



How to Apply for a Private Recreation Permit:

Follow these steps apply for a Private Recreation permit using the Vancouver Park Board online registration and reservation system.

Step 1: Go to the online booking webpage.

(USE: vanrec.ca or <https://ca.apm.activecommunities.com/vancouver/>)

Step 2: Sign into your account.

Home > Sign in



Sign in

Email address *(Required)*

Password *(Required)*

[Forgot your password ?](#)

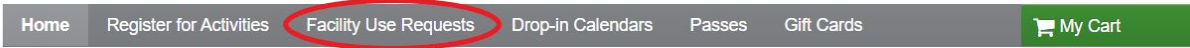
Sign in

Don't have an account? [Join](#)

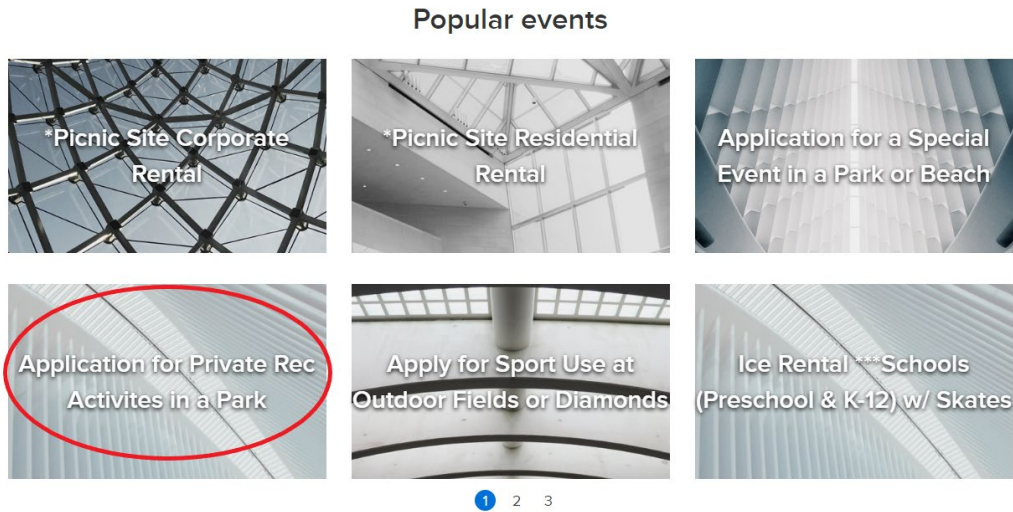
Step 3: From the grey banner, click **Facility Use Requests**.



[Sign In](#) | [Create an Account](#)

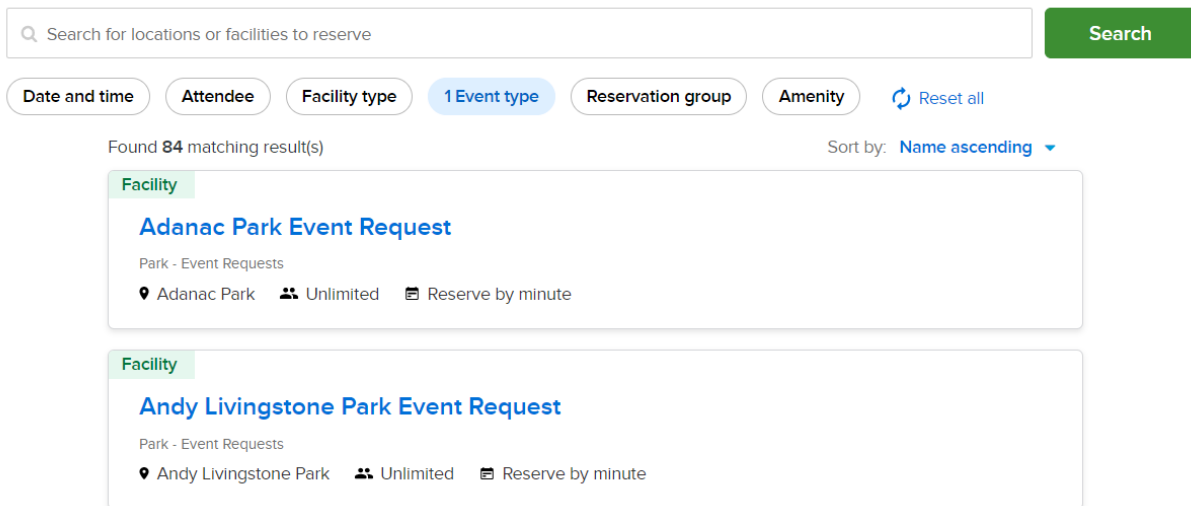


Step 4: Under **Popular events**, click **Application for Private Rec Activities in a Park**.



Step 5: Under **Resource Search** you will find a list of facilities. Click the Facility you would like to reserve.

Resource Search



Step 6: Fill in the **Who are you reserving for?** column on the right hand side of the screen. Select the **Number of attendees**, the **Time frame/Date(s)** of your Private Rec Activity. To select multiple dates, click **When?** and then select the desired dates on the calendar.

Home > Facility Use Requests > Search results > Resource detail

Adanac Park Event Request

Park - Event Requests

No Limitations

Adanac Park
1025 Boundary Road
Vancouver, BC, V6G 1Z4

(604) 873-7000

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Reservation Rules

- 1 Current facility reserve by minute.
- 2 Require staff approval

ACTIVE network

Who are you reserving for?

Individual

Vancouver Parks Board

Number of attendees

1

No Limitations

Date

When?

Proceed

Select your event dates

May 2023

S	M	T	W	T	F	S
30	1	2	3	4	5	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	31	1	2	3
4	5	6	7	8	9	10

Time Range

1:00 PM to 2:00 PM

Time Length

Search

Apr 25, May 2, 9, 16, 23, 2023, 1:00 PM to 2:00 PM

Reset

Apply

Step 7: Click **Apply** then **Proceed**.

Please note, after clicking **Apply**, if a time slot is unavailable, you will be prompted to check the bookings again.

Who are you reserving for?

Individual

Vancouver Parks Board

Number of attendees

10

No Limitations

Date

Apr 25, May 2, 9, 16, 23, 2023, 1:00 PM to 2:00 PM Available

+ Add new date and time

Proceed

Step 8: Under **Reservation form**, enter an **Activity name** and **Event type**.

Please note **Event type** is **Application for a Private Rec Activities in a Park**.

Reservation form

Required fields are marked *

Event details

Who are you reserving for? *

Individual Vancouver Parks Board

Event name *

Test Private Rec Event

Event type * ⓘ

Application for Private Rec Activities in a Park

Step 9: Answer all the *Custom questions* then click **Reserve** on the right hand column.
Please note, under *Waiver and information* you will have to initial.

Custom questions

First Location Details

Park(s) & Location(s): *

(e.g. David Lam Park NE corner of field)

Day(s) of the Week (indicate all that apply): *

Start time: *

End time: *

Test Private Rec Event

Adanac Park Event Request	5 bookings
	\$50.00

Fee summary

Subtotal	\$50.00
Tax	\$0.00
Total	\$50.00

Reserve

Add another resource

Step 10: Review your reservation then select **Check out**.

Shopping Cart

Vancouver Parks Board

VP

1 item, \$50.00 in total.

Test Private Rec Event

\$50.00

RESERVATION REQUEST

1 Resource(s): Adanac Park Event Request

Number of booking(s): 5

Order Summary

Subtotal \$50.00

Due Now \$50.00

Check out