



COMMUNITY CENTRE & SPORTSPLEX FACILITY USE APPLICATION FORM

TITLE OF EVENT (TO BE DISPLAYED):		Are most participants youth <input type="checkbox"/> or adult <input type="checkbox"/>	
PURPOSE OF USE:		Is this event a fundraiser or a charitable event? <input type="checkbox"/>	
ORGANIZATION & PRIMARY CONTACT:		If yes, have you applied for a grant-in-aid? <input type="checkbox"/>	
MAILING ADDRESS		NAME OF ONSITE CONTACT and CELL NUMBER:	
EMAIL ADDRESS:		DAYTIME Phone #:	CELL PHONE #:
NUMBER OF PARTICIPANTS (if more than 150, insurance is required):		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
Microphone	TV	Podium	Bar
			Flip Chart
			Coffee Urn
			PA System
			Coffee Service
Date:	Signature:		

The City follows all current applicable health orders. All rentals in City facilities must agree to follow all applicable health orders. If the health orders are not followed, your rental will be canceled. By checking this box you agree to the terms as stated.

Liability and Insurance Requirements for Major Events

The City of Campbell River requires comprehensive general liability insurance from clients requesting use of the Community Centre or the Sportsplex for a major event. A major event would include all activities where:

- a) Alcohol is to be served.
- b) The number of participants exceeds 150
- c) The activity is considered by the City to be high risk in nature.

The minimum Liability Insurance requirements are:

- a) Comprehensive General Liability policy of not less than \$2,000,000 Public Liability and Property Damage.
- b) The City of Campbell River is named as additional insured.
- c) Cross Liability Clause.

You are responsible for security

Groups wishing to cancel a reservation must notify the Recreation office during regular business hours at least 72 hours in advance of their scheduled time. All cancellations of events, where a security deposit has been taken are subject to a \$50 fee. The security deposit for these events is non-refundable if 72 hours notice has not been given.

Confirmation that the required insurance is currently in force must be submitted to the staff at the Community Centre or Sportsplex office a minimum of 2 weeks prior to the event.

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

For Office Use Only:

Floor plan received: Insurance received: PoV (proof of vaccination) Confirmed: