

COMMUNITY CENTRE, ROTARY FIELDHOUSE & SPORTSPLEX FACILITY USE APPLICATION FORM

TITLE OF EVENT (TO BE DISPLAYED):		<input type="checkbox"/> Is this event a fundraiser or a charitable event?	
PURPOSE OF USE:		<input type="checkbox"/> If yes, have you applied for a grant-in-aid?	
ORGANIZATION & PRIMARY CONTACT:		NAME OF ONSITE CONTACT and CELL NUMBER:	
MAILING ADDRESS		POSTAL CODE:	
EMAIL ADDRESS:		DAYTIME Phone #:	CELL PHONE #:
NUMBER OF PARTICIPANTS (if more than 150, insurance is required): # ADULTS # YOUTH TOTAL #:		INSURANCE COVERAGE PROVIDED BY (if required) See requirements below:	
LOCATION: Community Centre <input type="checkbox"/> Sportsplex <input type="checkbox"/> Rotary Fieldhouse <input type="checkbox"/>		FACILITY: (e.g. Gym, Meeting Room 1, Kitchen, Change Room)	
# DAYS REQUESTED:	START DATE:	END DATE:	TIMES REQUESTED:
SPECIAL REQUESTS/COMMENTS:			
Set Up Required (fees apply): Yes <input type="checkbox"/> No <input type="checkbox"/> Self Set Up (no fee charged – tables & chairs included): Yes <input type="checkbox"/> No <input type="checkbox"/> How Many- Tables Chairs			
Set Up Details (Provide map for large rentals):			
	Yes	No	
Will alcohol be served at the event?	<input type="checkbox"/>	<input type="checkbox"/>	
Will there be food at this event?	<input type="checkbox"/>	<input type="checkbox"/>	
Extra Equipment - fees apply (check all that are required): * Does not apply to Rotary Fieldhouse			
*Stage	Projector	Screen	Whiteboard/Flip Board *PA System
*Microphone	*TV	*Podium	*Bar Coffee Urn *Coffee/Tea Cart
Date:	Signature:		

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 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.

The Minimum Liability Insurance Requirements are:

- 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 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.
- Renter is responsible for security.

Proof of required liability insurance must be submitted to the Community Centre or Sportsplex a minimum of 2 weeks prior to the event.

To cancel a booking, groups must notify the Recreation office during regular business hours and at least 72 hours prior to their scheduled event. Cancellation of events, where a security deposit has been taken are subject to a \$50 fee. The security deposits for these events are non-refundable if 72 hours' notice has not been given.

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 foip@campbellriver.ca or 250-286-5700.

Please email completed application form to: recandculture@campbellriver.ca or click the SUBMIT button below:

I agree that the information in this application is correct, and I fully understand and accept the Terms and Conditions herein.

Date: _____ Name of Applicant: _____