

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

*The undersigned has read and agrees to the following Terms and Conditions:*

1. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with, the event;
2. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of Parksville, and **provide written approval** from the RCMP, Fire Department and Ambulance Service;
3. Provide all necessary traffic controls, parking and emergency access acceptable to the RCMP, Fire Department and Ambulance Service;
4. Ensure any charitable organization members performing traffic control and event parking clearly state that any parking fee is strictly by voluntary donation and ensure this information is visibly posted at the site and mentioned in any event advertisement;
5. **Depending on the nature of the activity and number of anticipated participants**, comply with all applicable requirements of the City's "Liability Insurance Coverage" Policy to obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage, to be determined by the City, of not less than \$2,000,000.00 and up to \$5,000,000.00, naming the City of Parksville as an additional insured. A copy of the policy shall be delivered to the City a **minimum** of 10 working days prior to the event;
6. **For events held on the Parksville Civic and Technology Centre site**, obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville, School District No. 69 [Qualicum] and Vancouver Island University as additional insureds. A copy of the policy shall be delivered to the City a **minimum** of 10 working days prior to the event;
7. **A minimum of 10 working days prior to the event**, provide the City with a refundable security deposit of \$500.00 from which any and all funds may be drawn to cover any loss or damage to City property resulting from the event. Should the costs exceed the amount of the security deposit, the organizer(s) shall be responsible to pay additional costs to the City;
8. Maintain and if required, refurbish all municipal property and infrastructure to its original condition within 48 hours of the completed event and to the satisfaction of the City of Parksville;
9. Should a **gate or electrical access key be required** for the event, attend the Operations office at 1116 Herring Gull Way to **obtain key(s) prior to the event**. A **\$20.00 cash deposit** is required and will be refunded upon return of key(s). Any and all call out costs incurred by the City, including provision of keys after regular office hours, will be the responsibility of the organizer(s);
10. Ensure collection of litter from event site(s), and as required, make arrangements for placement, maintenance and removal of trash bins for the duration of the event;
11. Make arrangements for installation and maintenance of portable toilets, in quantity suitable to the expected attendance, for the duration of the event;
12. Ensure any and all concessions (approved by the City based on Policy 3.18) comply with all applicable health and safety requirements;
13. Abide by Parks Bylaw #1327, Part II, Section 14, which states zero-tolerance of alcohol possession in all City parks, unless in conjunction with a special licence obtained under the Liquor Control Act.
14. Approval for use of private property is the sole responsibility of the organizer(s).

\_\_\_\_\_  
Name of Organization\_\_\_\_\_  
Signature of Authorized Representative\_\_\_\_\_  
Date Signed