

PARK USE PERMIT APPLICATION FORM (1)
(Application to Hold an Event in any City Park)

Date of Application: _____

Name of Organization: _____ Phone: _____

Contact Name: _____ Bus. Phone: _____

Mailing Address: _____ Fax: _____

_____ Postal Code: _____ Email: _____

Alternate Contact: _____ Phone: _____

Name of Event: _____	
Date(s) Requested: _____	Hours of Use: _____
Facility(ies) Requested: _____	

Purpose of Use: _____	
Anticipated Number in Attendance: _____ Anticipated Number of Spectators: _____	
<i>If applicable, please provide a list of any other groups coming under the umbrella of this event.</i>	
<i>Please be reminded that as per Parks Bylaw #1327, Part II, Section 14, there is zero-tolerance of alcohol possession in all City parks, unless it is in conjunction with a special licence obtained under the Liquor Control Act.</i>	
Road Closure Requested: Yes <input type="checkbox"/> No <input type="checkbox"/> Details: _____	

Concession Requested: Yes <input type="checkbox"/> No <input type="checkbox"/> (Subject to Food Concession Policy 3.18)	

Electrical Service Required? _____

Please note the City is not responsible for providing any extension cords.

Should a **gate or electrical access key** be required for the event, attend the Operations Department 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).

Organizer(s) will be responsible for any damages done to irrigation systems as a result of stakes and poles placed without prior Parks Department approval.

For events including more than 100 participants please see next page for Terms and Conditions - Signature required prior to submission for consideration.

City of Parksville Office Use: City Approval: Yes No Date: _____