



## FOSTER PARK - GAZEBO APPLICATION FORM (1D)

Reservation Request Form for Groups under 100 persons

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Date of Request: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Organization Affiliation (If Applicable): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Nature/Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

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

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

Please note the City is not responsible for providing any extension cords.

Please remind applicant of following:

- Organizers of event are responsible for ensuring that the area used is left in the condition it was found, including removing garbage to the bins provided.
- There is a zero-tolerance of alcohol consumption policy in effect in all City Parks.
- Dogs are welcome in the park, but must be on a leash at all times, and owners are responsible for picking up after them.

***Events expected to include more than 100 persons are required to have a Special Events permit which may be obtained from the City Hall offices at 100 Jensen Avenue East.***

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Process Request as Follows (to be completed by the City of Parksville):

Request added to Special Events spreadsheet? (Admin / Special Events / Current Year Bookings)

Confirmation letter sent to applicant? (Admin / Special Events / Letters / Booking Confirmation)

Electrical service arranged if necessary? (Copy to Building & Facilities)