindered or restricted during the Hire Period. Consideration must be had to other users as these are shared public facilities.
- (g) No animals are permitted on the Aerodrome during the Hire Period, other than guide dogs for the visually impaired, registered companion animals or official animals of the NZ Police (except in the case of animal shows and exhibitions but subject to approval by TDC and compliance with relevant laws).
- (h) The Applicant must not allow any illegal activities to take place at the Facility/Venue during the Hire Period.
- (i) No fires are permitted at the Aerodrome.
- (j) The Applicant must ensure no gang insignia is displayed on government premises as per the Prohibition of Gang Insignia in Government Premises Act 2013. This includes all associated buildings and facilities at the Aerodrome.
  - a. **Gang Insignia** is a sign, symbol, words or emblem displayed to denote membership of, affiliation with, or support for a gang. This includes any item of clothing a gang insignia is displayed on such as a jacket, t-shirt or scarf. This does not include tattoos or clothing in gang colours.
- (k) It is the Applicant’s responsibility to contact the Police immediately if there are any safety concerns from a person(s) disorderly behaviour.
- (l) The Applicant must ensure that any child under the age of 14 years is accompanied by a parent or designated caregiver, who is at least 18 years of age.
- (m) Notwithstanding any other provision contained in the Agreement, TDC may require any person in attendance to leave the venue at the sole discretion of any TDC staff member.

- (n) All persons accepting this Agreement (whether as an individual Applicant, or director or other authorised signatory of another legal entity) shall be bound personally to abide by all Terms and Conditions and to fulfil all of the Applicant's obligations as a principal debtor.

## Bookings

- (a) The Applicant must precisely state on the application form the purpose the Facility/Venue is being used for and use the Facility/Venue only for that purpose. TDC does not warrant that the Facility/Venue is suitable for any particular purpose. It is the responsibility of the Applicant to ensure that the Facility/Venue is suitable for the proposed event/activity.
- (b) The Applicant must use only the area in the Facility/Venue that has been booked and confirmed. The Applicant may not sublet the Facility/Venue under any circumstances.
- (c) During the Hire Period, the Applicant must ensure that no persons enter the areas marked "off limits" in the booking application (refer Plate). This includes all leased areas and the Helipad. The Applicant must also ensure that only authorised personnel are permitted on the airstrip (for landing / demonstration purposes), and this must be kept clear at all other times for safety reasons.
- (d) The Applicant must provide a safety management plan to TDC prior to the event showing agreed parking and visitor/ spectator areas which must be appropriately notified /signposted to visitors. The plan must also detail how the Applicant intends to use the space (with relevant areas marked).
- (e) In limited situations overnight stays may be approved, in TDC's sole discretion. Any details of approved overnight visitors (including names and vehicle registration) must be provided to TDC prior to the Hire Period.
- (f) No vehicle access is permitted beyond any car parks designated in the plan, and vehicles illegally parked at the Facility/Venue may be towed away. The Applicant shall at all times ensure that all entrances to and exits from the Facility/Venue's car parks are kept clear and unobstructed.
- (g) Where relevant, overnight vehicles including campervans will be notified to TDC prior to the event and registration details will be provided. Overnight vehicles must be parked in agreed locations marked on the map provided to TDC in the Applicant's health and safety Plan submitted with the Applicant's booking.
- (h) The Applicant must provide details of refuelling processes to TDC prior to the event, including details of users' safe access to the refuelling station at the Aerodrome, or alternative fuel sources and storage. The Applicant is responsible for ensuring the safety of all users and visitors during the Hire Period, including making them aware of the refuelling processes.
- (i) The Applicant must provide an emergency response plan to TDC prior to the event, including contact details for the Applicant and a nominated responsible officer.
- (j) The general public have right of access to the public toilets on the Aerodrome. This access must not be restricted in any way during the Hire Period.
- (k) If you need to change your booking (times, contacts, invoicing address etc.) you must contact TDC to accommodate all requested changes at least 48 hours before the start of your booking.
- (l) Cancellation rules (see cancellation of hire section of this document) apply to all amended bookings that result in a different time period, except for the extension of bookings.
- (m) The Hire Period is inclusive of the set up and pack down time. The Applicant must not enter the Facility/Venue before the commencement of the Hire Period for the booking and must have completed all packing up including cleaning and must ensure that all persons have vacated the Facility/Venue by the end of the Hire Period.
- (n) TDC reserves the right to have staff present at the Facility/Venue at any time.
- (o) The Applicant must adhere strictly to the confirmed Hire Period. Failure to do so will incur additional charges and possible cancellation of any future booking(s).
- (p) If the Facility/Venue is required for Civil Defence purposes, TDC will notify the Applicant at the earliest convenience and the Facility / Venue hire will be forfeited.

## Payment

- (a) Current fees and charges will be applied at the time of booking. TDC reviews and sets fees and charges annually, such fees and charges take effect on 1 July each year. All fees are GST inclusive. Payment can be made to TDC's nominated bank account.
- (b) TDC may request a bond is payable, which is refunded if no additional charges occur (see additional charges section of this document). All fees, including the bond, are payable in advance of hire.
- (c) Applicants are required to pay specified fees 14 days prior to the booking in order to confirm the booking.
- (d) The booking is considered a tentative booking until payment is received as confirmation. While the tentative booking is in place, should TDC receive another application for the same date/time, TDC will contact the initial applicant to advise they have 48 hours to confirm their booking by payment. If after 48 hours the payment has not been made, the initial booking will be forfeited, and the date/time slot given to the alternative applicant.
- (e) The Applicant shall be liable for the payment of all amounts owing to TDC pursuant to this Agreement.
- (f) If payment is overdue for a period of 14 days or more, the outstanding amount will be a debt due to TDC and may be referred to a debt collection agency or other duly authorised agent of the TDC for collection. In addition, the TDC may at its discretion and without prejudice to its other remedies:
1. Suspend for such period and subject to such terms as TDC in its discretion determines any entitlement to credit given to the Applicant pursuant to this Agreement.

2. To the extent permitted by law, refrain from supplying any further services or goods to the Applicant until the Applicant has discharged all outstanding indebtedness to TDC.

#### **Additional Charges**

- (a) TDC reserves the right to invoice the Applicant for any additional charges resulting from the Applicant's use. In addition to the Facility/Venue hire price paid at the time of booking, the Applicant may be charged for:
  1. Any damage to the facility caused during the Hire Period or through any breach of the Terms and Conditions in the Agreement.
  2. Any theft of TDC property from the Facility/Venue during the Hire Period.
  3. Any extra cleaning, rubbish removal, repair or reinstatement of the Facility/Venue which TDC considers is required after the booking.
  4. Any costs, losses or expenses that TDC incurs due to any breach of the Terms and Conditions outlined in this Agreement.
  5. Any emergency services call out.
  6. Attendance of TDC noise control to the Facility/Venue during the booking.
- (b) The Applicant will upon demand pay all TDC's reasonable expenses, debt collection fees and legal costs (on a solicitor/agent/client basis) in relation to the collection of all overdue moneys.

#### **Cancellation of Hire**

- (a) There will be no refund where the Applicant terminates the Agreement within 48 hours prior to the booking (including by notifying TDC that it wishes to cancel any booking), except where there are extenuating circumstances.
- (b) If the Applicant does not advise TDC that they no longer require a booking at least 48 hours prior to the start of the booking, the Applicant will still be invoiced.
- (c) Any refund due will be made to the Applicant listed on the booking application form and will only be paid on receipt of proof of bank account for the Applicant i.e. a bank deposit slip with the Applicant's name.
- (d) TDC may terminate any booking(s) and/or this Agreement in its sole discretion if it considers:
  1. The booking will, or might, contravene any statute, order, regulation, bylaw, rule or law or any other requirements of a public, local or regional authority, or otherwise be in breach of this Agreement; or
  2. That the management or control of the event is deficient.
- (e) TDC reserves the right to cancel booking(s) where circumstances so warrant. These may include, but are not limited to, emergency situations and adverse environmental/weather conditions. In such circumstances, the hire fee will be refunded.
- (f) TDC will be entitled to suspend or cancel all or any part of this Agreement, in addition to its other right and remedies, if the Applicant fails to meet any obligation under the Agreement with TDC.

#### **Cleaning and rubbish removal**

- (a) The Applicant is responsible for ensuring that the hired space at the Facility/Venue is left clean and ready for the next user.
- (b) The Applicant must deal with any spills (chemical, fuel, oil etc.) immediately, following appropriate safety procedures. The Applicant must notify TDC of any serious hazards, damage or spills during the Hire Period.
- (c) The Applicant must bring its/their own cleaning supplies, toilet paper and rubbish bags and must remove all rubbish off site at the end of the booking. The Applicant must leave the Facility/Venue and all equipment, and chattels at the Facility/Venue in good, clean and tidy order.

#### **Insurance**

- (a) TDC does not undertake to arrange for or maintain any insurance cover, property, contents or otherwise, for the Facility/Venue or the booking for the benefit of the Applicant.
- (b) The Applicant is responsible for ensuring it holds public liability insurance as required for the duration of the Hire Period.

#### **Food, Drink, Alcohol and Merchandise**

- (a) The Applicant may engage catering contractors for the event/activity. If the Applicant engages catering contractors, it/they must ensure the caterers have a current food registration under the Health (Registration of Premises) Regulations 1966 (or any enactment that amends or replaces such provisions). The Applicant must provide details to TDC prior to the event of proposed location of any vehicles or food/beverage trucks associated with catering.
- (b) For current guidelines around the sale and supply of alcohol, please visit <https://www.tararua.govt.nz/Services/Alcohol-Licensing>. The Applicant will comply with any alcohol restrictions or guidelines as outlined by the Licencing Inspector. Any queries should be directed to the TDC Licencing Inspector.
- (c) Any Applicant wishing to sell merchandise will be required to obtain approval from TDC and any required permits must be obtained.

#### **Liability**

- (a) The Applicant indemnifies TDC, its employees and agents against all claims, demands, losses, damages, costs and expenses arising from the Applicant's use of the Facility/Venue or any breach of this Agreement.
- (b) TDC is not responsible for the loss of or damage to any of the Applicant's property in or around the Facility/Venue. Any equipment/property left at the Facility/Venue is left at the Applicant's own risk.
- (c) TDC is not liable for any loss or expense that the Applicant incurs if TDC is not able to make the Facility/Venue available to the Applicant



as a result of fire, flood, earthquake, pandemic, failure or other unavailability of any building services or other event beyond the TDC's reasonable control.

- (d) To the extent permitted by law, TDC shall not be liable to the Applicant for any loss arising under or in connection with this Agreement, whether in contract, tort or otherwise. The maximum amount of the TDC's liability under or in relation to the Agreement for any loss, damage, claim or expense is limited to the Facility/Venue hire price paid by the Applicant.

#### **COVID-19 Pandemic**

- (a) The Applicant is responsible for ensuring their booking complies with the COVID-19 Protection Framework and all COVID-19 legislation, orders and guidelines are followed. For current legislation and guidelines, please visit: <https://covid19.govt.nz/>
- (b) COVID-19 Public Health Guidelines are to be followed.
- (c) For bookings affected by the COVID-19 pandemic, if cancelled by TDC the booking will be fully refunded. If cancelled by the Applicant, the booking will be subject to the cancellation rules (see cancellation of hire section of this document).

#### **Health and Safety**

- (a) The Applicant must ensure that access and egress/exit for residents, businesses or emergency vehicles are always available and that the public is not unduly inconvenienced by the booking. This includes public and private access ways that must always be kept clear.
- (b) The Applicant must advise TDC of any planned changes to the booking that could impact on health and safety (e.g. the addition of new activities).
- (c) The Applicant must provide a safety management plan for the event for review and approval by the TDC Health and Safety Team 48 hours prior to the Hire Period.
- (d) The Applicant will provide an Emergency Response Plan to TDC prior to the event and is responsible for communicating and actioning the Emergency Evacuation Plan and familiarising themselves with the exit and assembly locations and management of the evacuation process.
- (e) It is the Applicant's responsibility to designate a safety officer (or officers in the case of large events) who must make themselves familiar with the evacuation procedure in case of an emergency at the facility. The officer(s) must also ensure that all emergency exits are clear and free of any obstacles throughout the Hire Period.
- (f) Where there are more than 100 persons attending the event/activity, the Applicant must appoint additional fire wardens (i.e. 1 warden for up to 100 persons, 2 wardens for 101-200 persons, etc.). This must be detailed in the Applicant's Emergency Response Plan.
- (g) In the event of a fire the fire warden(s) will:
- Instruct all persons attending the event/activity to proceed to the assembly area at the Facility/Venue as specified in the Emergency Response Plan provided by the Applicant.
  - Ensure that all persons who need special assistance receive help to leave the Venue.
  - Phone "111" from a safe location, ask for the Fire Service, and provide the address of the Venue.
  - Liaise with the Fire Service upon arrival and advise of any areas that have not been checked.
  - Ensure that no persons re-enter the Venue until the "all clear" is given by the Fire Service.
- (h) Any serious incident, breakdown or accident must be reported immediately to the relevant emergency response (111) and also to TDC by calling **06 374 4080, or 06 376 0110**. Minor incidents or injuries, hazards or risks identified are to be reported to TDC by emailing **info@tararuaadc.govt.nz** or calling TDC.
- (i) It is the responsibility of the Applicant to provide first aid supplies and a trained first aider for the Hire Period.

#### **Induction and access to the Facility/Venue**

- (a) It is the Applicant's responsibility to make themselves familiar with the Facility/Venue prior to the booking, in particular:
- Cleaning requirements on completion of the booking.
  - Layout, available space and equipment provided.
  - Fire Warden duties, including emergency evacuation procedures.
  - Reporting of incidents, accidents, hazards.
  - The capacity of the facility/venue.
  - Their booked time allocation.
- (b) At the Applicant's request a staff member can meet with the Applicant to review the above.

#### **Noise, neighbours and music**

- (a) In organising and fulfilling your booking, please consider the interests of the Facility/Venue's neighbours.
- (b) Noise levels must always be kept to an acceptable level. Failure to reduce noise levels at the request of a TDC Officer, TDC's Security Contractor, Noise Control or the Police may result in the booking being cancelled and all fees paid forfeited.
- (c) The Applicant must ensure the event/activity does not interfere with the Facility/Venue's neighbours' authorised use of the Aerodrome and must keep out of any "off-limit" areas and follow all civil aviation rules.
- (d) A strict three-strike policy applies in respect of noise levels for each financial year. On the third breach of noise levels, the Applicant will be

removed from the facility, future bookings will be cancelled, and the Applicant will not be allowed to book any TDC facility/venue for the remainder of the Financial Year.

**Buildings and structures**

- (a) The Applicant must take care not to damage any buildings or structures on site.
- (b) The Applicant must take proper care of the Facility/Venue and ensure that no damage occurs.
- (c) Any damage to buildings, fixtures or chattels at a Facility/Venue must be reported immediately to TDC by calling **06 374 4080 or 06 376 0110**.
- (d) No substance shall be deposited in toilets, sinks or drains that will cause blockage or damage.
- (e) Permission to use smoke machines, fireworks or lighting with a naked flame (such as candles) must be approved by TDC for each booking.
- (f) All TDC Facilities/Venues are smoke free. If smoking takes place outdoors, all cigarette butts must be removed and disposed of appropriately. Please take extra precautions to avoid causing fires.

Signature of applicant

 /  / 2 0 

Date

Print name

**Office use only**

Date application received  /  / 2 0

Date of approval  /  / 2 0

Approved by

Signature

Notam issued to AIP? Y / N

Date issued  /  / 2 0

Notam approved by