



TOWN OF SIDNEY

PARK AND FACILITY USE APPLICATION

FOR OFFICE USE ONLY		
APPROVED BY:	PUP #:	
PARK:	EVENT DATE:	
DAMAGE RELEASE CONFIRM:	COMDEV ADJ#:	DATE:

SECTION A: APPLICANT INFORMATION		
NAME OF ORGANIZATION		SERVICE AGREEMENT NO.
APPLICANT'S LAST NAME	FIRST NAME	OPTIONAL: <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MR <input type="checkbox"/> OTHER _____
STREET ADDRESS	CITY / PROVINCE	POSTAL CODE
DAY PHONE NO. ()	ALTERNATE PHONE NO. (CELLULAR) ()	DAY FAX NO.
E-MAIL ADDRESS		
ON-SITE CONTACT PERSON (if different from applicant)	DAY PHONE NO.	ALTERNATE PHONE NO. (CELLULAR)

SECTION B: EVENT INFORMATION		
PARK SITE / AREA REQUESTED		
DATE OF EVENT	START TIME	END TIME
TYPE OF EVENT (public or private)	NO. OF PARTICIPANTS	NO. OF SPECTATORS
SETUP DATE	SETUP TIME	
DESCRIPTION OF EVENT / ACTIVITIES (concert, art exhibition, wedding, etc.)		

If use of the park facility requires any special setup, equipment, road closures, signage, etc., please complete Section C. If not, please proceed directly to Section D.

SECTION C: EVENT DETAILS (IF APPLICABLE)

TEMPORARY STRUCTURES (tents, chairs, portable toilets, etc.)

SOUND & LIGHTING

SIGNS (posters, banners, etc.)

FOOD SERVICES

FIREWORKS

SALE & DISTRIBUTION OF FOOD / BEVERAGES / MERCHANDISE

ALCOHOL

CLEAN UP (garbage and recycling)

ROAD CLOSURE

PARKING / LOADING AND UNLOADING / TRAFFIC CONTROL

OTHER

IMPORTANT CONSIDERATIONS:

1. Consumption, sale or distribution of alcoholic beverages requires approval from Town Council and a Special Occasion Liquor License which can be obtained from the BC Liquor Control Board (BC Liquor Store).
2. A Business License may be required for the sale of any items on public property.
3. Request for a road closure or parking restrictions requires approval from Town Council.
4. Discharge of fireworks or other explosives requires an authorized Fireworks Permit from the Sidney Fire Department.
5. Should any assistance be provided by the Town and/or the RCMP, the applicant is required to pay these costs.

SECTION D: REQUIREMENTS

1. Applicant is required to pay user fee upon submission of application.
2. Applicant is required to provide the Town with a refundable damage deposit depending on size and type of event.
3. Applicant is required to provide proof of insurance prior to the event indemnifying the Town of Sidney of any liability OR applicant is required to purchase a user group insurance policy through the Town, if applicable.
4. No costs are to be incurred by the Town. All costs, direct or indirect, associated with the event are the responsibility of the applicant.
5. Applicant is required to ensure all Town regulations (as per Policy WS-020) and applicable bylaws are followed.

APPLICANT'S SIGNATURE

DATE