



COMMUNITY PARK - GAZEBO APPLICATION FORM (1E)

Reservation Request Form for Groups under 100 persons

Date of Request: _____

Applicant's Name: _____

Organization Affiliation (If Applicable): _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail: _____

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.

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)