



Making a difference...together

CRD SPECIAL EVENT APPLICATION

625 Fisgard Street, Victoria BC V8W 1R7



1. Date of Event: _____ Start time: _____ End time: _____
(Including set up time)
2. Name of applicant / organization: _____
3. Contact person: _____
4. Mailing address: _____
5. Tel No: _____ Cell: _____ Email: _____
6. Name and description of event: _____
7. Number of participants and attendees: _____
8. Group Type: ☐Registered/Non-profit – Include Society No. _____
☐Private
☐Other (including individuals - please specify) _____
9. Please specify which **park** you are requesting:
☐Dinner Bay ☐Adachi Pavilion ☐Miners Bay ☐Other (please specify) _____
10. If Dinner Bay, do you wish to **rent** the Adachi Pavilion **Kitchen**? ☐YES ☐NO
See attached terms of use.
11. Food and drink provided by: _____ Tel # _____
Note: Catered food or food for sale requires Food Safe Certification
12. Will alcohol be served? (eg. beer, wine, cocktails) ☐YES ☐NO
Requires liquor licence and Special Event Permit (SEP) and possibly a Serving it Right certificate to be obtained by applicant.
<https://www.responsibleservicebc.gov.bc.ca/who-needs-serving-it-right>



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13. Describe any safety measures/risk management plans, ie. parking, traffic, security, supervision, first aid, evacuation, etc,

14. All events require special event insurance. Coverage requirements:

- a. Limit of Insurance: \$2,000,000 limit for third party bodily injury and third-party property damage.
- b. The CRD is to be named as additionally insured.
- c. The insurance must provide for cross liability.

You must obtain your own insurance and provide to the Mayne Island Parks and Recreation Commission a copy of the Certificate of Insurance a minimum of one week prior to the event date.

Insurance certificates are to be emailed to mayneparks@gmail.com

By signing below, you agree that you have obtained insurance coverage for your special event and that the certificate submitted to the Mayne Island Parks and Recreation Commission includes the required coverage as outlined in item 14 above.

Authorised Signature: _____

Please print name: _____

Date: _____

Mayne Island Parks and Recreation Commission does not accept payment by e-transfer.

Cash or cheques only.

All cheques used to pay for rental fees are to be made payable to the "CRD"

OFFICE USE ONLY

Adachi kitchen rental: \$ _____

Adachi kitchen damage deposit \$ _____

Authorized Signature: _____



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Freedom of Information:

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. Inquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Manager Risk, Insurance and FOI (250) 360-3015.

1. If you or your group want to host an event at a park, you must make a booking at least one month in advance by contacting the Event Coordinator by email at mayneparks@gmail.com
2. If a payment is required, a function is reserved only once the Mayne Island Parks and Recreation Commission (MIPRC) has received payment in full and the required insurance certificate from the event organizer. Event space will be put on hold for an event organizer, but is not guaranteed to be available until full payment and an insurance certificate has been received. If no payment is required, then event space is considered guaranteed after MIPRC has received the required insurance certificate and MIPRC issues an event confirmation email to the event organizer.
3. Event organizers shall allow unrestricted public access to the park during the event. The event organizer will have exclusive use of the Adachi Pavilion during their reserved time as noted on page one of this form.
4. The event organizer must have event insurance in place. An insurance certificate must be provided to mayneparks@gmail.com a minimum of 1 week prior to the event date.
5. If alcohol will be available, the function organizer must obtain all applicable permits from the RCMP and BCLCB.
6. The event organizer is responsible for leaving the area clean and litter-free and removing from the area all litter, garbage, food scraps, and recyclables.
7. MIPRC is not responsible for any equipment or other items that the organizer has left stored or left on the park grounds or in any building.
8. Dinner Bay Park and Miners Bay Park are the two main parks used for events. The Adachi Pavilion at Dinner Bay Park is available on a rental basis. The following apply to the rental of the kitchen:



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- a. The booking must be made at least one month in advance,
 - b. A refundable damage deposit of \$250.00 will be applicable and is payable at least 3 weeks in advance,
 - c. The rent on the pavilion kitchen is \$200.00 per day and is also payable 3 weeks in advance,
 - d. The Adachi Pavilion and the kitchen must be left in a clean condition. If it is not left in a clean condition, MIPRC will retain a professional cleaning crew and the cost of cleaning will be deducted from the damage deposit.
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9. No open fires are allowed.
 10. No fireworks are allowed.
 11. The use of a public address system or amplified music is only permitted with the written permission of the MIPRC.
 12. The use of signage or banners is only permitted with the written permission of the MIPRC.
 13. Signage or branding through commercial advertisements is not permitted.
 14. The installation of electricity is prohibited except with the written permission of the MIPRC.
 15. Event organizers must comply with all noise and other applicable bylaws and other laws.
 16. Event organizers who wish to charge tournament or other fees, or who wish to use a donation box during their event may only do so with the written permission of the MIPRC.
 17. For the information of visitors, the local Lions Club has chairs, tables and tents available for rent. For more information contact: www.mayneislandlions.org
 18. Catering services are also available on-island.