



# PARK & OUTDOOR FACILITY USE APPLICATION FORM

EVENT/PURPOSE OF USE:			EVENT CATEGORY:			
ORGANIZATION:			<input type="checkbox"/> Private Function		Free Public Event	
			Fundraiser		Ticketed Public Event	
PRIMARY CONTACT:			ON-SITE CONTACT:			
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 you stake anything in the ground? (ie, tent)				Do you have plans for handling recyclables & trash?		
**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						
<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 Permit(s). Any changes to the official representative will be made in writing the City of Campbell River 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. (Signature on reverse side)</i></b>						

**FOR ROTARY COMMUNITY FIELDHOUSE BOOKINGS, please visit: [www.campbellriver.ca/book-a-facility](http://www.campbellriver.ca/book-a-facility)**

Please return completed application form to:

OR CLICK BELOW TO SUBMIT:

Telephone: 250-286-4034

Email: [outdoorbooking@campbellriver.ca](mailto:outdoorbooking@campbellriver.ca)

**Mailing address:**

City of Campbell River  
 Parks Department  
 385 South Dogwood St, Campbell River BC,  
 V9W 8C8  
 Attn: Outdoor Booking

## APPLICATION (Terms)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Liability and Insurance Requirements

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

- Alcohol is to be served.
- The number of participants exceeds one hundred & fifty (150) persons.
- The planned activity is considered by the City to be a higher risk in nature and likely result in injury to the participants, guests, spectators, or other users of the property - this would include any sporting activity.

### Minimum Liability Insurance Requirements

Confirmation that the required insurance is currently in force must be submitted to the Recreation & Culture Department a minimum of two (2) weeks prior to the event. The policy must include:

- The City of Campbell River and/or School District 72 is to be listed on the policy as an additional insured.
- Cross Liability Clause (Severability of Interest).
- Comprehensive General Liability Policy of not less than \$2,000,000 (\$3,000,000 if alcohol is served). CGL protects against third party claims for bodily injury, death, or property damage.
- Property loss and property damage of not less than \$1,000,000.

### 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.

### Permit Holder

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 or Recreation & Culture Department 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. to supply an adequate number of portable restroom facilities where the event is located at a site that does not have sufficient permanent facilities;

- (g) 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;
  - (h) 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;
  - (i) to be responsible for all costs of extra law enforcement where required;
  - (j) 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;
  - (k) to not use any form of vehicles on site except with the prior permission of the Director, or Designate;
  - (l) to prohibit all commercial activity except as authorized in the permit;
  - (m) to inspect the facility before the event takes place to ensure there are no safety hazards;
  - (n) to provide adult supervision to all participants taking part in the event;
  - (o) to ensure that all participants are wearing the appropriate clothing and footwear for the event;
  - (p) to allow only invited guests, paid attendees, or players to take part in the event; and
  - (q) 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.
  - (r) 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 "Event Application 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 booking shall be immediately cancelled and the Event Representative agrees that they shall not be entitled to future event applications in the event of a breach of permit previously issued by the City.
  2. The Event Representative accepts the facilities requested as is, where is at the Representative's own risk, and without recourse against the City for any reason whatsoever.
  3. The Event Representative 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.**

The City of Campbell River is collecting this personal information pursuant to s.26 of the Freedom of Information and Protection of Privacy Act, for the following purpose: 26(c) - the information relates directly to and is necessary for a program or activity of the public body. If you have any questions about this collection of personal information, please contact the City's Privacy Head at foippa@campbellriver.ca or 250-286-5700.