

Special Events Application Procedures for 2025

Applications are now being accepted from organizations and individuals wishing to hold special events at City-owned venues or on City streets or sidewalks. We have adjusted the dates and for 2025 events, the review process begins November 30, 2024. Annual events are given priority provided the request is received by November 30, after which time applications will be addressed as first-time events on a first-come, first-served basis, based on availability. After November 30, 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 November 30. Applications should be emailed to events@parksville.ca

Copies of the City's special events policy and relevant application forms may be obtained from the City's [website](#). For more information, contact the special events coordinator at 250 954-3086 or email events@parksville.ca.

City-owned venues:

- Parksville Civic and Technology Centre grounds (100 Jensen Avenue East)
- Parksville Community Park (193 Island Highway East)
 - Picnic Shelter
 - Waterfront Walkway Gazebo
 - Arbutus Point (Labyrinth area)
 - Small and large beach volleyball courts
 - Kite Field
 - Skateboard Park
- Springwood Park – grounds or off-leash dog park (500 Despard Avenue West)
- Foster Park – gazebo and picnic shelter (625 Pym Street)
- Memorial Plaza (140 Memorial Plaza)
- Pocket parks
- City streets for walks, marathons, cycling events and/or parades

Other relevant information:

- For use of the sports fields, lacrosse box, pickleball and tennis courts, contact Regional District of Nanaimo's Recreation and Parks Department at fieldbooking@rdn.bc.ca.
- For Parksville Outdoor Theatre bookings, contact the Parksville Beach Festival Society at 250 951-2678 or info@parksvillebeachfest.ca.
- For rental of Shelly Road Centre, contact 250 927-0641 or shellyhallrental@shaw.ca.
- For rental of Jensen Centre, contact 250 739-8821 or facilityrentals@bgccvi.com.

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For more information:

Deb Tardiff, Manager of Communications; communications@parksville.ca; 250 954-3073

*The City of Parksville is located on the traditional territory of the Coast Salish Nations,
home to the Snaw-Naw-As First Nation and the Qualicum First Nation.*
