



APPLICATION TO OPERATE PRIVATE RECREATION ACTIVITIES ON PUBLIC PARKS & BEACHES

Submission of this application constitutes a request to use park space for the purpose of operating private/commercial recreation activities and does not guarantee approval. Please read the "Standard Permit Requirements" at the end of this form.

NOTE: Applications for renewals are accepted up to 1 month in advance of the respective season. After that time, all applications are considered on a first-come, first-served basis. Applications are issued on a per season basis.

Business Name:		Date of application:	
Name of Recreation Activity:		Type of Activity:	
Applicant Name:		Title:	
Address:	City:	Province:	Postal Code:
Web Site Address:		E-mail address:	
Phone Number: Work: ()	Cell: ()	Fax: ()	
Type of Organization: <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit (Society Number: _____) <input type="checkbox"/> Other (specify): _____			
City of Vancouver Business License number: _____			
Full Description of Recreation Activity: (please attach additional page if needed)			
Average # of Participants per Class: _____			
Contact Name(s) ON-SITE During Scheduled Activity: (include name, cell number, location & days of the week)			
1. _____			
2. _____			

Permit Season:

- Winter (January 1–March 31) Spring/Summer (April 1–August 31) Fall (September 1–December 31)

Please indicate your preference(s) below: (please attach additional page if needed)

Park & location(s)	Day(s) of the Week (select all that apply)	Time(s)		Date(s)	
		Start	End	Start	End
	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thr <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thr <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thr <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thr <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		

Please indicate if your recreation activity will involve any of the following special requests:

- Amplified Sound: Yes No Equipment: Yes No Temporary Structures: Yes No
 Other Activities (please specify): _____

Please include the following with your application:

- \$30 **APPLICATION FEE** is required in order to process your request. Payment can be made by credit card or cheque (payable to "Vancouver Park Board" and mailed to the address above). For approved permit applications, this amount will be deducted from your permit fee.
- A **SITE PLAN** clearly indicating the area(s) you intend to use;
- A copy of your **INSURANCE** or a signed **SPECIAL EVENTS INSURANCE CERTIFICATE** form (attached);
- A copy of your current City of Vancouver **BUSINESS LICENSE** (commercial operators only)

STANDARD PERMIT REQUIREMENTS FOR PRIVATE RECREATION ACTIVITIES ON PUBLIC PARKS & BEACHES

2012 PRIVATE RECREATION ACTIVITIES FEES: \$18.50/HOUR* (COMMERCIAL); \$15.00/HOUR* (NON-PROFIT)

**Prices include HST*

ALL FEES AND PROJECTED COSTS MUST BE PAID WITHIN TEN (10) BUSINESS DAYS OF THE FIRST DATE BOOKED ON THE RESPECTIVE RESERVATION REQUEST. SITES ARE NOT RESERVED UNTIL PAYMENT HAS BEEN RECEIVED. ACCEPTABLE PAYMENTS METHODS INCLUDE: VISA, MASTERCARD & CHEQUE. PLEASE MAKE CHEQUES PAYABLE TO THE VANCOUVER BOARD OF PARKS AND RECREATION. CURRENT FEES, CHARGES, AND REFUND POLICY CAN BE VIEWED ON OUR WEBSITE: <http://vancouver.ca/parks/fees/permitevents.htm>.

NO REFUNDS FOR CANCELLED PERMIT TIME DUE TO INCLEMENT WEATHER. CANCELLATIONS FOR OTHER PURPOSES MUST BE REQUESTED IN WRITING WITH A MINIMUM OF 5 BUSINESS DAYS' NOTICE. IN THIS CASE, A FULL REFUND MINUS A \$30 ADMINISTRATION FEE WILL BE ISSUED.

THE FOLLOWING ARE INCORPORATED INTO, AND FORM PART OF, THE PERMIT AGREEMENT:

- **INSURANCE REQUIREMENTS:** THE LICENSEE MUST OBTAIN COMPREHENSIVE GENERAL LIABILITY INSURANCE PROTECTING THE CITY OF VANCOUVER, VANCOUVER BOARD OF PARKS AND RECREATION, AND THE VANCOUVER POLICE BOARD AGAINST LIABILITY FOR BODILY INJURY, DEATH OR PROPERTY DAMAGE, ARISING OUT OF THE EVENT. MINIMUM LIMIT OF \$2,000,000 COMMERCIAL GENERAL LIABILITY INSURANCE AGAINST THIRD PARTY CLAIMS FOR BODILY INJURY, DEATH, PROPERTY AND LOSS OF USE. (NOTE: A HIGHER LIMIT OF LIABILITY INSURANCE MIGHT BE REQUIRED DEPENDING ON EVENT SPECIFIC DETAILS (TRAFFIC IMPACTS, ATTENDANCE NUMBERS, LOCATION, LENGTH OF EVENT). MAXIMUM DEDUCTIBLE \$5,000.00 PER OCCURRENCE, WITH A CROSS LIABILITY CLAUSE. **ACCEPTABLE PROOF OF INSURANCE MUST BE RECEIVED BY THE BOARD OF PARKS AND RECREATION PRIOR TO THE USE OF ANY FACILITIES COVERED UNDER THIS PERMIT.** NOTE: THE FOREGOING SATISFIES THE CITY'S MINIMUM INSURANCE REQUIREMENTS. THE CITY DOES NOT WARRANT THAT THIS INSURANCE IS ADEQUATE FOR THE LICENSEE'S NEEDS. BY ACCEPTING THIS PERMIT, THE LICENSEE ACKNOWLEDGES SOLE RESPONSIBILITY FOR OBTAINING WHATEVER COVERAGE THE LICENSEE DEEMS NECESSARY. **INSURANCE CAN BE OBTAINED THROUGH ANY INSURANCE AGENT. FOR YOUR CONVENIENCE, THE FOLLOWING AGENT IS FAMILIAR WITH THE INSURANCE REQUIREMENTS: SPORT B.C. INSURANCE (604.737.3018).*
- **TERMS AND CONDITIONS:**
 1. THE LICENSEE IS RESPONSIBLE FOR ENSURING THAT: THE ASSIGNED AREA IS APPROPRIATE FOR THE ACTIVITY; THE ACTIVITY IS CONDUCTED IN A SAFE, ORDERLY MANNER; THE ACTIVITY IS RESTRICTED TO THE ASSIGNED AREA; THE EVENT ACTIVITIES DO NOT INTERFERE WITH OTHER PARK USERS.
 2. ANY PROPERTY DAMAGE WHICH OCCURS DURING THE PERMITTED ACTIVITY, SET-UP OR TAKE-DOWN, IS THE RESPONSIBILITY OF THE LICENSEE. DAMAGE TO PARK PROPERTY SHOULD BE REPORTED IMMEDIATELY. IT WILL BE ASSESSED AND REPAIR COSTS BILLED TO THE LICENSEE.
 3. THE LICENSEE IS RESPONSIBLE FOR LEAVING THE AREA CLEAN AND LITTER-FREE AND MAY BE BILLED FOR ANY SUBSEQUENT COST INCURRED FOR CLEAN-UP.
 4. IF TRAFFIC CONTROL IS REQUIRED, THE VANCOUVER POLICE DEPARTMENT AND THE CITY ENGINEERING DEPARTMENT MUST BE CONSULTED.
 5. ALL PERMITTED GROUPS MUST USE SPORTS FIELD WHITING (NON-TOXIC) WHEN MARKING VANCOUVER PARK BOARD FIELDS/PARKS.
 6. FOR SAFETY REASONS, NO GLASS CONTAINERS ARE PERMITTED FOR BEVERAGES.
 7. THE CITY OF VANCOUVER RESERVES THE RIGHT TO CANCEL AN EVENT OR ACTIVITY FOR ANY REASON AND SHALL NOT BE RESPONSIBLE FOR ANY ASSOCIATED COSTS OR DAMAGES.
- **PARK BOARD BY-LAWS REQUIRE THAT UNLESS SPECIFICALLY PERMITTED:**
 1. VEHICLES ARE NOT TO BE DRIVEN ONTO GRASSED AREAS OR RESTRICTED ACCESS AND SERVICE ROADS AT ANY TIME. NON-PERMITTED VEHICLES MAY BE TOWED.
 2. SERVICE OF FOOD IS SUBJECT TO BY-LAW REQUIREMENTS OF THE CITY HEALTH DEPARTMENT.
 3. THE SALE OF GOODS, THE COLLECTION OF AN ADMISSION FEE, OR THE OPERATION OF A CONCESSION IS PROHIBITED.
 4. THE OPERATION OF A PUBLIC ADDRESS SYSTEM, OR AMPLIFIED MUSIC, IS NOT PERMITTED.
 5. "NO ALCOHOLIC BEVERAGES ARE TO BE DISPENSED, SOLD OR CONSUMED ON THE PARK AT ANY TIME." (SECTIONS 42 AND 43 OF THE LIQUOR CONTROL AND LICENSING ACT.)
 6. SIGNAGE, BANNERS OR ADVERTISEMENTS ARE NOT PERMITTED.
 7. THE ERECTION OF STRUCTURES, FENCES, POLES, TENTS, STAGES, BLEACHERS, PORTABLE TOILETS, THE USE OF FIRE OR FIREWORKS, OR THE INSTALLATION OF ELECTRICITY IS PROHIBITED.
- **AREAS WHERE PRIVATE/COMMERCIAL RECREATION ACTIVITIES ARE NOT PERMITTED:**
 - ⇒ PEDESTRIAN PATHWAYS, BOARDWALKS, SEAWALL AND LINKAGES
 - ⇒ NATURAL OR ENVIRONMENTALLY SENSITIVE AREAS INCLUDING: DESIGNATED RAVINES, WOODED AREAS, SITES OF NATURAL AND/OR SCIENTIFIC INTEREST, AREAS WHICH HAVE UNDERGONE SIGNIFICANT HABITAT RESTORATION, WETLANDS OR THEIR BUFFER ZONES
 - ⇒ ON OR ADJACENT TO PLAYGROUNDS, PARK FURNISHINGS, WATERPARKS AND WADING POOLS
 - ⇒ HORTICULTURAL DISPLAY AREAS OR ORNAMENTAL GARDENS
 - ⇒ SKATEBOARD BOWLS, BASKETBALL COURTS, TENNIS COURTS, SPORTS FIELDS AND OTHER SPORTS PADS
 - ⇒ PICNIC AREAS
 - ⇒ CULTURAL DISPLAYS
 - ⇒ MEMORIALS
 - ⇒ DESIGNATED DOG OFF-LEASH AREAS

PARK USERS MUST CARRY THE PERMIT AND PRESENT IT UPON REQUEST. PERMITS WILL BE REVOKED WITHOUT PAYMENT OF ANY COMPENSATION IN THE EVENT OF A BREACH OF ANY LAWS, BY-LAWS, OR CONDITIONS SET UP HEREIN OR IN FORCE. NON-COMPLIANCE MAY ALSO RESULT IN ADDITIONAL CHARGES.

Revised: JANUARY 2012