

GREENSPACE UNIT

Community Facilities Profile Update

Please complete this form if you would like to update your registration type for booking Community Facilities.

Applicant details

Group name: _____ Application date: _____

Contact name: _____

Phone number: _____

Email: _____

Address: _____

Application

What is the legal status of your group?

Charitable trust

Incorporated society

Non-profit organisation

Informal group

Other: _____

What category are you requesting to fall under as a user group? *If unsure, please see user definitions on page 3*

Commercial

Community - Entry charge

Community hirers – no entry charge

If you would like to talk about your registration options, please contact Waimakariri District Council on 0800 965 468 or email office@wmk.govt.nz

What facility do you use? *List all Waimakariri community facilities that you use*

How often do you use the facility?

What activities do you provide at the facility? *Provide a brief description of your activity:*

Do you charge fees for your activity? Yes No What is the fee? _____
Provide details about the fee's you charge for your activity.

How many people attend your activity? _____

What does your group do with any income or profits generated from your activity?

What is the expected income from your activity? *Please provide details about the income you will get for your event from ticket sales, sale of goods, other grants, donations, your own funds, other fundraising.*

Please see below for a list of user category definitions.

User charging categories:

- Commercial
- Community - Entry Charge
- Community/Fundraiser - No Entry Charge.

User categories definitions:

Commercial

For commercial business or private events.

This category includes business which includes private tutor-paid classes, private or celebration hire and includes auctions, meetings, birthdays, weddings, private events, funerals etc.

Community - Entry Charge

Where the community group or programme is run by an individual or group and a fee or payment is charged for entry.

This category would also include a group or programme where there is a passive or active recreational value to the community and activities where meetings or events are organised on a regular, scheduled basis and attended by members of the public and where a fee is charged to cover the cost of the venue and operating costs.

Community/Fundraiser - No Entry Charge

For community groups with a community benefit, with no charge for attendees, including fundraising events.

For a copy of the Community Facilities Fees and Charges Policy please contact Facilities@wmk.govt.nz