

## BEER GARDEN EVENT APPLICATION FORM (1C)

(Application for a Beer Garden Licence in the City of Parksville)

Date submitted: \_\_\_\_\_ Name of Event: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

\_\_\_\_\_  
**Signature of Applicant**                      **Printed Name**                      **Date**

**Event is not approved until all documents are received and details confirmed.  
 Submission of application does not guarantee approval of event.**

Date(s) of Beer Garden: \_\_\_\_\_  
*(Not to exceed two days in duration for any one event unless held on a long weekend in which case not to exceed three days.)*

Hours of Beer Garden: \_\_\_\_\_  
*(Hours of operation to be a maximum of any six hours between 11 am and 8 pm)*

Location of Beer Garden:     Parksville Community Park     Springwood Park

**(Attach details of security and staff assisting with the beer garden event, including control of entrances and exits.)**

Confirm that tables, chairs, benches, tables, etc. have/will be obtained: \_\_\_\_\_

Number and locations of portable toilets: \_\_\_\_\_

Number and locations of extra garbage containers: \_\_\_\_\_

Closure of street required?     Yes     No [If Yes, which street(s)] \_\_\_\_\_

**Traffic Control Arrangements:** (Name of company/group and contact person)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Confirm staff will be provided to ensure vehicles are parking in a safe and legal manner)*

**NOTE: The City is not obligated to allocate the full six days for beer garden licences in any one calendar year. Once an application has been approved, no change(s) will be allowed unless approval has been obtained.**

**Electrical Service Required?**     Yes     No

**Please note the City does not provide extension cords.**

If your event requires **gate or electrical access key(s)**, contact the Special Events Coordinator to arrange pickup. Keys can be collected from the Administration Department, 100 Jensen Avenue East, during regular office hours. **\$50 deposit** is required and will be refunded upon return of key(s). All callout costs incurred by the City, including provision of keys after regular office hours, will be the responsibility of the organizer(s).

**All event applications must include the Terms and Conditions form. Signature required prior to submission for consideration.**

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