

EVENT PERMIT APPLICATION FORM (1A)

(Application to Hold a Stationary Event Held at Venue Other than in a City Park)

Date of Application: _____ Name of Event: _____

Name of Organization: _____ Phone: _____

Contact Name: _____ Bus. Phone: _____

Mailing Address: _____ Fax: _____

_____ Postal Code: _____ Email: _____

Alternate Contact: _____ Phone: _____

Alternate Contact: _____ Phone: _____

Facility(ies) Requested: _____

(Please indicate requested areas of use on attached map if Community Park as applicable)

Date(s) Requested: _____ Hours of Use: _____

Anticipated Number in Attendance: _____ Anticipated Number of Spectators: _____

(Note: Please provide a list of any other groups coming under the umbrella of this event)

Purpose of Use: _____

Road Closure Requested: Yes No Details: _____

Concession Requested: Yes No *(Subject to Food Concession Policy 3.18)*

Electrical Service Required? _____

Please note the City is not responsible for providing any extension cords.

*Should a gate or electrical access key be required for the event, attend the Engineering & Operations office at 1116 Herring Gull Way to **obtain key(s) prior to the event**. A \$20 cash deposit is required and will be refunded upon return of key(s). Any and all call out costs incurred by the City, including provision of keys after regular office hours, will be the responsibility of the organizer(s).*

Organizer(s) will be responsible for any damages done to irrigation systems as a result of stakes and poles placed without prior Parks Department approval.

See next page for Terms and Conditions. Signature required prior to submission for consideration.

City of Parksville Office Use: City Approval: Yes No Date: _____