

## Special Events Application Procedures for 2019

The City of Parksville invites applications from community organizations and private citizens wishing to hold special events at a variety of City-owned venues in 2019. These locations are listed here:

- Parksville Civic and Technology Centre grounds (100 Jensen Avenue East)
- Parksville Community Park
  - Picnic shelter
  - Waterfront Walkway gazebo
  - Arbutus Point (Labyrinth area)
  - Beach volleyball courts
  - Kite field
  - Skateboard Park
- Springwood Park
- Foster Park (gazebo)
- Off-leash Dog Park (Despard Avenue)
- Individual City green spaces
- City streets for walks, marathons, cycling events and/or parades

*For use of the sports fields, lacrosse box and tennis courts, contact Regional District of Nanaimo's Recreation & Parks Department at [fieldbooking@rdn.bc.ca](mailto:fieldbooking@rdn.bc.ca).*

Interested parties may obtain copies of the City's Special Events Policy and relevant application forms from the Operations Department at 1116 Herring Gull Way, from City Hall at 100 Jensen Avenue East or download the policy and forms from the City's [website](#). [*CityHall/Special Events Procedures*]

Applications for events to be held in 2019 are now being accepted and the review process will begin following the January 31, 2019, deadline. As per policy, where conflicting dates occur, annual events will be given priority provided the request is received no later than the **January 31 deadline**, after which date the application will be addressed on the same basis as first-time events. First-time events will be handled on a first come, first served basis depending on venue availability. Special event applications received after January 31 must be submitted **at least 30 days prior to the event date** and will be subject to the same terms and conditions as those applications received prior to January 31, 2019.

For more information, contact the Operations Department at 250 248-5412 or [publicworks@parksville.ca](mailto:publicworks@parksville.ca)

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