

Park Use Permit Application Form

INSTRUCTIONS:

Complete and return this Application Form to the Corporate Services Department at City Hall nbrown@castlegar.ca.

It is the event organizers responsibility to:

- Apply for a Park Use or Parade Permit at least one month in advance of the event.
- Obtain liability insurance in the minimum amount of \$5,000,000 for the event to include naming the City of Castlegar as an additional insured on the policy.
- Abide by all City of Castlegar Bylaws including Noise Control Bylaw 622, and Park Administration Bylaw 698.
- Make arrangements for appropriate certified traffic control for any events on City streets to direct traffic along alternate routes.
- Provide the City with a traffic control plan if required.

APPLICANT/EVENT INFORMATION

Organization Name: _____ Applicant Name: _____

Onsite Contact: _____ Address: _____

Primary Phone: _____ Email: _____

Event Name: _____ Estimated Event Attendance: _____

Event Date(s): _____ Event Time(s): _____

Event Description: _____

PARK/EVENT LOCATION

- | | |
|----------------------|-------------------------|
| Blueberry Creek Park | Millennium Park Walkway |
| Kinsmen Park | Millennium Park & Ponds |
| Cone Hill Park | Other |
| Kinnaird Park | |

Which area of the park do you plan to use: _____

IS POTABLE WATER CONNECTION REQUIRED?

Certain parks have potable water connections available for use by organizations planning special events. Please indicate below if a water service connection is desired:

Water connection required

Required hook-up date: _____ Required disconnection date: _____

No water connection required

If a connection is desired, provide primary contact information in the space below. The Civic Works Department will contact you to arrange an onsite meeting prior to the event.

Primary contact name _____ Phone number: _____

IS CONNECTION TO POWER REQUIRED?

Certain parks have power available for use by organizations planning special events. Please indicate below if a power connection is desired:

Power connection required

No power connection required

Applicant Signature: _____ Date: _____



INTERNAL USE ONLY

Copy of insurance received: Yes No Traffic control plan required: Yes No

Traffic control plan received: Yes No

Approved by (name): _____

Signature: _____

Date permit was sent to applicant: _____

Noise Control Bylaw 622, and Park Administration Bylaw 698 sent to applicant

Permit sent to distribution list