



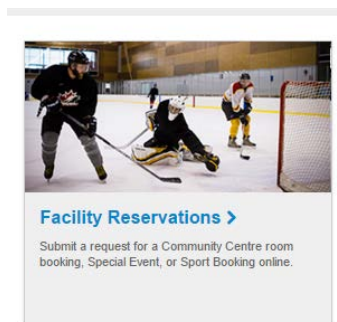
## HOW TO RESERVE A PICNIC SITE

Follow these steps to book a picnic site using the Vancouver Park Board online registration and reservation system.

Step 1: Go to the [Vancouver Park Board online registration and reservation system \(recreation.vancouver.ca\)](http://recreation.vancouver.ca) and sign into your account.

NOTE: You must have an online account to reserve. If you do not have one, go to the same link above and click on [Create an Account](#) found in the top right corner.

Step 2: Click on **Facility Reservation**



Step 3: Click on **Make a Reservation** under **Online Services**

- **Online Services**
  - [Register for Activities](#)
  - [Make a Reservation](#)
  - [My Shopping Cart](#)
  - [Sign Out of My Account](#)
  - [Purchase Passes](#)

Step 4: Click on the **Rink & Park Use Requests** button to find a picnic site



Submit a request for use of a Picnic Site, Rink Facility, Wedding Site, Sport Field or Diamond or apply to hold a Special Event in a park.

Step 5: Go to the second box call **Reservation** and fill in the required information:

- a. For the **Event Type**, choose the option that says **Outdoor Picnic Site Rental** (the second option from the bottom of the drop-down list).
- b. Fill in the **Description** (i.e. name of the event)
- c. Enter the **Maximum Number of Guests**
- d. Click on the **Continue** button (see the screenshot on the next page)

### Reservation Event Information

Welcome to the Reservation Request Site!

**Reservation**

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type: **Outdoor Picnic Site Rental**

Description:

Maximum Number of Guests:

**Continue**

**Step 6:** You will be taken to a page called **Reservation: Facility/Equipment Search**. You need to provide additional information.

- In the **Choose the location or area for your event** section, leave **Any Locations** as the selected option for **Locations** and **Areas**
- In the **Choose the type of facility for your event** section, select **Park- Picnic Site**
- In the **Choose the facility for your event** section, select the picnic site you want
- In the **Specify facility appropriate uses or special features your event requires** section, leave **Unspecified** as the selected option
- Click on the **Continue** button

### Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

**Choose the location or area for your event**

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

**Any Locations**

Aberdeen Park  
Adanac Park  
Alexandra Park  
Almond Park

**Any Area**

Arbutus  
Downtown  
Dunbar  
Fairview

**Choose the type of facility for your event**

[Use SHIFT or CTRL to select multiple types]

**Any Facility Type**

**Park - Picnic Site**

**Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

**Any Facility**

Ceperley/Second Beach Picnic Site  
Fraser River Park Picnic Site  
Jericho Pond Picnic Site  
John Hendry Picnic Site

**Specify facility appropriate uses or special features your event requires**

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet **One** of the requirements

**Unspecified**

Arts and Cultural Performances and Activities  
Children's Birthday Parties  
Corporate/Non-profit Business Meeting  
Indoor Sport Activities



**Step 7:** In the **Reservation: Select Facility/Equipment** stage:

- Check the select box
- Click the **Continue** button

**Step 8:** Enter the date and time for your desired event.

- In **Specify the Dates**, enter the **Begin Date** and **End Date**. Instead of an end date, you can alternatively enter the **Number of Weeks**
- In **Specify when the event starts**, select the time slot: 9:00am to 4:00pm, or 4:00pm to 9:00pm
- Click the **Continue** button

NOTE: If two time slots for the same day are required (e.g. 9:00-4:00pm and 4:00-9:00pm on August 7), you must make separate reservations.

## Reservation Event Dates

Ceperley/Second Beach Picnic Site must be reserved at least 7 day(s) in advance.

**Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date

-- AND --

Number of Weeks

-- OR --

End Date

**Specify when the event starts**

Available Time Slots

To review your event dates, click **Continue**

Use the following list to go back to a previous step.



**Step 9:** You will be taken to a **Review Reservation Event Dates** screen where you can review the reservation you want to make. If it is correct, click on the **Continue** button.

### Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.  
\* indicates a date which you have changed from the requested pattern of dates and times.

June, 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5 9:00 am 7 hours	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Step 10:** You will be taken to a **Reservation Facilities / Equipment Availability** screen where the information of your reservation will be displayed. If it is correct, click the **Continue** button.

### Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Ceperley/Second Beach Picnic Site	Facility	Stanley Park Stanley Park Drive Vancouver, BC, CA V6G 1Z4 --	--	Charge : \$105.90 GST PB : \$5.30	0	Review selected time.
Select All							
Deselect All							

When you have selected the facilities/equipment to reserve, click **Continue**



**Step 11:** You will be taken to a **Reservation Checklist / Questions** screen regarding specific questions about your reservation.

- Click on the **Picnic Site Terms and Conditions**
- If you agree to the Terms and Conditions, enter your initials in the box directly under the **Agree to Waiver**
- Review and answer the questions in the **Questions** section
- After you agree to the waiver and answer the questions, click on the **Continue** button

## Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="dp"/>	Yes	*Picnic Site Terms and Conditions	--

Please answer the following questions (\* - required).

**Questions (\* - required field)**

If you are booking on behalf of an organization and have not been connected to your organization in your online account, please complete the "Organization Registration Form" prior to submitting your reservation request.\*  I understand

**Booking Type:\***

You may bring a barbecue, one small table, blankets, and lawn chairs. Your barbecue must be 75 cm from the ground and full clean up after you are finished is required. Coals must be doused with cold water and removed. If there is an extreme fire warning you cannot use charcoal (propane only) No barbecues are allowed on the sandy beach areas, and no fires are allowed at any time\*  I understand

No alcohol is allowed at any picnic site at any time. No glass containers are allowed at any picnic sites. Please use plastic cups.  I understand

You may use a small CD player at a low level. No amplification is allowed.\*  I understand

If you want a to have a picnic adjacent to a playing field you must book the field or diamond online. After you have secured your booking, picnic may include blankets, lawn chairs, small table and a barbecue and your group must be less than 50 people. No tents, caterers, or rental equipment allowed.\*  I understand

Additional comments:

When you are done, click **Continue**

**Step 12:** You will be taken to a **Reservation Review**. This is the second last step in requesting your reservation. If everything is in order, click on the **Continue** button.

**Step 13:** Enter your payment information and click on the **Continue** button to complete the transaction

*Thank you for reserving with the Vancouver Park Board!*