

Regional District of Central Okanagan

Park Use Permit Application



APPLICATION SUBMISSION

Events in Regional Parks require a park use permit. An application must be submitted to Parks Services **six (6) weeks prior** to the event for staff approval.

You may apply for a **Park Use Permit** for events:

- Such as family gatherings, celebrations, reunions but **excluding** weddings.
- At Bertram Creek, Kaloya, Kopje and Mission Creek Regional Parks only.
- With a maximum of **75** patrons per event.
- For up to a maximum of **4 (four) hours** in duration.
- With an application that is submitted **6 weeks prior** to event for approval.

Park Use Permit Fees (due at contract signing):

- Permit Fee \$100.00 / permit
- Insurance Fee \$20-\$75 (depending on size and nature of event)
- Administrative Fee \$25.00

Application forms can be submitted by pressing the 'submit' button at the end of the application or by emailing application to park.bookings@cord.bc.ca.

Completed Park Use Permit Applications will be reviewed for approval by RDCO Parks Services staff within 10 (ten) business days of submission.

Additional documents or inquiries can be emailed to park.bookings@cord.bc.ca .

CONTACT INFORMATION

Date of Application: _____

Name / Organization: _____

Main Contact _____

Phone _____ Email _____

Mailing Address _____

City/Town _____ Postal Code _____ Province _____

Phone _____ Email _____

EVENT INFORMATION

Location of Event: **Bertram** **Kaloya** **Kopje** **Mission Creek**

Name of Event: _____

Date of Event: _____

Type of Event: _____

SET-UP TIME		EVENT TIME		TAKE-DOWN TIME	
Start	Finish	Start	Finish	Start	Finish

Full Description of Event:

Will your event be open to public or private?

Public

Private

Are participants required to purchase tickets for this event?

Yes

No

If yes, please elaborate:

Number of participants:

Number of spectators:

Total Attendance:

Has this event occurred in an RDCO Park before?

Yes

No

If yes, provide details below (i.e. for how many years, and last permit #):

If yes, will there be any change from previous events?

Yes

No

If yes, provide details below:

EVENT LOGISTICS

Temporary Structures

(tents, tables, chairs, generators, etc.)

Yes

No

If yes, provide details below:

Food

(BBQ, potluck, pre-packaged snacks, bottled water, etc.)

Yes

No

If yes, provide details below:

Waste Management

(plan for event waste management, food packaging and waste, environment protection or recycling)

Yes

No

If yes, provide details below:

Portable Toilets (one required for every 50 attendees)

Yes

No

If 50 people or more are attending, please provide your portable toilet arrangements below:

Other Proposed Activities or Additional Comments

PARK USE PERMIT REGULATIONS

Waste removal services including all garbage/recyclables generated by the event must be provided and removed from the event site.

Portable toilets must be provided for events with more than 50 people and must be removed from the event site immediately following the event.

An Electrical Temporary Entertainment Operating Permit is a requirement under the BC Safety Authority Act. Contact Technical Safety BC <https://www.technicalsaftybc.ca/> for information on electrical permit requirements.

All food service providers require proof of a food service permit from Interior Health Authority.

No staking/ground penetration permitted for any temporary structures.

Purchase insurance from RDCO with the contract or provide applicant's insurance which includes \$5 Million Liability Insurance Certificate for the event listing the "Regional District of Central Okanagan" as additional insured. Certificate of insurance must be received prior to final approval of an event or cancellation of the event may occur.

INSURANCE

Applicants providing their own insurance: Must obtain and maintain Commercial General Liability insurance coverage on terms satisfactory to the Regional District of Central Okanagan (the District).

The District must be included as an "Additional Insured" with respect to claims arising directly or indirectly out of the use or occupation of the premises, or the activities of the Permit Holder, renter and/or their attendees.

Policy shall provide inclusive limits of not less than \$5,000,000.00 per occurrence, including Bodily Injury and/or death, and Property Damage liability, or such higher limits as the District may require from time to time. Such policy will also provide Medical Payments coverage with limits of not less than \$2,500 per person and \$10,000 per occurrence.

The renter shall provide the District with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the District. Except in the case of event specific insurance (Special Events, Facility User), the Certificate shall contain a clause providing that the insurer will provide the District with thirty (30) days prior written notice of a cancellation or material reduction or restriction of coverage.

It is the sole responsibility of the renter to determine what additional insurance coverage, if any, including but not limited to Workers Compensation and Participants Insurance, is necessary and advisable for its own protection and/or to fulfill its obligations under the agreement. Any such additional insurance shall be maintained and provided at the expense of the renter.

APPLICATION SUBMISSION

Park Use Permit applications are reviewed by RDCO Parks Services Staff. Fees must be paid in full to secure the permit. Fees are paid through the Facility Booking Clerk.

Pressing the '**submit**' button below will automatically attach this application to an email that will go to **park.bookings@cord.bc.ca**. Please also attach your site plan that indicates the park area(s) requested for your event, portable toilet locations, first aid stations and/or emergency medical services (note requirements above for site plan).

SUBMIT