



Making a difference...together

Regional Parks

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APPLICATION FOR EVENTS

The Capital Regional District's Regional Parks Division has in place a park use permit system to properly manage all activities and uses within regional parks and regional trails. The goal of the park use permit system is to control and manage special uses within regional parks and regional trails to minimize the impact on the natural environment, park users, park operations and facilities. All activities and uses within regional parks and regional trails are subject to park rules, regulations, and bylaws.

Please complete this application form at least four to six weeks prior to the start date and return by fax, mail or email: crdparks@crd.bc.ca. Please fill out the application with as much detail as possible to assist staff in evaluating your application.

Permit Process: Once your application is received it is forwarded to key staff for review. Throughout the review process you might be notified if the application requires any additional information. Delays in providing the information often delay our ability to finish the review process and approve the application in a timely manner.

APPLICANT INFORMATION

Company/Organization Name:

Contact Name:

Mailing Address:

City and Province:

Postal Code:

Contact Numbers:

Email:

Business:

Cellular:

On Site Contact Name:

Contact Numbers:

Email:

Business:

Cellular:

EVENT INFORMATION

Event/Activity Name:

Type of Event/Activity:

Proposed CRD Regional Park or Trail (**Please Attach a Park Map Showing the Specific Area of Use**):

Proposed Date(S):

Set-up Times:

Start:

AM

PM

Dismantle:

AM

PM

Event Times:

Start:

AM

PM

End:

AM

PM

Number of Participants:

Estimated Number of Spectators:

Number of Volunteers:

Event Description (**Describe all activities planned during this event**):

Has Event/Activity been held previously?

YES

NO

If Yes, State Location and Date(S)

EVENT FEES AND PROCEEDS

IS A PARTICIPATION FEE BEING CHARGED? YES NO IF YES, HOW MUCH PER PARTICIPANT? \$

IS A SPECTATOR FEE BEING CHARGED? YES NO IF YES, HOW MUCH PER SPECTATOR? \$

EVENT SET-UP

Booths:	YES	NO	How Many:	Location:
Signs:	YES	NO	How Many:	Location:
			Size:	
Generator:	YES	NO	How Many:	Location:
Staging/Scaffolding:	YES	NO	Size:	Location:
Concession:	YES	NO	Type:	Location:
Tents/Canopies:	YES	NO	How Many:	Location:
Vehicle Access:	YES	NO	How Many:	Location:
			Type/Size:	
Gates Unlocked:	YES	NO	Time:	Location:
Early Washroom Access:	YES	NO	Time:	Location:
Sound System:	YES	NO	Purpose of Sound System (amplified music is not permitted):	

If you have answered "Yes" to either of the following: Vehicle Access, Gates Unlocked or Early Washroom Access, please explain why it's needed:

Please describe in detail, other types of site preparations planned that Regional Parks may need to know:

PARKING

Please provide a brief description of how event parking will be coordinated and maintained throughout the event:

Will a shuttle bus be used: YES NO

Will alternative means of transportation be promoted to avoid congestion? YES NO

WASTE MANAGEMENT

What arrangements have been made to reduce garbage and for removal of garbage after the event:

Will Portable Toilets be Supplied? (If there are no toilets or insufficient toilets available at the staging area to accommodate the number of people, the permit holder may be requested to provide additional portable toilet facilities, 1 toilet per 100 people)

YES

NO

How Many?

SAFETY AND SECURITY *Safety plans may be required*

Will you be providing overnight security?

YES

NO

What are your plans for on-site security/marshalling and route control?

Please explain your plans for medical assistance and if there are any safety risks identified and how you will address them.

ADDITIONAL INFORMATION

List any additional information about your event?

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE:

DATE:

REQUIRED ATTACHMENTS: (Please check all that apply)

Site set-up map

Park Map highlighting specific area of use

Safety Plan

Route Map

Signed Release

PARK USE PERMIT RELEASE AND INDEMNIFICATION

The Individual, Group or Organization, hereinafter called the Licensee, accepts and will use Regional Parks' lands and facilities, hereinafter called the Facilities, at its own risk and shall assume all risks and hazards incidental to use of the Facilities by the Licensee and agrees to release, absolve, save harmless and keep indemnified the Capital Regional District, its directors, officers, employees, officials, agents, servants, volunteers or representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury, loss or damage suffered or incurred by the Licensee.

No warranty is implied for use of the Facilities of the Capital Regional District and this agreement is to be binding on the Licensee, his/her heirs, executors, and assigns.

The Licensee is responsible for inspecting the Facilities prior to use to confirm they are suitable for their purpose. The Licensee agrees to accept the Facilities as is, and will use the property at their own risk.

The Licensee is responsible for ensuring the Facilities are appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the Facilities; and the special use does not interfere with other park users.

The Capital Regional District reserves the right to cancel an activity for any reason and shall not be responsible for any associated costs or damages incurred by the Licensees or others.

SIGNED this _____ day of _____, 20____.

Signature

Printed Name of Person Representing Group, Organization or
Owner of Business

PARK USE PERMIT FEES AND CHARGES

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
Commercial Filming – motion picture, television and photography.	Filming Outdoor locations \$500/day Parking \$300/day Staff time for monitoring to be assessed on a case-by-case basis and charged at \$50/hour Indoor locations to be assessed on a case-by-case basis Filming more than 10 days to be assessed on a case-by-case basis
Commercial Service or Activity* – such as guided programs or recreational training. • Single trip: 1 day • Seasonal: 4 month period • Annual: Jan 1 – Dec 31 inclusive	\$80.00/permit \$215.00/permit \$320.00/permit
Commercial Dog-Walking – Annual (Jan 1 – Dec 31 inclusive)	\$465.00/permit
Picnic Shelter – Use of group picnic shelters at Beaver Lake, Eagle Beach, Island View Beach or Aylard Farm.	\$50.00/permit
Research Activity* – Such as specimen collections, surveys, inventories and monitoring plots.	\$40.00/permit
Special Event or Activity* – Such as a festival, tournament, competition, show or outdoor ceremony that attracts participants and spectators.	\$145.00/permit Staff time for monitoring to be assessed on a case-by-case basis and charged at \$50/hour
Temporary Service Access* – access/ occupancy through a regional park or trail for such purposes as accessing a private property, utility or public works.	\$360.00/permit
*Fee Exemptions: Special Event or Activity: Fee exemption may be made when all participants are under 18 years of age. Research Activity and Temporary Service Access: Fee exemption may be made when the activity provides a benefit or improvement to the park or Regional Parks and Trails system. Commercial Service or Activity: No fees are applied to self-guided programs.	

PARK USE PERMIT INSURANCE SCHEDULE

The permit holder must maintain insurance for park use permits that authorize a use or activity where a potential risk to loss or damage to the permit holder's clients, other users or the Capital Regional District is present.

Insurance is to be provided, maintained and paid for by the permit holder and shall include:

- Comprehensive General Liability Insurance in an amount not less than \$2,000,000 (two million dollars) inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under contract.
- The Capital Regional District is to be added as an additional insured on this policy and the policy shall include a cross liability clause.
- The policy shall contain a clause providing that the insurer will give the Capital Regional District 30 (thirty) days prior written notice in the event of cancellation or material change to the insurance.
- The permit holder shall provide Regional Parks with evidence of such insurance coverage, in the form of an executed copy of a Certificate of Insurance, prior to issuance of the permit.

PARK USE PERMIT CATEGORY	AMOUNT OF COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED
Commercial Filming - Motion Picture and Television - If subject to "Policy and Regulations for Filming in Regional Parks"	\$2,000,000 \$5,000,000
Commercial Service or Activity	\$2,000,000
Picnic Shelter	\$2,000,000
Research Activity	\$2,000,000
Special Event or Activity	\$2,000,000
Temporary Service Access	\$2,000,000