



TOWN OF SIDNEY

PARK AND FACILITY USE APPLICATION

FOR OFFICE USE ONLY			
Fee:	Approved by:	Date:	PUP #:
Insurance:	Park:	Event Date:	
Deposit:	Damage Release Confirm:	COMDEV ADJ#:	Date:

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

SECTION B: EVENT INFORMATION				
DATE OF EVENT		PARK SITE / AREA REQUESTED		
EVENT START TIME	EVENT END TIME	SETUP TIME	EXIT TIME	
TYPE OF EVENT (public or private) <input type="checkbox"/> Public <input type="checkbox"/> Private	If public, do you consent to it being posted on the Town's website with your contact information? <input type="checkbox"/> Yes <input type="checkbox"/> No	NO. OF PARTICIPANTS	NO. OF SPECTATORS	
DESCRIPTION OF EVENT / ACTIVITIES (concert, art exhibition, wedding, etc.)				

If use of the 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, tables, chairs, portable toilets, etc.)

SOUND & LIGHTING

Do you require access to power?

 Yes No

SIGNS (posters, banners, etc.)

FOOD SERVICES

SALE & DISTRIBUTION OF FOOD / BEVERAGES / MERCHANDISE

CLEAN UP (garbage and recycling)

PARKING / LOADING AND UNLOADING / TRAFFIC CONTROL

ROAD CLOSURE

ALCOHOL

FIREWORKS

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 a Fireworks Permit from the Sidney Fire Department.
5. Flying of unmanned air vehicles (UAVs) or "drones" may require a special operations certificate, which can be obtained from Transport Canada.
6. 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 approval of permit.
2. Applicant is required to provide the Town with a refundable damage deposit depending on size and type of event upon approval of permit.
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