

Community-led Events in Parksville

The City of Parksville encourages events held in our public spaces which bring people together and help build community. Whether planning a casual event such as a family picnic, or a community-led event such as a fundraiser, concert or a not-for-profit event, the City's role is to help ensure events are safe and enjoyable for everyone.

As of February 27, there are 576 community-led or casual use events conditionally approved for 2026. There were 808 community-led or casual use events at City facilities in 2025 and which required booking and approval by City staff. In addition, the park accommodates many organized sports events and tournaments throughout the season such as volleyball, pickleball, soccer, lacrosse, football, softball, and baseball.

The Parksville Community Park is busy during the summer months, from mid-June until Labour Day, with weekends being particularly busy. The Parksville Beach Festival Society hosts the annual sandcastle exhibition as well as many concerts so on most days from early July to mid-August, visits to the park can be well-over 5,000 per day. When approving events, the City considers park capacity, complementing events, available parking, and most importantly park visitor experience.

Event process explained

The City of Parksville supports community-led events by providing at no charge, access through bookings to City-owned venues, such as the Parksville Community Park, Memorial Plaza, Foster Park, and Springwood Park, or on City streets or sidewalks. Space may also be booked in small neighbourhood or pocket parks.

Using municipal property for community led events involves application, permitting, insurance, and adherence to City-specific policies to ensure safety and community benefit. We generally accept applications for events which promote culture, recreation, festivals, and community connection.

Prior to approving an event request, the City must consider a variety of factors:

- Does the date/schedule conflict with other events or City works?
- Will the event have an impact on parking, traffic and noise?
- What other events are being held in the park on a given day?
- Is the size of the event appropriate for the venue?
- Is the event appropriate for the venue? Is it commercial in nature?
- Is a risk assessment required to ensure safety of the event, guests and public?
- Can the organizer confirm there will be no damage to City infrastructure and assets?
- Does this event require additional City staff support and at what level?
- Can RCMP, fire department and bylaw compliance support the event if needed or if complaints are received?
- Does the event require additional resources such as garbage bins and portable toilets?
- Is the event organizer looking to serve food or alcohol?

Applications for current-year events are accepted throughout the year, and annual events receive priority if submitted by November 30 for the following year. After this date, applications are processed on a first-come, first-served basis, subject to availability.

Community-led events open to the public require submission at least six months before the proposed date and private bookings for casual use must be submitted at least thirty days in advance.

Should you wish to hold a special event at City-owned venues or on City streets or sidewalks, the size of the event will determine the steps:

- Review details and application process on our [website](#).
- Contact the special events coordinator at events@parksville.ca to discuss availability.
- Apply for conditional approval; do not promote the event until you have received conditional approval.

For casual use bookings you may not need to provide anything further. For events over 100 or complex logistics, organizers may need to provide an event plan that may include site map, safety and communication plans, traffic and sanitation management, proof of insurance, and refundable damage deposit.

For more details, documents and applications refer to the City's [website](#).

###

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.*

City of Parksville | 100 Jensen Avenue East (P O Box 1390), Parksville, BC V9P 2H3
Phone 250 248-6144 | Parksville.ca

