

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:

Name of activity:	Takapuna Beach Polo
Organiser:	Event Horizon NZ Limited and NZ Beach Polo Association

EVENT SUMMARY

(photos illustrating 2017 event)

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: Fashion on the Beach and Best on Beach. Dash for prizes, interaction with professional polo player's hillside, commentary and 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

750x VIPs plus estimate 250x general public = up to 1000
(2017 event had approx 500, including corporates within the Takapuna Boating Club).

TICKETING ATTENDING

Free and ticketed event as there are two options to enjoy this event

1. Free event for general public
 - Event is open to general public to attend, there is plenty of space left within the reserve to watch with good views
 - Within the top half of the hill
 - Between the fenced area and boating club
 - Via the beach and walking along beside the polo pitch (a lot of children did this in 2017)
 - Food vendors to purchase from if they wish
 - General BYO as any day is allowed outside of the fenced area
 - Access to portaloos
 - No alcohol for sale to the general public
2. VIP area
 - This area is for anyone who has purchased corporate booths or picnic hampers.
 - Potentially 750 guests pre purchased the packages which contain no alcoholic beverages
 - This area as per site map must be fenced to ensure a secure area that allows for no BYO food and beverages, including gazebos and umbrellas
 - Food and drinks available for purchase with strict rules in place as per the Special Licence application and conditions if granted
 - Fencing of this area is a 130cm white picket fence to ensure the look of Polo is encapsulated and the general public viewing is not blocked.

SITE DETAIL

After many options looked at, this site layout works the best and has taken all stakeholder requests into consideration. Factors to be taken into consideration when looking at the site map.

- 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.
- After the last special licence application meeting, it was decided that the best plan would be to change the site layout to as per below and only allow “VIPs” within the fenced area. The rest of the reserve is then left open for general public to watch and enjoy the event as per their usual park usage. Food vendors have also been put outside of this for general public to have access to. The only thing general public won’t have access to his alcohol.



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>

Public transport:	No public bus routes will be affected
Event parking:	<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>
Mobility parking:	Within current AT parking provided spaces

EVENT OPERATIONS

Pack in / Pack out: Vehicle access:	<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: Requests are as per 2017 event and community facilities have no issue with this being granted again for 2018.</p>
Noise / Amplified Sound:	<p>A copy of their Noise Management Plan has been provided and a copy is kept on file. This noise management plan forms a part of the requirements of the Alcohol Management Plan.</p> <p>The main purpose of the amplified sound is for the commentary of the polo matches – secondly, music at an appropriate level of volume for the creation of atmosphere for the attendees of the event from 1.30pm – 9pm on this day.</p> <p>All operators and managers of this event under this consent are required to implement all the requirement of the noise management plan during the conduct of this event.</p> <p>It is noted that a noise management test at this venue showed that a level of 72dba at the boundary of the Takapuna Beach Reserve (Regatta Bar & Eatery – The Strand) was easily attainable while providing adequate volume coverage for those attending the event at the beach edge of the reserve. For the guidance of event managers, it is generally accepted that the noise level at which conversation remains possible is about 86dba L10. When noise rises above that level, managers should treat it as an early alert that non-compliance could occur.</p>

<p>Ground protection:</p>	<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>The high tide line at 5.15am (0.96m height), could bring some stones with it, which a volunteer team will be on site to remove stones the morning of the event. The team will do a grid-by-grid stone removal by hand each morning of the event. Throughout the event, a stone watcher/remover will be on site.</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 left in a good condition after the event.</p>
<p>Waste management:</p>	<p>With a commitment to be 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 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.

	<ul style="list-style-type: none"> • 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:	<p>Catering will be provided by the Picnic Box Company and will be supplied to guests who pre-purchase or sit within the fenced area at the event.</p> <p>Special licence requires the event to have 3x food vendors onsite, full details within alcohol management plan</p>
Alcohol:	<p>The event organiser has applied for an onsite Special License and is currently working through the required documentation and requirements.</p>
Trading:	<p>Sale of food and alcohol</p>
Resource Consent:	<p>NA</p>
On site Operations: <ul style="list-style-type: none"> • Amusement Equipment • Aircraft / Drones • Fireworks • Hazardous substances • Other 	<p>Animals: Th event will see six horse on the beach during game times. When horses are not playing they will be held within the 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>

FACILITIES/UTILITIES

Portaloos/Toilets:	<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 suppling and managing x10 portaloos The toilets are positioned close enough to the hill area but not in the way of public thoroughfare.</p>
Structures: <ul style="list-style-type: none"> • Fencing • Marquees / EZI-ups • Gantries • Staging • Bouncy castles 	<p>Marquees: No marquee for 2018 event</p> <p>Chairs/tables: 100x chairs / 15x tables</p>

<ul style="list-style-type: none"> Other 	<p>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 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 / VIP fencing Picket type fencing at a height of 1.3m to fence of licensed area as this would allow unobstructed viewing for general public sitting on slope behind the area.</p>
Building Consent:	NA
Signage:	There will be signage in place advising the VIP's of boundary and not being "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</p>

	<p>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>
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HEALTH AND SAFETY

Health and Safety plan:	A full health and safety plan was reviewed 11/10/2018 by Auckland Council Event Safety team and a copy is kept on file.
On water:	
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>Event enjoyed by all ages Long lead campaign aimed at corporates Short lead is to commence mid-October, aimed at general public 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 regarding supplying 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 contribute to the cost of Portaloos and St John. The local board flags must be present the event.</p>