

Event Advice

Annual Music in Parks

2023 Series

Prepared by: Charlotte Chilcott Event Facilitator, Auckland Council 08.12.2022

We wish to advise that the following event has been approved by Auckland Council in conjunction with relevant agencies. This document has been provided to key stakeholders and other relevant stakeholders. For a full distribution list please refer to the end of this document.

Name of activity	Music in Parks
Event organiser	Gavin Downie (Auckland Council)
Phone	0212502701
Email	gavin.downie@aucklandcouncil.govt.nz

EVENT SUMMARY

Music in Parks is a regional summer free music event series, offering family-friendly free concerts for all Aucklanders. The series is planned and delivered by the events team at Auckland Council.

Park	Event Date	Pack In	Start	End	Pack Out	Pathways #
Band Rotunda, Auckland Domain, CBD	14/01/2023	8.00am	1.00pm	4.00pm	6.15pm	ACC118659
River Reserve, Hellensville	15/01/2023	8.00am	1.00pm	4.00pm	6.15pm	RCC4807
Sunburst Reserve, Snells Beach	21/01/2023	8.00am	1.00pm	4.00pm	6.15pm	RCC4807
Hobsonville Point Park Hobsonville,	22/01/2023	8.00am	1.00pm	4.00pm	6.15pm	WCC18502
Glover Park, Orakei	28/01/2023	1.00pm	6.00pm	8.00pm	10.15pm	ACC118074 <i>Sports parks</i> <i>#10UHAXMIOX</i>
Albert Park Rotunda, CBD	11/02/2023	8.00am	1.00pm	4.00pm	6.15pm	ACC118074
Onepoto Domain, Northcote	12/02/2023	8.00am	1.00pm	4.00pm	6.15pm	NSC19349
Civic Park - Albany Lakes, Albany	19/02/2023	8.00am	1.00pm	4.00pm	6.15pm	NSC19349
Point Erin Park, Westhaven	26/03/2023	8.00am	1.00pm	4.00pm	6.15pm	ACC118568

SITE DETAIL

Auckland Domain Band Rotunda - Saturday 14th January 2023

Number of participants (approx.) 1000

SITE PLAN Auckland Domain Band Rotunda



- FOH set-up 3x3 AC
- Portaloos x 3
- Vendors
- 3 phase power
- Coned area for crew/mobility parking
- waste
- Emergency vehicle ingress/egress
- Pedestrian evac
- Greenroom
- AC flags

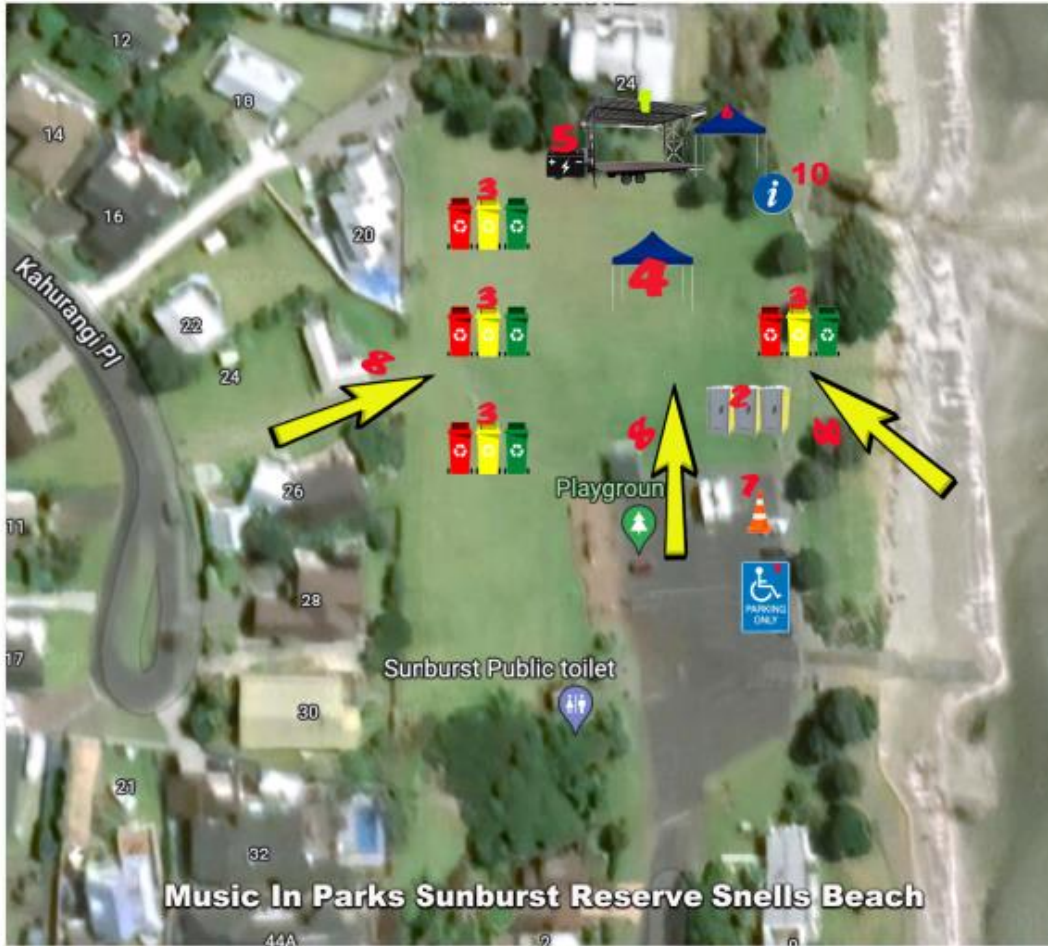
River Reserve, Hellensville - Sunday 15th January 2023
Number of participants (approx.) 1000



- 1. stage**
- 2. toilets**
- 3. trash bins**
- 4. FOH tent**
- 5. Power supply**
- 6. Greenrooms**
- 7. Artist parking**
- 8. entry points**
- 9. Disabled parking**

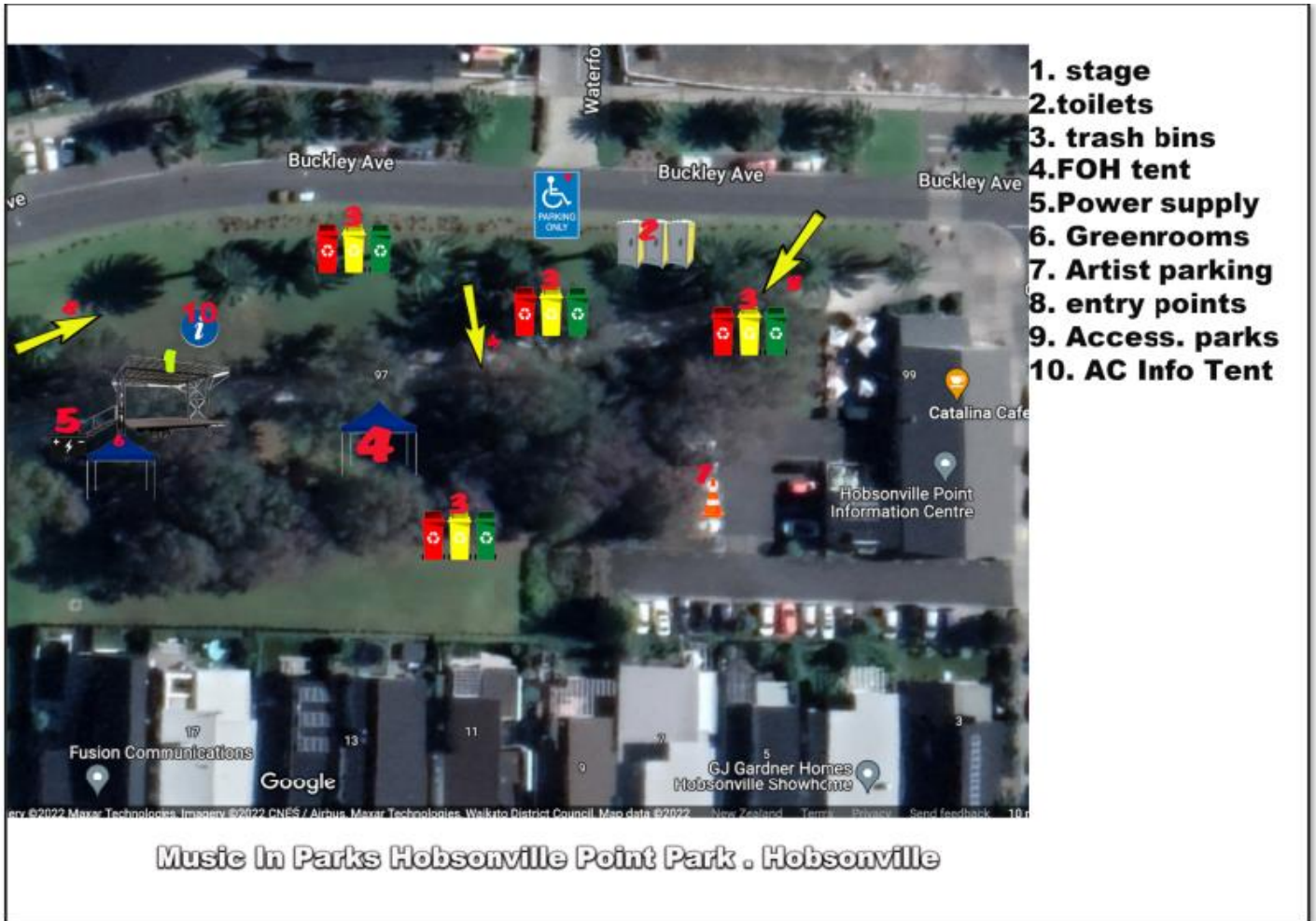
Music In Parks River reserve hellensville

Sunburst Reserve, Snells Beach - Saturday 21st January 2023
Number of participants (approx.) 1000



- 1. stage
- 2. toilets
- 3. trash bins
- 4. FOH tent
- 5. Power supply
- 6. Greenrooms
- 7. Artist parking
- 8. entry points
- 9. Access. parks
- 10. AC Info Tent

Hobsonville Point Park – Sunday 22nd January 2023
Number of participants (approx.) 1000

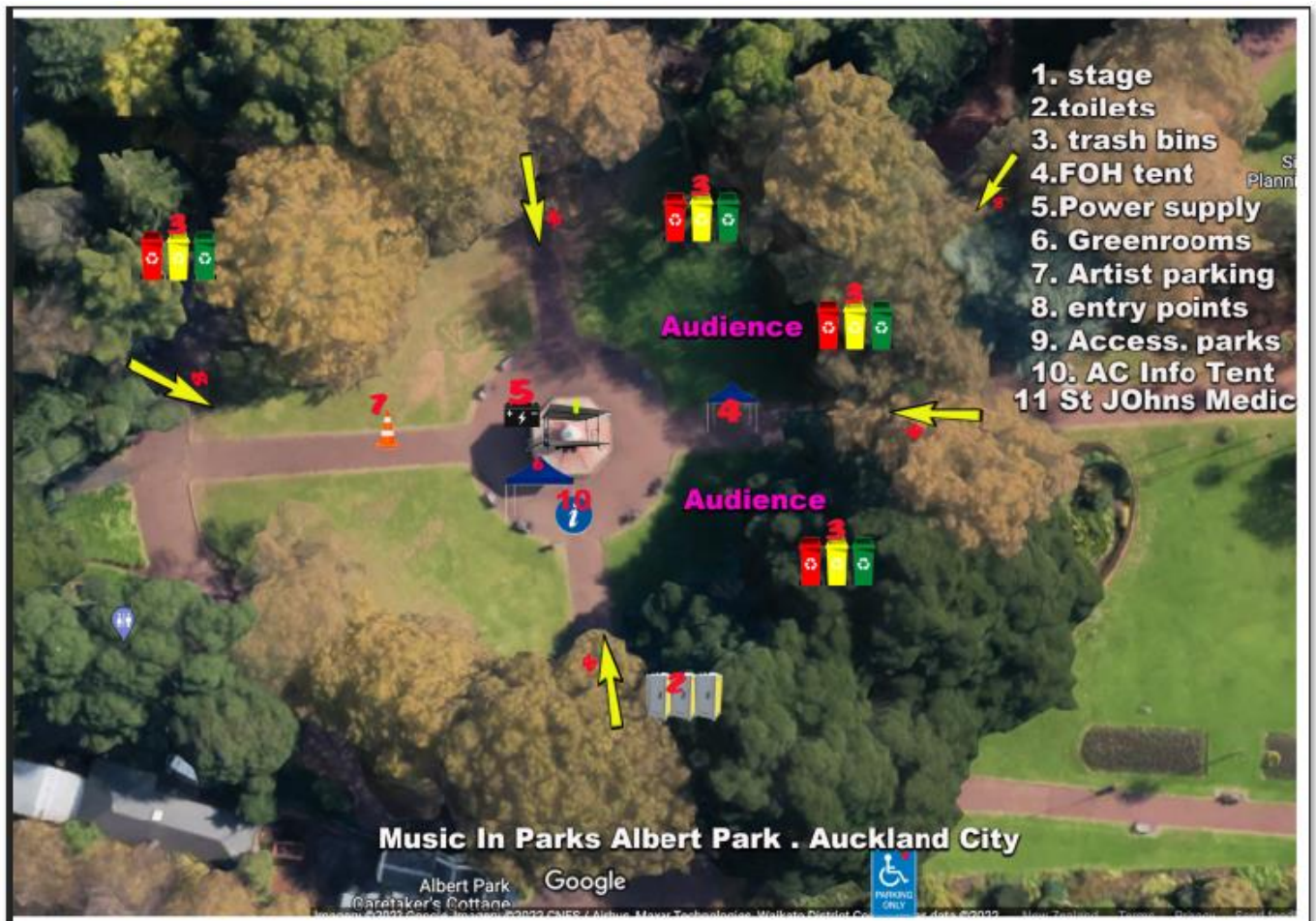


Glover Park, Orakei - Saturday 28th January 2023
Number of participants (approx.) 1000



Albert Park Band Rotunda, CBD - Saturday 11th February 2023

Number of participants (approx.) 1000



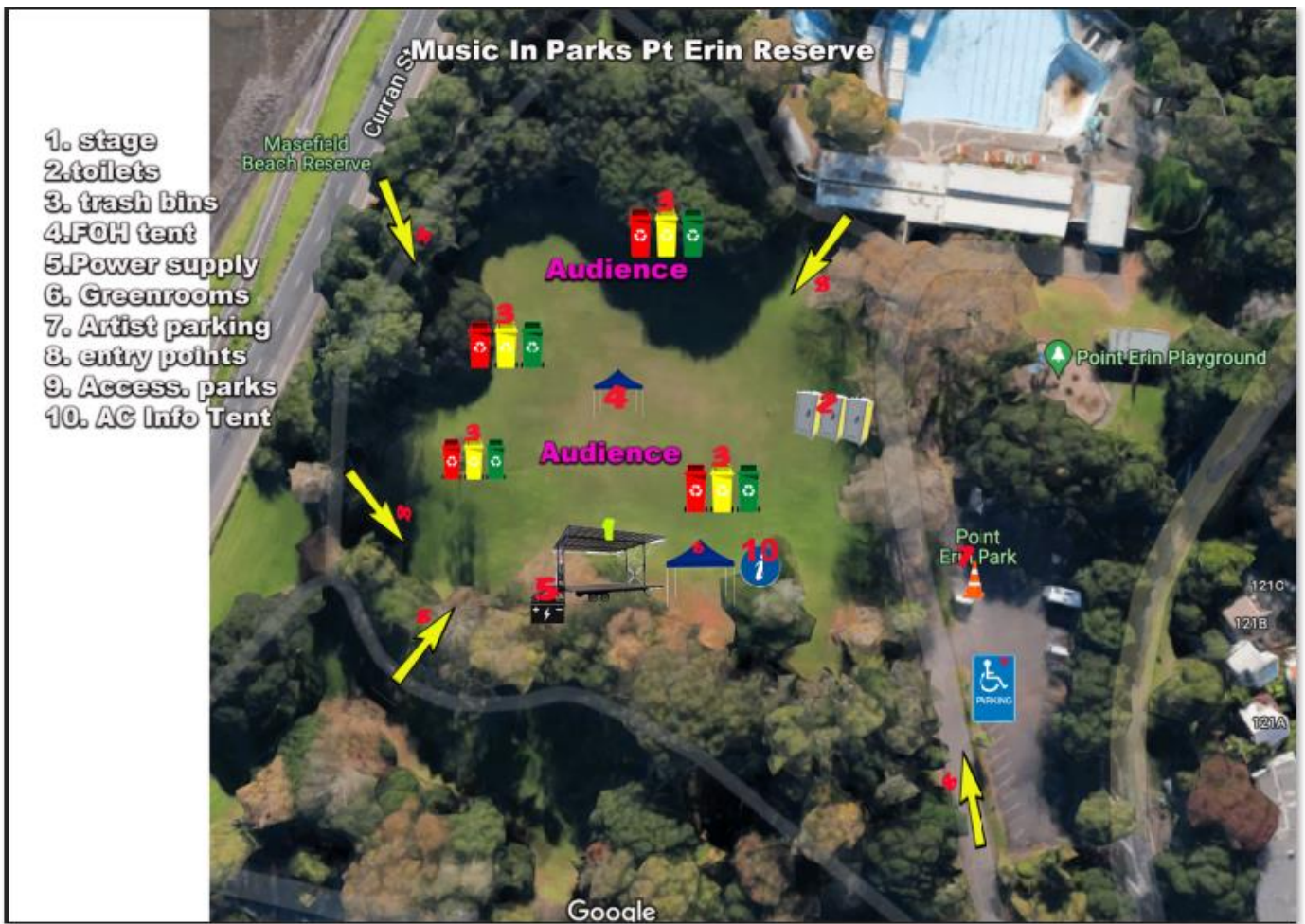
Onepoto Domain, Northcote - Sunday 12th February 2023
Number of participants (approx.) 1000



Albany Lakes, Civic Park - Sunday 19th February 2023
Number of participants (approx.) 1000




Point Erin Park, Westhaven – Sunday 26th March 2023
Number of participants (approx.) 1000



TRAFFIC MANAGEMENT

Glover Park, Orakei - Saturday 28th January 2023



	CONTRACTOR: Auckland Council MUSIC IN THE PARKS Glover Park 2023	ORIGINAL SCALE: N.T.S	Notes: Small road closure at the end of Glover Road Event Date : Saturday 28th Jan 2023 Rain Date : TBC Time: 1500 - 2100	Drawn By: Nadia Jooste ID: 100615 2/3 NP R - TTMP	LOCATION: Street: Glover Park Suburb: St Heliers Town: Auckland	JOB NO: Glover Park
				Drawing Title: Music in the Parks Glover Park 2023		TMD NO: TMD 1A

Road activities	N/A
Road closures	Event Traffic Management Plan has been approved by Auckland Transport. Saturday 28 th Jan 2023 - Glover Road, Orakei. Adjacent to Glover Park - small road closure and managed access. Closure Operation STMS Onsite: 11.30am TTM Installed: 11.30 -12.00 Event: 12.00 – 21.00 TTM Removed: 21.00 – 21.30 STMS Offsite: 21.30
Parking restrictions / signage	Restricted parking on Glover Road.
Public transport	N/A
Event parking	Authorised personnel, artists and staff will have access to car park.
Mobility parking	TMP in place for the end of Glover Road also covering the carpark at the park where accessible parking is situated. Residents and mobility parking patrons will have access.
Assemble / Start	End of Glover Road on 28 th January 2023 at 12.00

Route	N/A
Finish	End of Glover Road 28 th January 2023 21.00

EVENT OPERATIONS

<p>Pack in / Pack out</p>	<p>Pack in and pack out will by the same times at each location on each event day Pack in from 8.00am Pack out by 6.15pm</p> <p>Exception to this is Glover Park, Orakei – 28/01/2022 Pack in from 1.00pm Pack out by 10.15pm</p>
<p>Vehicle access</p> <p>Contractors have been scheduled for all as per details provided in this document.</p> <p>Any issues on the day, please contact the Auckland Council call centre 09 301 0101 and raise an urgent job.</p>	<p>River Reserve, Hellensville – Sunday 15th January UMS will ensure access. Please refer to image below. Bollards located in the park carpark to be opened 7.30am 15/01/23 and locked at 6.30pm 15/01/23</p>  <p>Sunburst Reserve, Snells Beach – Saturday 21st January UMS will ensure below access is provided for this event. Chain gate located in the park carpark to be opened 7.30am 21/01/23 and locked at 6.30pm 21/01/23</p> 

Hobsonville Point Park – Sunday 22nd January

Event organiser will access the site from De Havilland Rd using a small truck via this footpath:



Glover Park, Orakei – Saturday 28th January

VENTIA will ensure below access is provided for this event.

Chain gate located on 16 Glover Rd

opened 12.30pm 28/01/23 and

locked at 10.30pm 28/01/23



Albert Park Rotunda, CBD – Saturday 11th February

VENTIA will ensure below access is provided for this event.

Chain gate located on 34 Princess Street

opened 7.30am 11/02/23 and

locked at 6.30pm 11/02/23



Onepoto Domain, Northcote – Sunday 12th February

VENTIA please ensure below access is provided for this event.

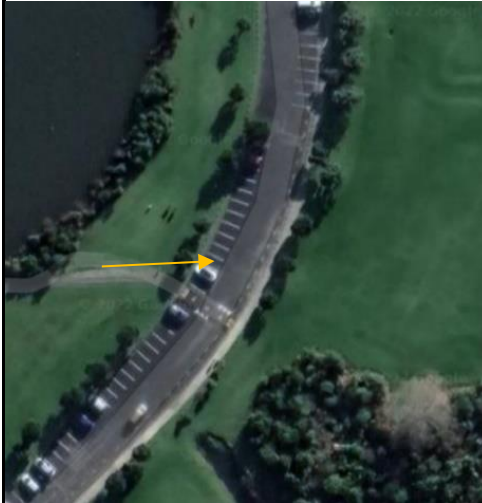
Park entry gates to remained locked until 7.30am and then unlocked allow pack in. Bollards located in domain carpark removed for pack-in. Please refer to the pictures below.



Bollards located in domain carpark

opened 7.30am 12/02/23 and

locked at 6.30pm 12/02/23



Point Erin Park, Westhaven – Sunday 26th February
VENTIA will ensure below access is provided for this event.
 Chain gate located in park carpark
opened 7.30am 26/02/23 and
locked at 6.30pm 26/02/23



Noise / Amplified sound

- Live Band
- PA system

Glover Park, Orakei – Saturday 28th January
6.00pm – 8.pm

All other dates
1.00pm – 4.00pm

	Event Organiser to comply within the standard of Auckland Unitary Plan.
Ground protection	<p>Suitable footing is to be used for the screen and all other structures which prevents a point loading impact.</p> <p>No ground damage is permitted. Ground must be protected from stands/equipment. No pegs, stakes etc are to be used, ezi-ups must be secured using weights (e.g sandbags.)</p> <p>The event organiser must take responsibility for the repair and replacement of any park asset, including grass, which may be damaged as a result of this event, to the satisfaction of the Facilities Coordinator.</p> <p>Where Portaloos are being used the grounds where they are installed will need to have mulch applied. Unless they are placed on paved areas.</p>
Waste management	Yes – a Waste Management Plan has been provided and approved by Auckland Council Waste Solution Advisor.
Food stalls / Catering / BBQs	Registered Food Venders: TBC
Alcohol	Supplied: No Sold: No
Trading	Covered under the Public Trading, Events and Filming Bylaw 2022.
Resource or Building Consents	N/A
On site operations	N/A

FACILITIES/UTILITIES

Portaloos / Toilets	<p>Existing Toilets Access: No</p> <p>Portaloos Provided: Yes To be placed on paved areas, any sites where this is not possible mulch is to be applied to prevent damage.</p> <p>- Quantity: 3 - Details: Kiwiflush supplied portaloos</p>
Structures <ul style="list-style-type: none"> • Fencing • Marquees / EZI-ups • Gantries • Staging 	<p>Marquees: 2 x 3mx3m, 2 x 3mx6m</p> <p>Stages: Built stage with a spring top canopy or a 6m x8m with a stretch tent cover. Quantity: 1 Dimensions: 6m x 8m Height: 900mm</p>



Albany Lakes Civic Park location the event organiser will use the existing inbuilt stage. Only setting up a canopy cover.

Albert Park and Auckland Domain band rotundas will be used.

Fencing: 1 meter bike rack fencing from Rapid Fence on all MIPS events:



Signage

N/A

Lighting

N/A

Electricity / Gas/ Power / Generator

N/A

Power Access:

Albert Park Rotunda, CBD – Saturday 11th February
VENTIA will ensure below power access is provided for this event.

Access required to three-phase outlet under the rotunda bench from 8.00am to 4.00pm. Please see images below for reference.



Albany Lakes, Civic Park – Sunday 19th February
 VENTIA will ensure below power access is provided for this event.

Power box next to the stage from 8.00am to 4.00pm.
 Please see images below for reference.



Beneath stage:



Generators: Yes - 1 x 27kva towed generator

HEALTH & SAFETY

Health and Safety plan	A Health and Safety Plan has been provided and approved by Auckland Councils Health and Safety Advisor.
Community Facilities	All generators are to have protective surface (plyboard or similar) underneath them and are to be used in conjunction with "lifeguard" or RCD protection. All leads & electrical appliances will be managed so as to not pose any hazards & are compliant with "AS/NZS 3760:1996 (In-service Safety Inspection & Testing of Electrical equipment)".
Security	Security to be managed by NZONE. Minimum three security at each event.
Public Liability Insurance	Event is covered by the Auckland Council Policy.

EVENT COMMUNICATIONS

<p>Public notification</p> <ul style="list-style-type: none"> • Event letter drop • Advisory signage/mechanisms • Public notices • Road Closure Notices 	<p>Notification to Local Boards</p> <ul style="list-style-type: none"> • Orakei Local Board • Waitemata Local Board • Rodney Local Board • Kaipatiki Local Board • Upper Harbour Local Board <p>Public Notices Road Closure Notice for Glover Park: East & Bays Courier</p> <ul style="list-style-type: none"> • 15th January 2023 • 22nd January 2023
<p>Marketing</p> <ul style="list-style-type: none"> • Advertising channels • Sponsorship/funding 	<ul style="list-style-type: none"> • Auckland Council social media platforms • Our Auckland <p>Funded by the Auckland Council regional events budgets.</p>
<p>On the day contacts:</p> <ul style="list-style-type: none"> • Event Information (Website) • Event Organiser • Traffic Management • Event Facilitator 	<p>http://musicinparks.co.nz/</p> <p>Contact on The Day: Gavin Downie Mobile: 021 250 2701</p> <p>TM: Mattie Beattie – Men At Work Mobile: 027 308 7955</p> <p>Event Facilitator: Charlotte Chilcott Mobile: 027 312 0897</p>

<p>To: Operational partners or stakeholders who have authority to give approval and/or have an action to be completed as part of this event.</p>	<p>CC: Operational partners or stakeholders who may provide feedback for consideration but not essential to this event gaining a permit.</p>
<p>Special Events, Auckland Transport</p>	<p>Ventia</p>
<p>Barbara Cade - Event Health and Safety Advisor, Auckland Council</p>	<p>UMS</p>
<p>Cameron Young - Waste Solutions, Auckland Council</p>	<p>NZ Police</p>
	<p>AIMS</p>
	<p>St John Events</p>
	<p>Street Trading, Auckland Council</p>
<p>Orakei Community Facilities Team</p>	<p>Orakei specific Emily Cornwall – Event Facilitator, Auckland Council St Heliers Business Association St Heliers Residential Groups</p>
<p>Waitemata Community Facilities Team</p>	<p>Waitemata specific</p>

Karl Beaufort, Community Facilities, Auckland Council	Carl Ewen - Event Facilitator, Auckland Council Jess Charman - Event Facilitator, Auckland Council Auckland War Memorial Museum Te Toka Tumai Auckland /Auckland Hospital Wintergardens Café Jonathan Corvisy, AIMS Auckland Art Gallery
Upper Harbour Community Facilities Team	Upper Harbour specific Kathleen Waldock, Hobsonville Point- HLC Catalina Café, Hobsonville Point Hobsonville Point Residents Society
Rodney Community Facilities Team	Rodney specific Daisy Kim - Event Facilitator, Auckland Council
Kaipatiki Specific	Kevin Walker - Senior Sports Parks Manger, Auckland Council