



te kaunihera ā-rohe o
matamata-piako
district council

Open Country Community Stadium User Guide



Quick reference guide

Booking

- Bookings for the courts or multipurpose room are made at [SpacetoCo.com](https://www.spaceto.co.nz/)
- Find helpful documents at mpdc.nz/stadium
- Requested bookings require approval from the Events and Venues Team.
- Urgent bookings: if your event is being held within the next 48 hours, please give us a call on 0800 746 467 between the hours of 8am-4.30pm Monday to Friday, after submitting your booking request. Outside of these hours, we cannot guarantee a booking confirmation. Please allow 24 hours for approval to be granted.

Car parking

- 94 spaces onsite - overflow on Station Road
- No overnight parking (vacate by 10.30pm)

Sports courts

- 2 courts available for booking
- Non-marking shoes only
- Check floor before use for slip hazards - mop available in change room
- Hoops and scoreboard for authorised users only
- No long term storage
- 8 badminton courts
- 2 netball courts
- 2 basketball courts
- 1 large futsal
- 3 volleyball

Toilets and changing rooms

- Community change area - 3 unisex toilets, 1 unisex toilet with shower; 1 unisex accessible toilet with shower
- South end - 4 changing rooms with 2 showers in each. 3 unisex toilets, 1 unisex accessible toilet with shower, 1 unisex accessible toilet

Multipurpose Room

- 1 multipurpose room available for booking
- Capacity 32 people
- Includes tables, chairs, full kitchen
- Complete the 'Departing Checklist' before leaving

Accessibility

- Flat, step-free entry
- Accessible toilet near Multipurpose Room
- Designated accessible parking bays

Liquor License

- Special license required for alcohol
- Certified manager required onsite
- Apply early to avoid disappointment
- Display license during event

College grounds

- Contact Matamata College on 07 881 9018 if you would like to use the college fields.

QR codes

- Scan QR codes for video guides on:
 - access codes
 - chair stacking
 - kitchen appliances

Emergency Contacts:

- Dial 111 for Fire, Police, Ambulance
- MPDC After-Hours: 0800 746 467
- Allied Security: 027 325 5435
- Address: 19 Station Road, Matamata

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✔ Section 1: Facility details

The Open Country Community Stadium in Matamata is jointly owned by Matamata College and Matamata-Piako District Council (MPDC) and operated by MPDC. It is a modern, multi-purpose, two-court venue available for hire. The stadium accommodates a wide range of indoor sports and includes a multi-purpose function space with kitchen facilities, ideal for meetings, celebrations, and community events.

Address: 19 Station Road, Matamata

Operating hours:

Standard daily operating hours:

- 6am–10pm

Additional time for set-up/pack-down:

- 5.30–6am (pre-opening)
- 10–10.30pm (post-closing)

Extended hours allowed for up to five events per calendar year:

- Operation until 11pm
- Pack-down allowed until 11.30pm

There are specific times scheduled for college use and community use, in alignment with the ownership of the stadium.

Matamata College hours are as follows:

Day	Court	Times of use by school
Monday	1	6am-5.30pm
	2	6am-3.30pm
Tuesday	1	6am-5.30pm
	2	6am-3.30pm
Wednesday	1	6am-5:30pm
	2	6am-3:30pm
Thursday	1	6am-5.30pm
	2	6am-3.30pm
Friday	1	6am-5.30pm
	2	6am-3.30pm

Capacity and features

- Total facility capacity: regular events up to 200 people, and large events (up to 6 times a year) 400 people.
- Multipurpose Room: up to 32 people, including full kitchen.
- Spectator seating: 100 on mezzanine.
- Furniture: 32 chairs in function room. 12 trestle tables (available upon request).

Stadium dimensions

- Court area: 1,556 m²
- Function Room: 64 m²

Section 2: Site safety map

All hirers must review the Site Safety Map before their event. Refer to mpdc.nz/stadium

This map identifies:

- emergency exits
- assembly point
- safety equipment locations (for example, fire blanket)
- restricted areas
- hazards
- incident reporting

The Site Safety Map is also displayed onsite.

Please make sure all attendees and volunteers are familiar with this information before your booking begins.

✔ Section 3: Emergency Action Plan (EAP)

The Emergency Action Plan (EAP) explains what to do in an emergency at the stadium. EAP flip charts are physically on site for your reference and online at mpdc.nz/stadium

The EAP covers:

- fire
- medical incidents
- earthquakes
- facility hazards
- evacuation

Before your event

- Review the Site Safety Map for emergency exits and assembly points.
- Designate an Emergency Warden for your event.
- Make sure a charged mobile phone is available for emergency calls.
- Confirm the location of fire extinguishers and first-aid supplies.

In an emergency

- Dial **111** for Fire, Police, or Ambulance.
- Evacuate all attendees to the designated assembly point on the college field by the cricket nets.
- The Emergency Warden must wear the high-visibility vest provided in the Health and Safety Pack.
- Do not re-enter the building until emergency services or an authorised official gives the all-clear.

Reporting incidents

- For serious incidents, dial **111**, then notify MPDC on **0800 746 467**.
- All incidents must be reported using the onsite QR code or online at mpdc.govt.nz

Note: The full Emergency Action Plan is available onsite and online at mpdc.nz/stadium

Section 4: Emergency contacts

In an emergency, act immediately and contact the appropriate service.

Emergency services

Fire, Police, Ambulance: Dial 111

Council support

MPDC after-hours number is 0800 746 467 for urgent facility issues, security concerns, broken locks, power failure, flooding, or assistance.

For day-to-day events support please contact the MPDC Events and Venues team on 07 884 0060 or events@mpdc.govt.nz

Venue details

- Open Country Community Stadium
- 19 Station Road, Matamata

Provide this address when calling emergency services.

- Nearest intersection – Station Road & Kowhai Street

Security

The venue is monitored by Allied Security.

For assistance or to report suspicious activity phone 027 325 5435 (on-duty guard).

Non-urgent maintenance or facility issues

Record the issue using the onsite QR code or email events@mpdc.govt.nz as soon as possible.

Section 5: Responsibilities of the hirer

As the hirer, you are responsible for the safety of all participants and the proper use of the facility during your booking.

Before your booking

- Designate an Emergency Warden. Additional wardens are required for large events.
- Review the Site Safety Map (Section 2) and share it with your group.
- Communicate the Event Brief (Section 8) to all attendees before or at the start of your event.
- Ensure contractors and entertainment providers comply with MPDC health and safety policies and procedures.
- Submit a Safety Management Plan or Traffic Management Plan if requested by the Events and Venues team for:
 - high-risk bookings
 - events with more than 50 people
 - more than 10 bookings per year.
- Plans must be provided at least **14 working days** before your booking for approval.
- Make sure all required licences have been approved.

During your booking

- Keep emergency exits clear and closed at all times.
- Ensure all participants follow the Terms and Conditions of Hire.
- No food or chewing gum on courts.
- No glass in court areas.
- Non-marking footwear only.
- No smoking or vaping.
- No open flames, smoke machines, confetti, or glitter.
- Children must be actively supervised.
- Manage behaviour and noise to avoid disruption to neighbours and other users.

After your event

Leave the facility clean, tidy, and secure:

- Close all windows and doors.
- Turn off lighting and ventilation.
- Lock the entrance and set alarms (see Facility access – Section 9).
- Report any incidents or hazards immediately.

Incident reporting

- For serious incidents, dial **111**, then notify MPDC on **0800 746 467**.

- All incidents must be reported via the safety map QR code or online at mpdc.nz/incident

Important:

MPDC may retain all or part of the bond if post-event inspections identify health and safety breaches, incomplete documentation, or damage caused by negligence.

✔ Section 6: Booking the facility

How to book

Bookings for the Open Country Community Stadium are managed online through [SpacetoCo.com](https://www.spaceto.co.nz/)

When completing your booking application, clearly state:

- which areas of the facility you require:
 - Sports Hall (includes toilets)
 - Court 1
 - Court 2 (closest to mezzanine floor)
 - Multipurpose Room (includes full kitchen)
 - Changing rooms (four if required).
- the nature of your event, for example a birthday party or basketball.
- the total number of people attending, including spectators.

Requested bookings require approval from the Events and Venues Team.

Urgent bookings

If your event is being held within the next 48 hours, please give us a call on 0800 746 467 between the hours of 8am-4.30pm Monday to Friday, after submitting your booking request. Outside of these hours, we cannot guarantee a booking confirmation. Please allow 24 hours for approval to be granted.

Booking time

Your booking time runs from when you open the doors until everyone has exited and the facility is secured. Please allow enough time for setup, pack-down, and cleaning within your booking period.

Health and safety requirements

All hirers must:

- read this User Guide
- complete a health and safety induction
- agree to MPDC's [Terms and Conditions of Hire](#)

Access will not be granted until these steps are completed.

Find all relevant documents at mpdc.nz/stadium

Bonds

A bond may be required for certain bookings to cover:

- potential damage
- additional cleaning
- breaches of hire conditions.

Bonds are compulsory when alcohol is present or for high-risk events, including:

- birthday parties
- prizegivings
- large sporting events.

The bond amount will be confirmed at the time of booking.

Bond refunds are processed after a satisfactory post-event inspection.

Refunds may take up to **10 working days** and are at MPDC's discretion.

Bookings and payments via [SpacetoCo.com](https://www.spaceto.co)

Casual bookings (one-off or occasional)

- Payment is required upfront via a secure online gateway (Stripe).
- Funds are held safely until the booking is complete.
- Receipts are emailed automatically for your records.

Regular bookings (recurring)

- Contact the Events and Venues team at events@mpdc.govt.nz

SpacetoCo manages invoicing and monthly payments:

- 1st of the month: summary of previous bookings
- 7th of the month: invoice emailed
- 10th (Direct Debit) or 14th (Credit or Debit Card) of the month: automatic payment.

Payment options include Direct Debit (GoCardless) or Credit or Debit Card (Stripe).

Invoices and payment history are available through your SpacetoCo dashboard at any time.

Fees and charges

Fees are reviewed annually and updated on **1 July**.

The latest schedule is available on the MPDC Fees and Charges page:
mpdc.nz/feesandcharges

Bookings contact

Bookings are managed by the MPDC Events and Venues Team.

Phone: **07 884 0060**

Email: events@mpdc.govt.nz

Additional information

There are no permanent MPDC staff onsite.

Event support is available as needed.

For urgent bookings within **48 hours**, call **0800 746 467** between **8am–4.30pm**, Monday to Friday, after submitting your booking request.

College grounds require a separate booking, contact Matamata College on **07 881 9018**

Section 7: Checklist – before and after your booking

As the hirer, you are responsible for using the venue safely and respectfully and leaving it clean and tidy for the next user.

Follow this checklist to help keep the Open Country Community Stadium safe, secure, and welcoming for everyone.

Completing this checklist before and after your booking forms part of your health and safety obligations. It also affects bond refunds and any additional charges.

Before your booking

Access and setup

- Access code has been obtained.
- Induction by MPDC events staff has been completed.
- Signage or decorations are securely installed.
- No tape, nails, or pins are used on painted surfaces.
- Tables, chairs, and equipment are set up safely.
- Additional equipment is approved by the Events and Venues team.
- All equipment is safe, stable, and fit for purpose.
- Extension cords are checked and do not create trip hazards.
- Only tested and tagged electrical equipment is used.
- Avoid lifting heavy items alone. Use correct lifting techniques or ask for help.

Safety and emergency readiness

- Entry and emergency exit doors are unlocked and unobstructed.
- Fire alarms are visible and accessible.
- Assembly point is communicated to all attendees and volunteers.
- Emergency Warden is identified.
- First Aider is identified.
- First-aid kit is available and accessible.
- Hazards such as cables, spills, and blocked pathways are managed.

Equipment and power

- Audio-visual equipment is tested and working.
- Lighting is working in all areas, including foyer and toilets.
- Scoreboard and remote or control panel are working.

After your booking

Sports hall area

- Remove all rubbish from courts, changing rooms, mezzanine floor, and public areas.
- Static mop all floors.
- Return all furniture and sports equipment to original storage locations.
- Leave storerooms clean and tidy.
- Check toilets and changing rooms are clean and rubbish-free.
- Turn off all lights, heating, and fans.
- Close and lock all doors and windows.
- Remove all personal belongings.
- Report any damage, breakages, or incidents to MPDC immediately.

Multipurpose Room

- Turn off air conditioning.
- Wipe tables, benches, and kitchen surfaces.
- Sweep and or vacuum floors.
- Wash dishes or load dishwasher and start the cycle.
- Mop any spills.
- Ensure all appliances are turned off and clean.
- Check fridge and dishwasher are empty.
- Empty and re-line bins.
- Leave the room neat and tidy.
- Turn off lights and secure doors.

Additional information

MPDC may carry out an inspection after your booking to assess the venue's condition.

MPDC has the right to access the building and may check the venue at any time.

Failure to leave the venue clean, tidy, or secure may result in bond deductions or additional charges.

The bond may also be withheld if:

- equipment or furniture is damaged or missing.
- excessive rubbish, spills, or stains are found.
- access or security procedures are not followed.
- noise complaints or behavioural issues occur during the booking.

✔ Section 8: Essential information for attendees

The hirer must make sure the following health and safety information is shared with all attendees before the booking begins.

Refer to the Site Safety Map for more detail. Maps are on site for your reference or go to mpdc.nz/stadium

Emergency and safety information

- Identify the emergency exits.
- Communicate the location of the assembly point: **College field by the cricket nets.**
- Nominate an Emergency Warden for the booking:

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- All attendees must follow the warden's directions in an emergency.
 - Nominate a First Aider:

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- The hirer must bring their own first-aid supplies.
 - Keep all fire exits clear and accessible at all times.

Venue rules

The hirer must communicate the facility rules to all attendees:

- No food or chewing gum on courts.
- No glass within the court areas.
- Only flat, non-marking footwear is permitted inside the Sports Hall.
- The venue is smokefree and vape-free.
- Children must be actively supervised.
- No open flames, smoke machines, bubble machines, confetti, or glitter.

Incident and hazard reporting

All incidents, accidents, or hazards must be reported to MPDC as soon as possible.

Reports can be made at mpdc.nz/incident or by calling 0800 746 467

Serious incidents, near misses, or hazards that could cause harm or damage must be reported immediately.

Prompt reporting allows us to respond quickly and maintain a safe facility for all users.

Section 9: Facility access and security

Access requirements

The Events and Venues Team will contact the hirer before the booking to organise access.

Before access is granted, all hirers must:

- complete a health and safety induction.
- read and agree to MPDC's [Terms and Conditions of Hire](#)

Access is only permitted during your allocated booking time.

Allow enough time for setup, pack-down, and cleaning.

Important

Entry outside your confirmed booking period is not permitted for safety and security reasons.

Access codes

You will receive a unique access code by text message three days before your booking.

- Enter the code on the keypad at the main entrance to unlock the door.
- The code remains active for three days to allow consecutive-day booking access, if required.
- A new code will be issued for future bookings.

Security and alarms

There is an alarm system at the Open Country Community Stadium.

Allied Security patrols the facility after hours, i.e. before 6am and after 10pm.

For assistance, call 027 325 5435

Section 10: QR codes for video instructions

To help you operate key systems and equipment safely, QR codes are displayed throughout the facility near the relevant equipment.

The QR codes link to short instructional videos and guides.

Scan the QR code with your phone's camera to open the video or guide.

Available QR code guides

- Access and entry – how to use your access card or keypad code
- Chair stacking – correct method for stacking and moving chairs
- Kitchen appliances – safe operation of ovens and dishwashers
- Sports equipment setup – how to set up and store gear

Note: If you cannot access a QR code or video, contact the MPDC Events and Venues Team for assistance. Email events@mpdc.govt.nz or call 0800 746 467

Section 11: Noise control

To maintain positive relationships with our community and comply with the Matamata-Piako District Plan, all noise generated at the facility must be managed responsibly.

Sources of noise

Noise may include:

- vehicle movement in car parks.
- attendees arriving or leaving.
- amplified sound (bands, DJs, PA systems).
- mechanical noise (heating, ventilation, and air conditioning systems).

Noise control requirements

All events must comply with MPDC noise regulations and the approved noise assessment report for the venue.

- No amplified sound is permitted inside the venue.
- Keep external doors closed during events, except in emergencies.
- Keep setup and pack-down noise to a reasonable level.
- Hirers are responsible for making sure activities stay within permitted limits.

Ongoing or excessive noise may result in bond deductions or loss of future booking privileges.

Maximum permitted noise levels

Noise levels are measured at the boundary of any adjoining residential zone:

- 50 dBA – Monday to Friday, 7am-10pm; Saturday, 7am-12pm.
- 40 dBA – All other times, including Saturdays after midday, Sundays, and public holidays.

✔ Section 12: Car parking

Parking and vehicle access

On-site parking is available in the main car park at the front of the facility.

It includes:

- 94 car spaces for standard vehicles
- accessible parking bays near the main entrance

Additional public parking is available along Station Road.

Overflow parking may be available on nearby streets as directed by event organisers.

Traffic management

For larger events, overflow parking may be required.

Event organisers should include parking and pedestrian-flow management in their Event Safety Management planning for:

- large gatherings
- high-traffic events

MPDC support may be required, and a Traffic Management Plan may need to be implemented.

Parking rules

- Park only in designated bays.
- Do not park on grassy areas unless authorised.
- Do not block accessways, neighbouring driveways, or emergency routes.
- Keep the loading zone clear at all times for service and emergency vehicles.
- Follow all directional signage and any event-specific parking instructions.

Overnight parking

Overnight parking is not permitted at this facility.

All vehicles must vacate the car park by 10.30pm unless prior written approval is obtained from MPDC, email info@mpdc.govt.nz

✔ Section 13: Sports courts

The Open Country Community Stadium includes two full-sized courts suitable for basketball, netball, volleyball, badminton, and other activities

Capacity

- maximum of 100 spectators on the mezzanine.
- maximum of 200 people on the courts.

Health and safety briefing

Before your event begins, make sure all participants are briefed on:

- the location of emergency exits and the assembly point. Refer to the site safety map located on site.
- the nominated Emergency Warden and First Aider.

Sports hall rules:

- non-marking footwear only.
- drinks in plastic bottles only.
- no food or chewing gum inside the Sports Hall.
- children must be actively supervised at all times.
- the venue is smokefree and vape-free.

Fire safety

The Sports Hall is fitted with high-level smoke detectors.

Do not use smoke machines, fog machines, or open flames anywhere in the facility.

Floor protection and footwear

The wooden floor is designed for sporting use and must be protected with carpet tiles during non-sporting events.

Temporary carpet tiles or approved floor protection may be required. This will be confirmed by the Events and Venues team.

- Only non-marking footwear is permitted on courts.
- Clean spills immediately using the mop located in the sports storage room.
- Static mop floors after each booking.
- Report hazards or damage immediately at mpdc.nz/incident or call 0800 746 467
- Exit doors must be kept shut at all times to prevent debris entering the courts.

Seating and furniture

Permanent seating is located on the mezzanine floor.

Do not move or borrow chairs or furniture from other areas without MPDC approval, as other bookings may rely on them.

Before leaving the sports hall

- Close the doors to the sports storage room.
- Lock and secure all fire-exits and internal doors.
- Raise basketball backboards (if used).
- Turn off scoreboards and return controls.
- Return all equipment to the storage room.
- Leave the storage area tidy and free from trip hazards.
- Static mop floors and wipe any slips.
- Turn off all lights before leaving.
- Raise the curtain (if used).

Basketball hoops

Hoops can be raised or lowered using display panel located between the courts at the multipurpose end.

- Only authorised adults may operate the controls.
- Ensure the area beneath the hoop is clear before adjusting. Please note: netball goals must be put away before you move the basketball hoops.
- Do not hang or swing from hoops, backboards, or nets.
- After use, return hoops to the neutral (raised) position.

Scoreboards

Each court has a wireless electronic scoreboard operated by a panel. This can be used for multiple sports i.e. netball, basketball, futsal.

Only responsible adults should operate this equipment.

Report faults or damage to the MPDC Events and Venues Team.

Ventilation

To activate ventilation inside the courts press the switch on the panel between the courts once. The switch will flick back up. This will activate the control to determine CO2 levels and if fresh air is required this will activate the system automatically. Please note: you may not hear anything activate immediately but DO NOT keep flicking the switch. Allow the system time to determine whether appropriate ventilation is required.

Divider curtain

To move the divider curtain up or down use the display panel located between the courts at the court entrance.

Sports equipment and storage

Equipment for netball, volleyball, badminton, and futsal is stored in the community storage room.

Approval must be obtained from Matamata College to use any of the college equipment in the college storage room.

- Heavy equipment must be carried by two adults at all times, e.g. netball goals, volleyball poles, futsal goals.
- Use the plunger to remove the floor discs for netball, volleyball, pickleball, badminton.
- Do not leave floor caps courtside, as they create a trip hazard. Place in the storage room.
- After use, replace floor caps, return all equipment to allocated storage and close the door

Permanent storage for user groups requires written approval from MPDC.

For additional assistance contact the events team events@mpdc.govt.nz

Section 14: Toilets and changing rooms

Community change area

The community change area includes:

- 3 unisex toilets
- 1 unisex toilet with shower
- 1 unisex accessible toilet with shower

Additional changing rooms

Additional toilets and changing rooms are located at the south end of the facility and can be booked separately at an additional cost.

Access will be programmed onto your entry code for the duration of your booking.

These include:

- 4 changing rooms with 2 showers in each
- 3 unisex toilets
- 1 unisex accessible toilet with shower
- 1 unisex accessible toilet

Public toilet access

A public unisex toilet is available on the exterior side of the facility during the following hours:

- 6am–9pm (daylight saving)
- 6am–6pm (winter months)

Cleaning

Contractors clean the facility daily.

Hirers are expected to leave all areas clean and tidy after use.

Additional cleaning charges may apply if areas are not left in an acceptable condition.

✔ Section 15: Multipurpose Room

The Multipurpose Room at the Open Country Community Stadium is a flexible space for meetings, workshops, or small functions.

The maximum capacity is 32 people.

Room features

The room includes full kitchen facilities:

- oven
- fridge
- dishwasher
- microwave
- crockery, cutlery, and glassware (limited supply)

Trestle tables and chairs are available for use.

Access

Entry is via the main foyer.

If booked with the Sports Hall, access is included in your entry code.

Room use and setup

To maintain the room's appearance:

- Do not use tape, nails, or adhesives on walls, doors, or windows.
- Blu-Tack may be used on glass only.
- Keep fire exits clear at all times.

Air conditioning

Air conditioning is controlled via a wall-mounted panel. The recommended setting is 21–22°C.

Switch off air conditioning unit before leaving.

Kitchen appliances

- Oven - switch on at the wall before use and turn off after cooking.
- Dishwasher - turn on, select a cycle, and press start (dishwasher tablets available).
- Fridge - do not adjust the temperature. Remove all contents after use.
- Microwave - wipe clean after use. Leave the door slightly open to ventilate.

Rubbish disposal

Some hirers will be expected to remove their rubbish and recycling at the end of their booking.

Departing checklist for hirers

Before leaving the Multipurpose Room:

- Return all furniture and equipment to the storage cupboard.
- Wipe tables, benches, and kitchen surfaces.
- Wash, dry, and put away all dishes, or load the dishwasher and start the cycle.
- Turn off all electrical appliances and lights.
- Lock windows and doors securely.

Failure to leave the room clean and tidy may result in an additional cleaning fee.

Section 16: Accessibility

The Open Country Community Stadium is designed to meet modern accessibility standards and provide safe, convenient access for all users.

Accessible features

The facility includes:

- flat, step-free entry through the main entrance.
- accessible toilets located near the Multipurpose Room and on the ground floor.
- designated accessible parking bays close to the main entrance.
- wide corridors suitable for wheelchairs and mobility scooters.
- non-slip flooring with even surfaces throughout the facility.

Additional assistance

If you require adjustments such as:

- reserved parking.
- extended setup time for mobility access.
- support during arrival.

Please advise the MPDC Events and Venues team when confirming your booking.

The facility is designed in line with NZS 4121:2001 – Design for access and mobility, supporting inclusive participation for all event attendees.

✔ Section 17: Liquor licence

Open Country Community Stadium is not a licensed premises.

If you wish to sell or supply alcohol at your event, you must obtain a Special Licence under the Sale and Supply of Alcohol Act 2012.

Contact the MPDC Licensing Inspector on 0800 746 467.

For more information, visit mpdc.govt.nz/alcohol-licensing

Requirements

- A certified manager must be appointed and named on the licence.
- The certified manager must be part of the group hiring the venue.
- The certified manager must remain onsite for the full duration of the event.
- Alcohol service must be indicated on your booking request.
- Provide a copy of the approved Special Licence to MPDC before your booking is confirmed.
- Display the original Special Licence prominently in the bar or service area during the event.
- All bar prices, including food and drinks, must be clearly displayed.
- Comply with all licence conditions, including service hours, food availability, and security requirements.

Application timeframes

Applications should be lodged at least 20 working days before your event.

Larger or more complex events may require additional processing time.

Apply early to avoid delays.

Important notes

Events involving alcohol may require:

- an event bond.
- additional safety measures, as determined by MPDC.

Selling or supplying alcohol without a valid licence is an offence under the Sale and Supply of Alcohol Act 2012. Failure to comply may result in booking cancellation and enforcement action.

Section 18: College grounds

The Open Country Community Stadium is located within the Matamata College grounds, which are regularly used for outdoor sports and community activities.

Bookings

The college sports fields are managed separately from the stadium.

To book the fields, contact Matamata College on 07 881 9018

Shared access

There are shared access points between the stadium and the college grounds for combined indoor and outdoor events.

If your activity involves both venues, such as tournaments or large gatherings, please discuss this with the MPDC Events and Venues Team at the time of booking.

This helps ensure proper scheduling and access.

Important notes

Permission must be obtained from Matamata College before bringing additional equipment onto the college grounds, including marquees, staging, or inflatables.

There is no permanent onsite storage for large-scale event gear.

Outdoor toilets and changing facilities are managed under the college grounds booking.

All users must:

- respect other activities taking place on the grounds.
- share accessways.
- leave surrounding areas clean, tidy, and free of rubbish after use.