



**PARKS, RECREATION & CULTURE DEPARTMENT**  
c/o 301 St. Ann's Road, Campbell River, B.C. V9W 4C7  
Sportsplex - Telephone: (250) 923-7911 Fax: (250) 923-7921  
Community Centre – Telephone (250) 286-1161 Fax: : (250) 830-0164  
Email: Recandculture@campbellriver.ca

## SPECIAL EVENT LICENCE APPLICATION

<b>Event:</b> _____	
<b>Organization:</b> _____	
<b>Person Responsible:</b> _____	
<b>Address:</b> _____	
<b>Telephone: Home</b> _____	<b>Cell:</b> _____
<b>Email:</b> _____	
<b>Facility Requested</b> _____	
<b>Dates &amp; Times of Beer Garden:</b>	<b>Date:</b> _____ <b>Times:</b> _____
	<b>Date:</b> _____ <b>Times:</b> _____
	<b>Date:</b> _____ <b>Times:</b> _____
<b>Number of Participants per Day (approx.)</b> _____	
<b>Description of Event:</b> _____	
<b>Please State Charitable Objective:</b> _____	
_____	

### LIABILITY AND INSURANCE REQUIREMENTS

The City of Campbell River requires Comprehensive General Liability Insurance from the organization requesting use of Municipal Property for events at which alcohol is served. The minimum liability insurance requirements are:

- a) Comprehensive General Liability Policy of not less than \$2,000,000. Public Liability & Property Damage
- b) The City of Campbell River be named as an additional insured
- c) Proof of a Cross Liability Clause/Severability of Interest

Confirmation that the required insurance is currently in force must be submitted to the Parks, Recreation & Culture Department a minimum of Two (2) weeks prior to the event taking place. The Department also requires a copy of your Province of BC Special Occasion Licence. (Special Event Permit)

The Provincial Guideline for Special Occasion Licences have been updated. Please make yourself familiar with the latest information detailed in "Special Event Permit: Terms and Conditions. February 2019"

**I HAVE READ AND FULLY UNDERSTAND THE PROVINCIAL “Special Occasion Licence Major Events: Terms and Conditions. Revised February 2019” AND AGREE TO ABIDE BY THE SAME. ANY VIOLATIONS WILL RESULT IN THE IMMEDIATE CANCELLATION OF THE PERMIT AND MAY RESULT IN PROSECUTION AND THE REFUSAL OF ALL FUTURE PERMITS TO THAT ORGANIZATION.**

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Note: Person(s) completing an application form for events in a park must also complete a Permit for Use Form at the same time. Please email [outdoorbooking@campbellriver.ca](mailto:outdoorbooking@campbellriver.ca)

If you intend to have a vehicle parked overnight for security, you need to complete an Overnight Parking Permit.

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**Office only:**

Insurance Received: \_\_\_\_\_ Parks Permit Completed: \_\_\_\_\_ \$200 Damage Deposit Received: \_\_\_\_\_

Provincial Liquor licence received: \_\_\_\_\_

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

File No: 4320-50 Name: \_\_\_\_\_