



APPLICATION FOR PARK & PUBLIC SPACES PERMIT

For Community Events in Parks & Public Spaces

Completed applications and applicable documentation must be submitted, and all requirements met, a minimum of **4 weeks prior** to the event.

If the application is submitted less than 4 weeks prior to the event, or the requirements have not been met, there will be no guarantee that Park & Public Spaces Permit will be issued.

ORGANIZATION INFORMATION

Type of Group:

- Community Group Non-Profit Reg. #: _____
- Commercial Group
- Other : _____

Permit No.

20____-P____

Organization Name: _____

Mailing Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

APPLICATION INFORMATION

Organization Contact:

On-site Contact:

Name: _____

Phone: _____

Email: _____

EVENT INFORMATION

Event Name: _____ Estimated Attendance: _____

Date(s): _____ to _____

Park Requested:

- Centennial Park Riverside Park Town Square (Ts'uubaa-asatx)
- Central Park Saywell Park Other: _____

START & FINISH TIMES

DAY 1 Date: _____

DAY 2 Date: _____

	START		FINISH
Set-up:	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM
Event:	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM
Tear-down:	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM

	START		FINISH
Set-up:	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM
Event:	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM
Tear-down:	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM



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EVENT DETAILS (If required, attach an additional piece of paper):

PROPOSED ACTIVITIES (include entertainment, food & beverage services, etc.):

ON-SITE SERVICES - if applicable with payment of deposit(s)

- | | |
|--|---|
| <input type="checkbox"/> Emergency (to provided by Applicant) | <input type="checkbox"/> Garbage |
| <input type="checkbox"/> Security (to provided by Applicant) | <input type="checkbox"/> Washrooms (June 1 to Aug. 31 only) |
| <input type="checkbox"/> Other Services required/
provided by Applicant _____ | <input type="checkbox"/> Electricity |

DOCUMENTATION INCLUDED WITH APPLICATION

- | | | |
|---|---|---|
| <input type="checkbox"/> Site / Layout Map | <input type="checkbox"/> MOT Approvals | <input type="checkbox"/> Special Event Insurance |
| <input type="checkbox"/> Safety / Security Plan | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Special Occasion Licence |
| <input type="checkbox"/> Business Licence | <input type="checkbox"/> VCH Food Permits | <input type="checkbox"/> Community Event Sign Request |

FEES

- Single Event Fee \$150 Series of Events Fee \$300
- Refundable Deposit \$300

PAYMENT & CANCELLATION POLICY

1. Full payment is required at the time of permit issue.
2. Any use with commercial activities is subject to applicable fees.
3. Town of Lake Cowichan staff must receive written notice of cancellation at least 14 days prior to the event for a refund of fees less the \$25 non-refundable booking fee. Events cancelled with less than 14 days prior to the event will not receive a refund.
4. There are no refunds due to poor weather conditions.



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TERMS & CONDITIONS

1. That the Organizers understand that this permission shall not be construed as permission to hold an event on an annual basis. Future events will require a new application and approval from the Town.
2. That the Organizers provide a refundable damage/clean-up security deposit prior to event and that failure to clean up will result in the forfeiture of the deposit and other clean-up costs will be charged to the event Organizer.
3. That the Organizers provide a copy of "Event" Insurance for bodily injury and property damage, in the amount of \$2,000,000 or greater for each occurrence naming the Town of Lake Cowichan as an additional named insured.
4. That the Organizers arrange for necessary Emergency Services to be on site during the event.
5. That the Organizers arrange for necessary approvals from the RCMP.
6. That the Organizers arrange for necessary approvals and permits from the Ministry of Transportation and Infrastructure.
7. That arrangement is made to provide adequate parking or that an alternate location is arranged for parking.
8. Should public washrooms not be available (September through to May), or the washrooms available are not adequate to accommodate the number of attendees, the Organizers must provide sufficient portable toilets required for the total number of estimated attendees.
9. If there are food services at the event, the Organizers must provide a Food Permit for the Health Inspector.
10. If signage or advertisement is required, the Organizers must make application for sign permit and/or placement of signage at the Community Welcome board with associated fees paid.
11. If alcohol is being served at the event, a valid liquor license as per RCMP guidelines and confirmation that Liquor Liability is included in the insurance coverage - at the same time as the Certificate of Insurance.
12. That the Organizers provide Society or Non-Profit number, or any request to have fees waived is granted prior to the fees being waived.
13. That the Organizers hold a valid Town of Lake Cowichan Business License if the event Organizers are a for profit organization.
14. That the Organizers will ensure that all clean-up has been completed and that the named Park is returned to its pre-event state no later than noon on: _____.
15. The information provided will be used to process your application. If you have any questions about the collection and use of this information contact the Chief Administrative Officer 250-749-6681.

SECURITY DEPOSIT RELEASE

Upon approval of the release of the security deposit:

- Return Cheque by mail, or**
- Contact Organizer for pick up**

ORGANIZER'S ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and understand the above terms & conditions and payment & cancellation policy of the Park and Public Spaces Permit application.

X

Name

Signature

Date