

## EVENT PERMIT APPLICATION FORM (1A)

(Application to Hold a Stationary Event Held at Venue Other than in a City Park)

Date of Application: \_\_\_\_\_ Name of Event: \_\_\_\_\_

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

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

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

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

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

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

Facility(ies) Requested: \_\_\_\_\_

*(Please indicate requested areas of use on attached map if Community Park as applicable)*

Date(s) Requested: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

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

(Note: Please provide a list of any other groups coming under the umbrella of this event)

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

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 for providing any extension cords.

*Should a gate or electrical access key be required for the event, attend the Operations Department office at 1116 Herring Gull Way to **obtain key(s) prior to the event**. A \$20.00 **cash deposit** is required and will be refunded upon return of key(s). Any and all call out 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 any damages done to irrigation systems as a result of stakes and poles placed without prior Parks Department approval.

See next page for Terms and Conditions - Signature required prior to submission for consideration.

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