



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 "Picnics in Vancouver's Parks" page on vancouver.ca.
(Direct link: <https://vancouver.ca/parks-recreation-culture/picnics.aspx>)

Step 2: Scroll down to "Reserve a picnic site" and go to step 3. [Complete an online picnic reservation request](#)

Reserve a picnic site

i Picnic season is bookable from June 1 to September 30, 2020.

To reserve a picnic site and get a permit:

1. Choose a time slot:
 - 9am - 2:30pm
 - 4pm - 9:30pm
2. [Check the picnic site availability](#). (times shown are available for booking)
3. [Complete an online picnic reservation request](#) ←

Need help? [Read our picnic site reservation guide](#) (504 KB)

Step 3: Login or Create New Account.

Already have an account?

Login

Email

Password

[Forgot your password?](#)

Don't have an Account?

Step 4: "Reservation Event Information" (fill in the **required** information)

- a. For the **Event Type**, choose the option that says ***Picnic Site Rental**.
- b. Fill in the **Description** (i.e. name of the event)
- c. Enter the total **Number of Guests** (max 75 - 150 depending on the site)
- d. Click on the Continue button (bottom right of the page).

▼ **Reservation**

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

* Event Type (Required) ←

* Description (Required) (e.g., Johnson Wedding)

* Number of Guests (Required)



Step 5: “Reservation: Facility / Equipment Search”

- a. “Choose the location or area for your event” - leave **Any Locations** and **Any Area** selected.
- b. "Choose the type of facility for your event" - select **Park - Picnic Site**.
- c. "Choose the facility for your event" - **select the picnic site you would like to reserve**.
- d. "Specify facility appropriate uses or special features your event requires" - leave **Unspecified** as the selected option.
- e. Click on the Continue button.

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	Any Area
*Barclay Manor	Arbutus
*Bloedel Floral Conservatory	Downtown
*Britannia Cmty Centre	Dunbar
*Britannia Rink	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
Fraser River Park Picnic Site
Jericho Pond Picnic Site
John Hendry/Trout Lake Picnic Shelter
Locarno Beach Picnic Site

←

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

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet of the requirements

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



Step 6: "Reservation: Select Facility / Equipment" - **check off** the "Select" box.

Step 7: "Reservation Event Dates" Selecting your reservation date(s) and time(s).

- a. In "Specify the Dates", enter the **Begin Date**. The **End Date** will automatically change to the same date.
- b. In "Specify when the event starts", select the time slot: **9:00am to 4:00pm**, or **4:00pm to 9:30pm**.
- c. Click on the Continue button.

*NOTE: If two time slots for the same day are required (e.g. 9:00-4:00pm and 4:00-9:30pm), you must make separate reservations.

John Hendry/Trout Lake Picnic Shelter 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 2019 Jul 17

-- AND --

Number of Weeks

-- OR --

End Date 2019 Jul 17

Specify when the event starts

Available Time Slots Choose block of time to reserve...

Step 8: "Review Reservation Event Dates" - If it is correct, click on the Continue button.

Review Reservation Event Dates

Customize Your Facility Use Request

If you are requesting a request for multiple dates, times and/or patterns for a single facility, you can edit times at this step. For example, if you are requesting Hillcrest Rink on Tuesdays from 10:00am-11:00am and on Fridays from 9:15am-10:30am but specified an Exact Time of 10:00am and a duration of 1 hour and 0 minutes, you can edit the Friday times here by clicking on the each Friday calendar date and updating the time to 9:15am for 1 hour and 15 minutes.

If you have multiple facilities as part of your request (e.g. you are requesting use of Synthetic Turf at Andy Livingstone, Trillium and Empire), please edit the times in your pattern in the next step of the request process.

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.

July, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 9:00 am 7 hours	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Step 9: "Reservation Facilities / Equipment Availability"

If the information of your reservation is correct, click the Continue button.

*NOTE: A **red X** indicates that the facility is not available for the date and/or time that you're requesting.

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"/>	John Hendry/Trout Lake Picnic Shelter	Facility	John Hendry / Trout Lake Park East 19th / Victoria Drive Vancouver, BC, CA V5N 4M4	--	Charge : \$114.00 GST PB : \$5.70	0	Review selected time.

Step 10: "Reservation Checklist / Questions"

- Click on the ***Picnic Site Terms and Conditions**
- If you agree to the Terms and Conditions, **enter your initials** in the box directly under "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
<input type="checkbox"/> Initials: <input type="text"/>	Yes	*Picnic Site Terms and Conditions	--

Please answer the following questions.

Questions

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 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 (Required) I understand

*Booking Type: (Required)

*Will you be having inflatables at your picnic? Please note inflatables are permitted at 2 sites only: Fraser River Park & Prospect Point picnic sites. (Required)

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

*If you want 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. (Required) I understand

Additional comments:



Step 11: “Reservation Review” - If everything is correct, click on the Continue button.

Reservation Review

This is the final step in requesting your reservation!

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$119.70**.
Our staff will contact you to confirm your request and obtain final payment.

John Hendry/Trout Lake Picnic Shelter at John Hendry / Trout Lake Park

#	Day	Date	Time
1	Wednesday	Jul 17, 2019	9am to 4pm

If the above dates and times are correct, click **Continue**

Step 12: “Payment Information” - Enter the required payment information and click on the Continue button to complete your reservation request.





Apply Gift Card

Enter Gift Card Number **Apply**

Form of Payment

Credit Card ACT* or Active Network will show up on your credit card for this payment.

We accept the following card types:


Name on card *

Card number *

Expiration date *

Month / Year

CVV/CVC *

Store this card for future use

I am 13 years of age or older
(Federal law prohibits anyone under the age of 13 from submitting payment.)

Please note: Most reservation requests are reviewed within 5-10 business days. Staff will contact you directly regarding the next steps to secure your booking.

Thank you for reserving with the Vancouver Park Board!