

Special Events Application Procedures for 2021

Applications are now being accepted from organizations and individuals wishing to hold special events at City-owned venues or on City streets; review process starts January 29. Annual events will be given priority provided the request is received by January 29, after which time applications will be addressed as first-time events on a first-come, first-served basis, based on availability. After January 29, applications must be received at least thirty days prior to the event and will be subject to the same terms and conditions as those applications received prior to January 29, 2021.

PLEASE NOTE:

During the COVID-19 pandemic, the City requires anyone wishing to host a special event to submit a [COVID-19 Addendum to Special Event and Park Use Application](#) and ensure participants act in accordance with the requirements and guidelines as set out by the province. Depending on the nature of your event, hosts may also be required to submit a COVID-19 safety plan along with your Parks Use Application.

City 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.

Interested parties may obtain copies of the City's Special Events Policy and relevant application forms from the City's [website](#) [CityHall/Special Events Procedures]. For more information, contact the Operations Department at 250 248-5412 or publicworks@parksville.ca

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