

Special Events Application Procedures for 2020

Please be advised *Policy 3.30 Application for Special Events* is currently under review. If you wish to submit an event application for 2020, please email a letter of intent, including contact information, desired venue, along with the date and time of the event to ops@parksville.ca. Once the special events review is complete, you will receive an event application form by email.

Where conflicting dates occur, annual events will be given priority provided the request is received no later than **January 31, 2020**. First-time events will be handled on a first-come, first-served basis depending on venue availability. After January 31, applications must be submitted at least thirty prior to the event date and will be subject to the same terms and conditions as those applications received prior to January 31, 2020.

City-owned venues 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
- Springwood Park
- Foster Park (gazebo)
- 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.

For more information, contact the operations department at 250 248-5412 or email ops@parksville.ca

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MEDIA CONTACT:

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