

# EVENT PERMIT APPLICATION FORM (1A)

(Application to hold a stationary event held at venue other than in a City Park)

Date submitted: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Event is not approved until all documents are received and details confirmed.  
Submission of application does not guarantee approval of event.**

Date(s) Requested: \_\_\_\_\_ Hours of Use: \_\_\_\_\_  
(include setup/teardown times)

Facility/Facilities Requested: \_\_\_\_\_  
\_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Anticipated Number in Attendance: \_\_\_\_\_ Anticipated Number of Spectators: \_\_\_\_\_

*If applicable, please provide list of any other groups coming under the umbrella of this event.*

Road Closure Requested: Yes  No  Details: \_\_\_\_\_  
\_\_\_\_\_

Concession Requested: Yes  No  *(Subject to Food Concession Policy 3.18)*

**Electrical** Service Required? \_\_\_\_\_

**Please note** the City is not responsible to provide extension cords.

If your event requires **gate or electrical access key(s)**, contact the Special Events Coordinator to arrange pickup. Keys can be collected from the Administration Department, 100 Jensen Avenue East, during regular office hours. **\$50 deposit** is required and will be refunded upon return of key(s). All callout costs incurred by the City, including provision of keys after regular office hours, will be the responsibility of the organizer(s).

**Organizer(s) will be responsible for damages to irrigation systems.**

**All event applications must include the Terms and Conditions form. Signature required prior to submission for consideration.**

*City of Parksville Office Use:* City Approval:  Yes  No Date: \_\_\_\_\_