

Notification of a proposed event to Local Boards

The purpose of this document is to notify the local board of the proposed event activity below:

All questions or feedback should be directed to Lisa Kent - Event Facilitator, Auckland Council
lisa.kent@aucklandcouncil.govt.nz or 021 243 4267 by COB Friday 19th October 2018.

If no response is received by the above date, it will be considered that there are no objections to the proposal.

If this message is received by other than the party to whom it is addressed the sender is to be advised immediately. All information in this transmission is confidential and is not to be divulged to any other than the party to whom it is addressed without permission of the sender.

Name of activity:	Takapuna Beach Polo
Organiser:	Amy Calway Event Horizon NZ Limited and NZ Beach Polo Association
Phone:	021 121 4543
E-mail:	amy@event-horizon.co.nz

EVENT SUMMARY

Date	Location	Times	Description
6/12/2018	Takapuna Beach Northern End Gould Park Reserve	11.30am – 2.00pm	Pack in
7/12/2018		1.30pm – 9.00pm	Event
		9.00 – 10.00pm	Pack out
8/12/2018		8.00am – 12.00pm	Pack out complete
			Rain Date 8/12/2018

2018 will be the second year for Takapuna to host this event. Established in 2016, the New Zealand Beach Polo Association is a not for profit sporting association, working under the International Beach Polo Association Guidelines. The New Zealand Beach Polo Association has employed Event Horizon to plan and produce the Takapuna Beach Polo.

The purpose of this event is to show case beach polo at one of New Zealand's most prestigious beaches allowing the public to attend free of charge and invited corporate guests. Beach polo is an international sport played by over 17 countries. First played in Dubai in 2004 and the following year to Miami and so on, New Zealand is the 18th country in the World to take up this new and pioneering sport.

Beach polo consists of two three-player teams, three five-minute periods of play (known as chukker) and played in an enclosed sand arena with side boards (fencing), designed to keep the ball in play. Unlike the hard-plastic ball used in field polo, beach polo employs leather or rubber inflated ball no less than 10cm in circumference. Two umpires will be stationed outside the arena (within the 2m safety zone) to officiate the game. Penalties are called and resulting free hits are awarded to the fouled party. Traditional polo ponies (often referred to as horses in this document) are used with players changing horses following each chukker.

Entertainment also includes activations such Fashion on the Beach and Best on Beach. Dash for prizes, Interaction with professional polo player's hillside, commentary. DJ music in the background.

EVENT SCHEDULE

1.00pm: DJ starts their set
1.30pm: Event kicks off with MC commentary

MATCH ONE

2.25pm: 1st Chukka
2.45pm: 2nd Chukka
3.05pm: 3rd Chukka
3.30pm: STOMP THE DIVOTS

MATCH TWO

3.40pm: 1st Chukka
4.00pm: 2nd Chukka
4.20pm: 3rd Chukka
4.55pm: LES MILLS BEACH DASH

SUB FINAL

5.05pm: 1st Chukka
5.20pm: 2nd Chukka

FINAL

6.05pm: 1st Chukka
6.20pm: 2nd Chukka
6.40pm: 3rd Chukka
6.50pm – ALL GAMES ARE FINISHED

Numbers attending: up to 1500 – 2000 (2017 event had approx 500, including corporates within the Takapuna Boating Club).

Ticketing Information: Free unless buying a corporate package / hamper option

Potentially, currently have 500 guests but have allowed for plenty of space given this area is shared by guests who haven't purchased food packages. It is our understanding the whole area can take capacity of 2,500 people (standing) and we have allowed for 1,500 sitting on blankets at 1.5m².

Yes all people are welcome onto the hill / not ticketed event (let's not forget the beach is wide open.) We only sell food and drink, blankets, (picnic hamper contents) and there is no BYO anything.

Food and drink come with unimaginable rubbish and with Auckland city Council requiring all events to be zero waste and this is a huge initiative on how we achieve this. We also ask no byo gazebos and umbrellas, as if these are not tied down correctly these can pose a health and safety risk, blowing away and hitting people.

We just ask they buy the food and drink off us and support the event and we can manage what goes in and what goes out and report back to you on these findings.

I would love everything to be prepaid (but it's not.) As currently, we work with one local catering company who for her it takes 4 days to resource all of the food to exact numbers, we aren't a market day food stall type event and try to keep the event look clean and lean and all about the polo (it is a hill with limited space.)

Legally we have to sell on the day to meet with Liquor Licensing requirements and this is a very toned-down version of our amazing hamper, we don't promote turn up on the day to pay - as this can pose issues (we still want to be small for year two.) But rest assured **no one can buy beverages unless they have purchased food and have something in their belly - we identify these guests with wristbands and our staff won't sell to people who don't have these.**

SITE DETAIL

The below site maps show different options that the event organiser is willing to work with to ensure the event is accessible for all public, whether general public or presold hampers.

Factors to be taken into consideration when looking at the site maps and choosing are:

- Pitch – this can not be moved as there is limited areas within the beach that this can be positioned. Where it is located is the best for horses and ensuring the beach is still accessible to general public walking.
- Food and Beverage stalls – the hill is a major slope and gives you limited options to place infrastructure like the bar, furniture and picnic blankets.
- Trees – their location within the park and space does get limited when trying to utilise an area specifically for the fenced zone.
- Boating club – feedback from 2017 event was that the boating club was too far from the pitch and it was not an idea viewing spot so having the area right next to the boating club limits viewing also
- On the below new 3x alternative site maps, proposal is that the area within the white lines is the 'event space aka selling food and beverages'. Outside of this in the areas marked 'no alcohol / spectator area' this is the space that will be left as per usual and open for any members of the public to sit with their own lunch..



Original site map



Alternative site layout V1



TRAFFIC MANAGEMENT

<p>Road closures:</p>	<p>Supplied and managed by Chevron Traffic, copy of the TMP will be forwarded to AT for approval once received.</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 100m situated between #18 The Promenade and #2 Alison Ave.</p> <p>Caution / Event signage and cones to mark out drop off and pick up areas on The Strand.</p> <p>Traffic plan will be in place from Closed from 5.00am Open by 10.00pm</p>
<p>Parking restrictions/ Advisory Signage:</p>	<p>Advisory signage required</p>
<p>Public transport:</p>	<p>No public bus routes will be affected</p>
<p>Event parking:</p>	<p>The event organiser is not requesting any parking restrictions in the area (on the Strand) and the organiser is promoting the below re parking.</p> <p><i>Parking is minimal and as part of the event, communications on promoting public transport options will be a major driver as also is our social responsibility.</i></p> <p><i>Parking not recommended to park on 'The Strand' for the event. Our goal is to promote zero parking for this event.</i></p> <p><i>Our event celebrates zero parking with a partnership with Uber. A discount to event users over the two-day event period applies.</i></p>
<p>Mobility parking:</p>	<p>Within current AT parking provided spaces</p>

EVENT OPERATIONS

<p>Pack in / Pack out: Vehicle access:</p>	<p>Thursday 6/12/2018 Pack in from 11.30am</p> <p>Friday 7/12/2018 Pack out by 10.00pm</p> <p>The event organiser will need access on to Takapuna Beach Reserve for the delivery of equipment including fencing.</p> <p>Require parks access closest to playground to drive equipment down to the site.</p> <p>The event organiser will also need access to the beach from The Promenade for horse entry (walking) for the duration of the event.</p> <p>Permit conditions:</p>
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	<p>Requests are as per 2017 event and community facilities have no issue with this being granted again for 2018.</p>
Noise / Amplified Sound:	<p>DJ and speakers will play when games are not playing.</p> <p>PA System will be used to make announcements and provide the commentary throughout the day.</p> <p>There will be no breach of noise because the horses would get spooked and cause a health and safety nightmare which is the last thing anyone including the organiser and polo riders to happen.</p> <p>The last game finishes by 7pm and then packout begins at 9pm so it doesn't allow for a long event of loud music on the beach.</p>
Ground protection:	<p>The event organiser has researched the beach and consulted with coastal and geotechnical services regarding the suitability for Takapuna Beach. Auckland Council community facilities and coastal management team must provide their assessment prior to landowner approval being granted.</p> <p>The event organiser has acknowledged beach sand levels can fluctuate along Takapuna Beach, and severe storms effects beach conditions.</p> <p>If there is a storm, effects may include the loss of sand creating uneven surface and exposing underlying clay and rock or the deposition of seaweed and detritus that could affect surface conditions.</p> <p>Long range forecasts will be used to assess the potential for any storms up to 10 days prior to the event and the event will only go ahead with landowner consultation and approval should weather conditions be adverse.</p> <p>Typical and 'stable' beach conditions will provide a suitable surface for play. If the conditions are unsuitable for play the event will be postpone to the following year.</p> <p>The event organiser will be grooming the pitch prior to the event to ensure rocks, stones, and seaweed is cleaned for the welfare of the animals and safety of the players.</p> <p>Permit conditions Site hand over and site hand back meetings will be held with Event and Community Facilitates team members to ensure the event is safe to go ahead and also left in a good condition after the event.</p>
Waste management:	<p>With a commitment to being a Zero Waste Event the organiser has contracted Clean Event to supply and manage the waste.</p> <p>Bins delivered and setup 7/12/18 at 9.00am</p>

	<p>Bins picked up 7/12/18 after 5.00pm</p> <p>A Clean Event staff member will be onsite from 11am to 6pm on the event day to collect loose litter and service any bins that full as well as completing a final clean after the close of each event day.</p> <p>The field will be set up below the high tide line to ensure the beach is 'cleaned' of horse urine with the full tide. Manure must be removed as quickly as possible.</p> <p>Event Horizon has taken deliberate steps to minimise waste:</p> <ul style="list-style-type: none"> • Items included in the hampers are recyclable, reusable, biodegradable and commercially compostable. • Six waste stations on site, clearly signed and a contractor from Clean Event Limited is on site from 12:15 am- 9:00pm. • On site collection, sorting and compacting of waste. • Streams of waste are organics, recycling, cardboard and landfill. • Pick up of any other rubbish items taken from the site an hour after the closing of the event. • We are monitoring the BYO food and beverages onto the event site and anticipate additional plastics and glassware may occur. This will be confiscated, and this rubbish will also be taken off site. <p>The grooms on site will manage pony manure. A contingency plan to use a water blaster to remove additional manure left at the horse truck unloading and loading zone.</p>
Food stalls / Catering / BBQs:	Catering will be provided by the Picnic Box Company and will be supplied to guests who pre-purchase. Details are provided within alcohol management plan and above under ticketing information.
Alcohol:	<p>The event organiser has applied for an onsite Special License and has provided an Alcohol Management plan to Auckland Council. Please find with this documentation attached as a supporting document.</p> <p>Special Licence application received 3/8/2018 at Graham Street office #52000121185, then received at Takapuna office 3/09/2018 #822008199.</p> <p>Duty Manager – Lisa Te Huia (21/CERT/23137/2018)</p>
Trading:	Sale of food and alcohol
Resource Consent:	NA
On site Operations:	<p>Animals:</p> <p>Th event will see six horse on the beach during game times. When horses are not playing they will be held within the</p> <ul style="list-style-type: none"> • Amusement Equipment • Aircraft / Drones • Fireworks

<ul style="list-style-type: none"> • Hazardous substances • Other 	<p>holding pen for grooming and holding, as per the above site map.</p> <p>The event organiser is aware of the dog off leash timing, with horses not scheduled to be on site between 6.30pm – 10.00am.</p>
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FACILITIES/UTILITIES

<p>Portaloos/Toilets:</p>	<p>Existing Toilets Access: Access to public toilets requested, need to organise extra cleans due to the busy time of season.</p> <p>Portaloos Provided: Superloo supplying and managing x10 portaloos The toilets are positioned close enough to the hill area but not in the way of public thoroughfare.</p>
<p>Structures:</p> <ul style="list-style-type: none"> • Fencing • Marquees / EZI-ups • Gantries • Staging • Bouncy castles • Other 	<p>Marquees: No marquee for 2018 event</p> <p>Chairs/tables: 100x chairs / 15x tables Chairs and tables are only a rough guess and more in keeping with bean bags or outdoor couches.</p> <p>Supplied by Raj Tent Club Onsite from 10am, removed from 9.00pm</p> <p>Fencing: - Type: bike rack 1.3 in height - Meters: 120 meters x 2 Fencing for the arena area is essential to keep the ball in play. It also acts as a safety boundary for the ponies in play and a security fence from the public.</p> <ul style="list-style-type: none"> • This is an 80m X 25m boundary. • The Panels are 2.0m (L), frame is 25mm Square Box section hot dip galvanised. • Welded mesh infill 8mm vertical, spacing vertical 66mm. • Fencing secured by a star picket with three fins that are placed 400mm into the ground for stability. All tops capped for safety. • The fencing are the ideal dimensions for arena polo. • Lightweight so can be easily packed in and out. • Safety for the ponies. (They are unable to fit a hoof through the vertical steel rods.) • Goal posts are currently being assessed. <p>Additional fencing will be also be temporarily set up for the holding pen zone. Size 39 m (L) x 14 m (W). The same instalment applies to the arena install. This is positioned to</p>

	<p>the northern side of the boat club and permission from all properties has already been confirmed.</p> <p>Pigtail fencing placed 2m back from the arena-fenced area which acts as a buffer safety zone for the public so that they are not close to any fencing and ponies in play or potential hazards.</p> <p>Stage: 30cms off the ground, this is 2 sections of 1.2 x 2.4 - so 4.8 wide</p> <p>Other: Umbrellas scattered through the reserve to provide some shade</p> <p>Special Liquor fencing (TBC) A requirement for the event's special liquor licence to be approved could be fencing, this style and type will be discussed between the event organiser, council officers and NZ Police representative.</p> <p>Feedback from the Takapuna Business Association is a request that what ever fencing is chosen, that the restaurants on The Strand are consulted and it isn't 6m high prison looking fencing as this takes away from the overall beach feel and the eateries views.</p>
Building Consent:	NA
Signage:	There will be signage in place advising the public "Do not take alcohol beyond this point"
Lighting:	NA
Electricity / Gas/ Power / Generator:	<p>Power will be utilised from the power source at the rear of the hill. A lifesaver will be used to connect to the online power. The power source will be checked by the event organiser prior to the day.</p> <p>A generator will be on site at the utility area for the chiller and available should there be any issues with power elsewhere on the day of the event. Additionally, a battery-powered speaker will be available on site for immediate communications to continue.</p> <p>All speaker cables will run along the line of the marquee and cable tied to ensure they are not a hazard. The power from hill is required for the PA system alone.</p>

HEALTH AND SAFETY

Health and Safety plan: On water:	<p>A full health and safety plan has been received and forwarded on for review.</p> <p>The event organiser welcomes boats to come view the event from the water. The event organiser will ensure any boats</p>
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	know of the restrictions around anchoring and are made aware of SPARK cables.
Security:	<p>Supplied and managed by NZONE Enterprises. Security will remain onsite from 6/12/18 2.00pm until pack out after the event 7/12/18.</p> <p>Security guards will be on site to manage the consumption of BYO alcohol on site. The requirements around security will be discussed with Auckland Council Alcohol Licensing team.</p> <p>Two security guards will be onsite overnight to protect the event assets. The event organiser will provide the name of the supplier in due course.</p>
Public Liability Insurance:	<p>Vero Liability \$2 million Expires 09/10/2018</p>

EVENT COMMUNICATIONS

<p>Local notification</p> <ul style="list-style-type: none"> • Event letter drop • Advisory signage/mechanisms • Public notices 	<p>The event will complete a letter drop advising residents and businesses of the event 1 week before event pack in. A copy of this letter has been provided and kept on file.</p>
<p>Promotion:</p> <ul style="list-style-type: none"> • Advertising channels • Sponsorship/funding 	<p>Marketing</p> <p>We are an all ages event and the event is enjoyed by young and old for different reasons. Have just finished long lead campaign aimed at corporates and short lead is to commence mid-October, aimed at consumers (general public & families). Social media will be used to promote the event.</p> <p>Sponsorship</p> <p>The event has no naming rights sponsorship, and any alcohol support in regard to suppling the bar does not have their logo on any marketing material.</p> <p>Commercial sponsorship is being sought to help cover the cost of putting on the event but will not be given any naming rights.</p> <p>Funding received from the Devonport Takapuna Local Board to cover the cost of Portaloos and St John. Please ensure the local board flags are present at your event.</p>
<p>On the day contacts:</p> <ul style="list-style-type: none"> • Event Information (Website) • Event Organiser • Traffic Management • OSOC/MEOC • Facilitator 	<p>Contact on The Day: Amy Calway Mobile: 0211214543</p> <p>Event Facilitator: Lisa Kent Mobile: 021 243 4267</p>