

SAFE COMMUNITY EVENT GUIDE

Getting together as a community and enjoying our parks and facilities is important. As event planners, we should do our best to provide a healthy and safe event, and promote a healthier future for our community.

Here are some things to consider when planning an event in our community:



SMOKEFREE

We want to improve the health of our community by reducing the prevalence of smoking, and encourage people to refrain from smoking and vaping in smokefree areas. You can help by having a smokefree event.

Signs, resources and logos are available [here](#) from Te Hiringa Hauora/Health Promotion Agency and its partners to help you promote smokefree messages in your community.



SUNSMART

If you're running an outdoor event from September to April it's important to incorporate SunSmart steps to help protect event attendees, workers and volunteers. Consider:

- The timing of the event
- Having shade and sunscreen available
- Using the SunSmart steps (slip, slop, slap and wrap)
- Promoting SunSmart at the event.

The Cancer Society Whanganui has gazebos and sunscreen poles available for events. Contact: enquiries.wgi@cancercd.org.nz , (06) 348 7402



WATER-ONLY

Water is free and the best drink for us. To increase access to water across our region and promote water as the drink of choice, Whanganui District Council has a Water-Only Event Resource Kit for organisations and community groups to use at events.

To request the Water-Only Event Resource Kit, contact: communitywellbeing@whanganui.govt.nz



ALCOHOL-WISE

Does alcohol need to be served at your event?

- If there are families involved then it should be alcohol-free.
- Where facilities are licensed to provide alcohol it should not be provided in excessive quantities, and should be served in accordance with the [Sale & Supply of Alcohol Act 2012](#).

A map of liquor ban areas can be found on the Whanganui District Council website: [Whanganui Liquor Ban areas](#)



CARE FOR TE TAIO

Consider having rubbish and recycling facilities available.

The Whanganui Resource Recovery Centre has a recycling trailer that can be used at events. [Book the trailer online here](#), or call (06) 348 7950



COVID-19

Depending on your event size, location and our current COVID-19 protocols, you may need to have precautions in place such as attendance limits, QR scanning, mask-wearing and cleaning plans.

More information can be found at [COVID-19 Protection Framework](#)



BE ACTIVE!

Consider having activities for tamariki and whānau to have fun and be active together. Whanganui District Council's Tākaro Play Trailer can be hired (free) to support events and promote physical activity and play in Whanganui.

[Book the Tākaro Play Trailer here](#), or email communitywellbeing@whanganui.govt.nz



ALSO CONSIDER ...

Traffic management: For enquiries, contact: InfraAdmin@whanganui.govt.nz

Waste management: Have a plan in place to manage any waste.

Event security: Māori Wardens may be able to help. Contact: 06 348 5593

Portable sound system: Community House. Contact: manager@communityhouse.org.nz

BOOKING A PARK OR VENUE



BOOKING A PARK

Whanganui has a number of parks and reserves that are ideal locations for events. A list of parks and the booking application form can be found on Whanganui District Council's website.

Whanganui District Council - [Booking a Park](#)
Contact: (06) 349 0001



BOOKING A VENUE

Whanganui has a number of venues and spaces to meet different event needs. The Whanganui Venues & Events team coordinates events for the Whanganui War Memorial Centre, Cooks Gardens Event Centre and Royal Whanganui Opera House, and has technical equipment for hire.

Rural halls and community buildings are also available for hire from community groups.

[Whanganui Venues & Events](#), events@whanganui.govt.nz, (06) 349 0513
[Community Buildings and Rural Halls](#)