



BEER GARDEN EVENT APPLICATION FORM (1C)

(Application for a Beer Garden Licence in the City of Parksville)

Name of Organization, Event, Group, etc: _____

Name of Event and Beer Garden Coordinator: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Signature of Applicant *Printed Name* *Date*

Date(s) of Beer Garden: _____ Day of Week: _____ Time _____

(Hours of operation to be a maximum of any six hours between 11 am and 8 pm)

Duration of Beer Garden: _____ *(Not to exceed two days in duration for any one event unless held on a long weekend in which case not to exceed three days.)*

Location of Beer Garden: Community Park Springwood Park

(Attach details of security and staff assisting with the beer garden event, including control of entrances and exits.)

Confirm that tables, chairs, benches, tables, etc. have/will be obtained: _____

Number and locations of portable toilets: _____

Number and locations of extra garbage containers: _____

Closure of Street Required? Yes No [If Yes, which street(s)] _____

Traffic Control Arrangements: (Name of company/group and contact person)

Name: _____ Phone: _____

(Confirm that staff will be provided to ensure vehicles are parking in a safe and legal manner)

NOTE: The City is not obligated to allocate the full six days for beer garden licences in any one calendar year. Once an application has been approved, no change(s) will be allowed unless approval has been obtained.

Electrical Service Required? _____
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).

See Reverse side for Terms and Conditions - Signature required prior to submission for consideration.

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

Event: _____

Event Date: _____

The undersigned has read and agrees to the following Terms and Conditions:

1. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with, the event.
2. Obtain and maintain during the term of this event a comprehensive general liability insurance policy providing coverage of not less than **\$5,000,000**, naming the City of Parksville as an additional insured. Copy of such policy shall be delivered to the City a **minimum** of **10 working days** prior to the event date.
3. **A minimum of 10 working days prior to the event**, provide the City with a refundable security deposit of \$500 from which any and all funds may be drawn to cover any loss or damage to City property resulting from the event. Should the costs exceed the amount of the security deposit, the organizer(s) shall be responsible to pay additional costs to the City.
4. Provide valid permit under the Liquor Control & Licensing Act and **written approval** from the RCMP and Fire Department to obtain a special event licence to hold a beer garden.
5. Ensure appropriate public and emergency vehicle access is maintained to all roads, the park and adjacent facilities, providing all necessary traffic controls to regulate parking and emergency access acceptable to the RCMP, Fire Department and Ambulance Service.
6. Ensure the area created for the beer garden is enclosed and patrolled to the satisfaction of the Oceanside RCMP, using a 6' fence or suitable barriers or double fencing with an 8' separation between the two barrier fences, and providing details of the security and staff assisting with the beer garden event including the control of entrances and exits.
7. Ensure any charitable organization members performing traffic control and event parking clearly state that any parking fee is strictly by voluntary donation, and ensure this information is visibly posted at the site and mentioned in any event advertisement;
8. The beer garden will not exceed two (2) days in duration for any one event unless held on a long weekend in which case beer gardens are not to exceed three days in duration for any one event.
9. The hours of operation will be maintained to a maximum of any six (6) hours between 11 am and 8 pm and a minimum of two hours closure of the beer garden prior to any other liquor permits being issued in the area (i.e. the Community Park) will be ensured.
10. Ensure no minors are allowed within the beer garden premises.
11. Provide a detailed map of sufficient size, showing the proposed location of the beer garden, indicating all entrances and exits, and the number and location of portable toilets and extra garbage containers.
12. Provide confirmation that tables and chairs have been obtained for the patrons. Provide identifiable paper cups and assurance that food will be available to the patrons. Ensure any and all concessions (approved by the City based on Policy 3.18) comply with all applicable health and safety requirements, and be allowed to remain open for one hour only beyond the closing of the beer garden.

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Applicant's Initials: _____

Event: _____

Event Date: _____

The undersigned has read and agrees to the following Terms and Conditions:

13. Ensure collection of litter from event site(s), and as required, make arrangements for placement, maintenance and removal of trash bins for the duration of the event.
14. Make arrangements for installation and maintenance of portable toilets, in quantity suitable to the expected attendance, for the duration of the event.
15. **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).
16. Maintain and if required, refurbish all municipal property and infrastructure to its original condition within 48 hours of the completed event and to the satisfaction of the City of Parksville.
17. Approval for use of private property is the sole responsibility of the organizer(s).

Printed Name of Authorized Representative_____
Signature_____
Name of Organization_____
Date Signed

Beer Garden Site: (Place diagram/map here, or attach as additional page to this application.)