



# 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? <input type="checkbox"/> If yes, have you applied for a grant-in-aid?	
PURPOSE OF USE:			
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
*Microphone	*TV	*Podium	*Bar
			*PA System
			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 foippa@campbellriver.ca or 250-286-5700.

**Please email completed application form to: [recandculture@campbellriver.ca](mailto: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: \_\_\_\_\_