

## EVENT INFORMATION

<b>GROUP/SCHOOL NAME:</b>		<b>EVENT CATEGORY:</b>	<input type="checkbox"/> Fundraiser
<b>PURPOSE OF USE:</b>			<input type="checkbox"/> Free Public Event
			<input type="checkbox"/> Ticketed Public Event
			<input type="checkbox"/> Other _____

## PRIMARY CONTACT INFO

<b>PRIMARY CONTACT:</b>		<b>PRIMARY CELL:</b>	
<b>PRIMARY EMAIL:</b>		<b>PRIMARY ALT PHONE:</b>	
<b>ADDRESS:</b>			
<b>CITY:</b>		<b>POSTAL CODE:</b>	

## ONSITE OR SECONDARY CONTACT INFO

<b>SECONDARY CONTACT:</b>		<b>SECONDARY CELL:</b>	
<b>EMAIL ADDRESS:</b>		<b>SECONDARY ALT PHONE:</b>	

## EVENT REQUESTS

<b>START DATE:</b>		<b>END DATE:</b>		<b>TIME/S:</b>	
<b>NUMBER OF PARTICIPANTS:</b>	#ADULTS _____ #YOUTH _____ TOTAL # _____	<b>INSURANCE PROVIDED BY: (IF REQUIRED)</b>			
<b>DO YOU REQUIRE USE OF THE ACTIVITY ROOM? (FOR AN ADDITIONAL FEE)</b>				<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>TIME/S:</b>

- I understand that Children 6 years and under must be accompanied in the water by a responsible person 16 years and over.
- I understand the Adult to Child Ratio: 1 adult to 3 children – children 6 years and under must be within arm's reach of the adult.
- I understand that no food or party supplies are allowed on the pool deck.

### 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).**

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

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_