

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 Steve Hahm, Event Facilitator, Auckland Council steve.hahm@aucklandcouncil.govt.nz by 23/09/2015.

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:	ADRA Charity Run
Organiser:	Keryn McCutcheon
Phone:	021 342 318
E-mail:	Keryn@treeko.co.nz

EVENT SUMMARY

The ADRA charity run is an annual sporting event to raise money and profile for Adventist Relief and Development Agency (ADRA).

The Half marathon starts at 7am, the 10km run starts at 7.30am, 5km run starts at 8.30am. Assembly will be half an hour before the race start for each event and the finish time for all runs is at 10.30am at Mission Bay.

Course

21km: Around fountain then along footpath to St Heliers Bay - Marshals will direct along the streets to Glover Park and back past Mission Bay to the Lights at the Strand, turn around and return to Mission Bay.

10km: Around fountain then along footpath to St Heliers Bay - Marshals will direct along the streets to Glover Park and back to Mission Bay.

5km: Around fountain then along footpath towards St Heliers Bay - Marshals will direct at the 2.5km turn around mark and back to Mission Bay.

The run start and finish line is based in Selwyn Reserve, Mission Bay.

All runners run towards St Heliers and back, along the Tamaki Drive waterfront footpath.

Run Length	Assembly times	Departure times
* Half marathon	* 6.30am	* 7am
* 10km	* 7.30am	* 8am
* 5km	* 8am	* 8.30am

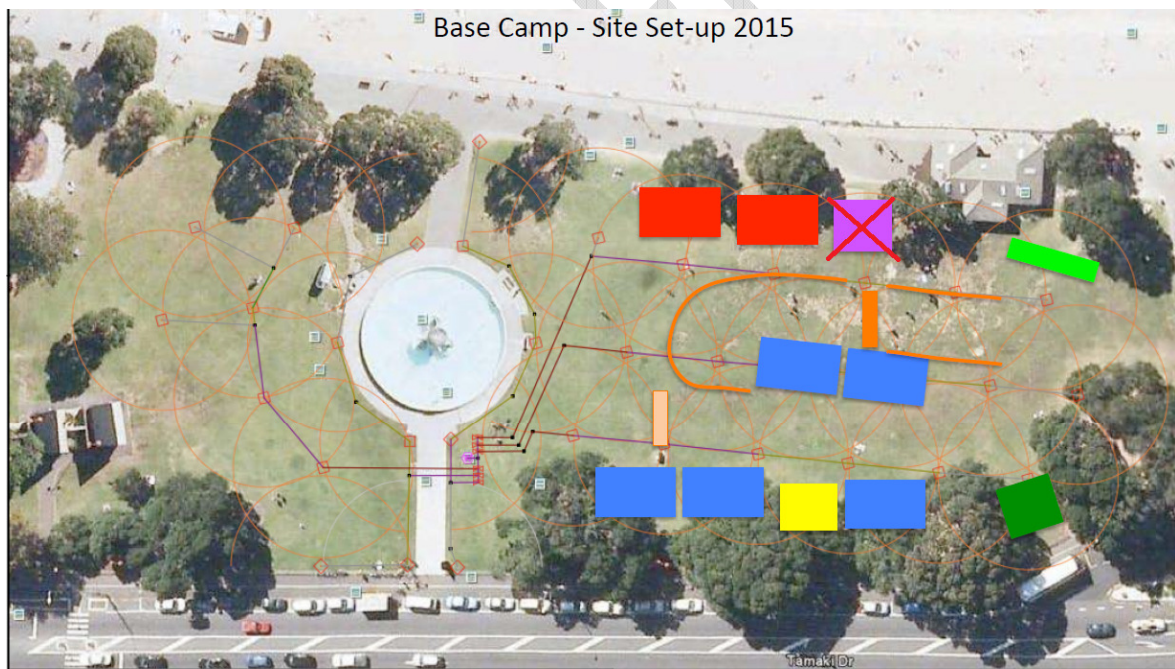
Date	Location	Times	Description
28/11/2015	Selwyn Reserve	5pm to 11pm	Pack in
29/11/2015	Selwyn Reserve	5am to 7am	Set up

		7am to 11.30am 11.30 to 2pm	Event Pack down
	Tamaki Drive Roads (footpath only) (SP) Glover Park (activity not on actual park)	7am to 11.30am 5am to 11am	Event
N/A			Rain Date

Numbers attending: approx. 1600

Ticketing Information: Fundraiser

SITE DETAIL



- RED = Food/drink marquees
- BLUE = Runners' marquees (Registration, property, finish line drinks and prizes)
- GREEN = ADRA Information
- YELLOW = Sound tent
- ORANGE = Finish line gates and inflatable
- LIGHT ORANGE = Starting mat for each race
- BRIGHT GREEN – Row of Porta-loos
- ~~PURPLE – Bouncy Castle~~

Traffic Management:

A traffic management plan has been submitted and approved by Auckland Transport.

Road closures:	N/A The course will be marked with signage and marshals.
Traffic/Footpath Management:	Traffic Management Provider – TMNZ Angela Potae 0272848066. Marshals will be at each road crossing for the duration of the event, including the Mission Bay car park and the Glover Road crossing. Marshals will be in communication with the Event Manager and onsite medical team by mobile phone.
Parking restrictions/ Advisory Signage:	A parking restriction will be in place from the eastern end of Selwyn Reserve for approx. 200m on the seaward side of Tamaki Drive. This is to ensure the safety of participants and the public wanting to use the footpath. Legal signage/advisory signs will be erected one week prior to the activity. The event organiser will cone off the parking restriction area the night before the event in order to try and mitigate any cars needing to be towed.
Public transport:	N/A
Event parking:	1-2 x vehicles to be parked on site during the event. This will be one vehicle for food storage and the other is the water truck to manage the water stations.
Mobility parking:	N/A

EVENT OPERATIONS

Pack in / Pack out: Vehicle access:	Vehicle access required for set up and pack down. First Security – please unlock the bollard at 5pm on Saturday 28/11/2015 and lock up after 2pm on Sunday 29/11/2015.
Noise / Amplified Sound:	6.30am to 11.30am: PA system will be used to announce pre-race safety instructions/information and to identify runners as they enter the finish chute. Also a live band will be on site. All speakers will face out towards the sea.
Irrigation:	Park Ranger has advised in previous years that the irrigation lines and be marked out on Friday by City Parks Services. Marking out the irrigation lines on Saturday morning will be more expensive because this will be an after-hours rate. Hayley and CPS – please advise if you would like the organiser to contact the CPS (Mari Jones) directly to arrange this.
Waste management:	Waste Management NZ Ltd: - Rubbish bins will be placed around the base camp to collect general waste - A general recycling bin will be located near food sales for bottles and cans. - Water stations around the course will collect and separate plastic cups for recycling. All other general waste will be collected and returned to base camp for general waste collection. - All cardboard from event will be flattened and separated for collection.

	Organisers, volunteers and event officials will be collecting rubbish throughout the event and the Waste Management NZ Ltd will take all rubbish away at the event completion. Awaiting a copy of waste management plan
Food stalls / Catering / BBQs:	Sausage Sizzle – TBC. Any food license details will be cleared with Environmental Health.
Alcohol:	N/A
Trading:	N/A
Resource Consent:	N/A
On site Operations:	N/A

Facilities/Utilities

Portaloos/Toilets:	They would like the existing toilets to remain open and they will supply 8 x portaloos via Super Loos, which will be located next to the current waterfront toilet block. The organisers will keep an eye on the registration numbers and if they have increased, they will update the number of portaloos adequately.
Structures:	6-7 x ezi-ups (6x4m) 2 x ezi-ups (3x3m) 20 x trestle tables 10 x chairs 2 x BBQs Fencing to create a finish chute An inflatable gantry
Building Consent:	N/A
Signage:	N/A
Water:	They would like to make use of the existing water supply for providing drinks at the finish line. Drink stations for participants will be set up at every 2.5km.
Lighting:	Organiser would like any existing lighting in Selwyn Reserve to remain on if possible for the set up on Saturday 28 th November 2015. They will also bring in work lights for the set up.
Electricity / Gas/ Power / Generator:	Organiser would like to obtain power from the toilet block on Selwyn Reserve. A 5kw generator will be used to inflate the finish gantry.

Health and Safety

Health and Safety plan:	Awaiting
Security:	2 x security guards will be onsite overnight in Selwyn Reserve from Saturday night to Sunday morning to ensure the set up area is not vandalised.
Public Liability Insurance:	A copy on file.

EVENT COMMUNICATIONS

Local notification	The organiser will do a letter drop to advise residents and businesses. Copy of letter is on file.
Promotion:	Internet, facebook, posters and entry forms placed in various

	locations.
On the day contacts: <ul style="list-style-type: none">• Event Information (Website)• Event Organiser• Traffic Management	http://makingheroes.gofundraise.co.nz/ Keyn McCutcheon 021 342 318/ Jean Tiran +61 41 000 3421 Angela Potae – TMNZ 027 284 8600

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