



# PARK & OUTDOOR FACILITIES EVENT APPLICATION FORM

EVENT:		EVENT CATEGORY:  <div style="display: flex; justify-content: space-around;"> <span>Private Function</span> <span>Free Public Event</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Fundraiser</span> <span>Ticketed Public Event</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Other (please specify) _____</span> </div>			
PRIMARY CONTACT:		WILL YOU BE THE ON-SITE CONTACT? (Yes/No)			
MAILING ADDRESS:		POSTAL CODE:			
EMAIL ADDRESS:		DAYTIME PHONE NUMBER:		CELL PHONE NUMBER:	
SECONDARY CONTACT:					
EMAIL ADDRESS:		DAYTIME PHONE NUMBER:		CELL PHONE NUMBER:	
<i>Please complete separate forms if you are requesting more than one park</i>					
TELL US ABOUT YOUR EVENT: <i>(details should include activities on site during event as well as purpose e.g. children's rides, paid entertainers, sale of merchandise etc.)</i>					
NUMBER OF PARTICIPANTS:			INSURANCE COVERAGE PROVIDED BY (if required):		
PARK:		OTHER (Describe/Name):		FACILITY: <i>(e.g. Splashpark, Meadow, Patio)</i>	
DAYS REQUESTED:	START DATE:	END DATE:	TIMES REQUESTED:		
SPECIAL REQUESTS/COMMENTS:					
Site Details					
Yes	No		Yes	No	
		Will alcohol be served at the event?			Will a stage be brought in for the event?
		Will food service be at the event?			Will access to washrooms be required?
		Will food service include commercial vendors			Will access to water be required?
		Will retail vendors or displays be part of the event?			Will access to electrical power be required?
		Will amplified sound systems be at the event?			**Do you require access to an electrical panel?
		Will there be tents at the event?			Do you have plans for handling recyclables & trash?
<i>**To have access to an electrical panel, you must have a qualified electrician on site, and submit a copy of the company's liability insurance policy</i>					
<b><i>In signing this application, I acknowledge that I am the official representative of this event and will be responsible for ensuring all the terms and conditions of the City of Campbell River Park Permit(s). Any changes to the official representative will be made in writing the City of Campbell River Parks Department with my signature along with the signature of the new representative. I also understand that the above information may be shared with other outdoor facility users.</i></b>					
Date:				Signature:	

**Please return completed application form to:**  
**Mailing address:** City of Campbell River  
 Community Centre  
 401 11<sup>th</sup> Avenue, Campbell River BC, V9W 4G2  
 Attn: Bonnie Griffiths

**Office Location:** Community Centre  
 401 11<sup>th</sup> Avenue, Campbell River BC  
 Telephone: 250-286-5311 Fax: 250-830-0164  
[outdoorbooking@campbellriver.ca](mailto:outdoorbooking@campbellriver.ca)



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## APPLICATION (Terms)

### **Liability and Insurance Requirements for Major Events**

The City of Campbell River requires Comprehensive General Liability Insurance from applicants requesting the use of Municipal Property except where:

### **The Minimum Liability Insurance Requirements are:**

Submit confirmation that the required insurance is currently in force to the Parks & Recreation Department a minimum of four (4) weeks prior to the event. The policy must include:

- The City of Campbell River and/or School District #72 as an additional insured
- Cross Liability Clause/Severability of Interest
- Comprehensive General Liability Policy of not less than \$2,000,000. Public Liability & Property Damage for non-alcoholic function.

### **Cross Liability Defined**

In the event of claims being made by reason of Personal Insurance and/or Property Damage suffered by one Insured herein for which another Insured herein is or may be liable, the Policy shall cover such Insured against whom a claim is made or may be made in the same manner as if separate policies had been issued to each Insured herein.

### **School District #72 Tobacco Free Policy**

In accordance with Bill 10, The Tobacco Sales Amendment Act 2007, School District # 72 (Campbell River) properties and facilities are tobacco free at all times. Use of school district facilities and fields is subject to compliance with this restriction. A breach of the tobacco free requirement may result in the cancellation of the user's access to school district property. The Permit Holder in consideration for the use of this permit covenants with the City of Campbell River ("City of Campbell River") as follows:

- (a) to leave the facilities and property clean and tidy to the sole satisfaction of the City, and to reimburse the City or School District No. 72 ("School Board") for any and all costs incurred should the Permit holder not satisfactorily complete this work;
  - (b) to hold the event in accordance with the strict times and dates as authorized by the permit, and at the end of the time of the event set out in the permit, leave the site peaceably and in the same condition as before the event was held;
  - (c) to comply with the City's "Key Deposit Policy" where keys are obtained for access to buildings, gates, power, water, or other amenities, and to obtain such keys from the Parks, Recreation Department only during regular working hours being Monday to Friday, 8:30 am to 4:30 pm.;
  - (d) to properly secure all locks to facilities and property on completion of an event;
  - (e) to be responsible for any and all damages resulting from the use of the facilities, and to cancel all activities as a result of inclement weather, or when the field conditions are wet;
  - (f) to prohibit the consumption of liquor during the event except with the prior written permission of the City, and where permitted by the City to comply with all regulations of the Liquor Control and License Act, including the obtaining of all necessary permits, and obtain the required insurance. Permission from the City should be initiated by a letter of request to the Director at least two months prior to the event taking place.
  - (g) to supply an adequate number of portable restroom facilities where the event is located at a site that does not have sufficient permanent facilities;
- (h) to obtain the necessary fire permits from the Campbell River Fire Department where the event requires the use of enclosures, tents or other fabric structures, handling of vehicle fuel, cooking facilities, open flame, or fireworks;
  - (i) to inform the City, RCMP, Emergency and Fire officials where the event requires traffic control, and to carry out such traffic control as to avoid traffic problems for event attendees as well as non-participants traveling through the area, and not to interfere with emergency routes for ambulances or fire trucks by the inappropriate placement of barriers, cones, or temporary signs;
  - (j) to be responsible for all costs of extra law enforcement where required;
  - (k) to comply with the guidelines for food handling, preparation, and distribution of the Health Department where food is to be served or sold at an event;
  - (l) to not use any form of vehicles on site except with the prior permission of the Director;
  - (m) to prohibit all commercial activity except as authorized in the permit;
  - (n) to inspect the facility before the event takes place to ensure there are no safety hazards;
  - (o) to provide adult supervision to all participants taking part in the event;
  - (p) to ensure that all participants are wearing the appropriate clothing and footwear for the event;
  - (q) to allow only invited guests, paid attendees, or players to take part in the event; and
  - (r) to immediately bring to the attention of City Officials any potential hazards, and to immediately correct such hazards, or identify and warn the participants of the hazard prior to the commencement of the event.
  - (s) Noise Variance Permit; If the permit holder is planning to use amplified sound during the hours of 10:00 pm and 7:00 am, a noise variance approval must be received. A letter requesting a noise variance must be attached to the "Permit for Use Form" complete with the date and times amplified sound is planned.
1. In the event of a breach of any of the terms contained in Section 1, the permit shall be immediately cancelled and the Permit Holder agrees that they shall not be entitled to future permits in the event of a breach of permit previously issued by the City.
  2. The Permit Holder accepts the facilities requested as is, where is at the Permit Holder's own risk, and without recourse against the City for any reason whatsoever.
  3. The Permit Holder agrees to indemnify and save harmless the City of Campbell River, and the School Board where appropriate, for any and all liability for loss, costs, or damages resulting from bodily injury, including death, of or to any persons, or from damage to the property of others arising from the use authorized by the permit, or the holding of the event.

NOTE: Parks, Fields and Outdoor Facilities are available for public use 7 days a week from 6 am to 10 pm. Please allow a minimum of 72 hours' notice if you wish to reserve a park or outdoor facility.