

Special Events Application Procedures for 2026

Applications are now being accepted from organizations and individuals wishing to hold special events at City-owned venues or on City streets or sidewalks in 2026. Annual events are given priority provided the request is received by November 30, after which time applications will be addressed as first-time events on a first-come, first-served basis, based on availability.

Information about the City's special events policy and relevant application forms is available on the City's [website](http://parksville.ca). The special events coordinator may be contacted by email events@parksville.ca or by phone 250 954-3086. Applications should be emailed to events@parksville.ca.

City-owned locations and venues:

- Parksville Civic and Technology Centre grounds (100 Jensen Avenue East)
- Parksville Community Park (193 Island Highway East)
- Springwood Park (500 Despard Avenue West)
- Foster Park (625 Pym Street)
- Memorial Plaza (140 Memorial Plaza)
- Pocket parks or green spaces
- City streets for walks, marathons, cycling events and/or parades

Other relevant information:

- For use of the sports fields, lacrosse box, pickleball and tennis courts, contact Regional District of Nanaimo's Recreation and Parks Department at fieldbooking@rdn.bc.ca.
- For Parksville Outdoor Theatre bookings, contact the Parksville Beach Festival Society at 250 951-2678 or info@parksvillebeachfest.ca.
- For rental of Shelly Road Centre, contact 250 927-0641 or shellyhallrental@shaw.ca.
- For rental of Jensen Centre, contact 250 739-8821 or facilityrentals@bgccvi.com.

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For more information:

Deb Tardiff, Manager of Communications
communications@parksville.ca; 250 954-3073

*The City of Parksville is located on the traditional territory of the Coast Salish Nations,
home to the Snaw-Naw-As First Nation and the Qualicum First Nation.*
