TOWN OF SIDNEY
PARK AND FACILITY USE APPLICATION

FOR OFFICE USE ONLY			
Fee:	Approved by:	Date:	PUP #:
☐ Liability Insurance ☐ Town Umbrella	Park:		Deposit:

SECTION A: APPLICANT INFORMATION

NAME OF ORGANIZATION

APPLICANT'S LAST NAME	FIRST NAME	OPTIONAL: ☐ MISS ☐ MRS ☐ MS ☐ MR
STREET ADDRESS	CITY / PROVINCE	POSTAL CODE
DAY PHONE NO. ( )	ALTERNATE PHONE NO. (CELL) ( )	DAY FAX NO.

E-MAIL ADDRESS

ON-SITE CONTACT PERSON (if different from applicant)	DAY PHONE NO.	ALTERNATE PHONE NO. (CELL)

SECTION B: EVENT INFORMATION

DATE OF EVENT		PARK SITE / AREA REQUESTED	
EVENT START TIME	EVENT END TIME	SETUP TIME	EXIT TIME

TYPE OF EVENT (public or private) ☐ Public ☐ Private	If public, do you consent to it being posted on the Town's website with your contact information? ☐ Yes ☐ No	NO. OF PARTICIPANTS	NO. OF SPECTATORS
MAY BE REQUIRE TO PROVIDE PORTABLE TOILETS. THIS WILL BE REVIEWED BY TOWN STAFF AND ADVISED.	PROVIDING PORTABLE TOILETS ☐ Yes ☐ No	# OF PORTABLE TOILETS	LOCATION OF PORTABLE TOILETS

 I HAVE READ AND UNDERSTAND THE LASTEST PROVINCIAL HEALTH OFFICER GUIDELINES AND RECOMMENDATIONS AROUND MASS GATHERINGS AND PHYSICAL DISTANCING

I WILL COMMUNICATE TO ALL ATTENDEES HOW THIS EVENT WILL FOLLOW THE ABOVE MENTIONED GUIDELINES AND RECOMMMENDATIONS

DESCRIPTION OF EVENT / ACTIVITIES (concert, art exhibition, wedding, etc.)

SECTION C: EVENT DETAILS

TEMPORARY STRUCTURES (tents, tables, chairs, portable toilets, etc.)

SOUND & LIGHTING	Do you require access to power?
	□ Yes □ No

SIGNS (posters, banners, etc.)

FOOD SERVICES

SALE & DISTRIBUTION OF FOOD / BEVERAGES / MERCHANDISE

CLEAN UP (garbage and recycling)

PARKING / LOADING AND UNLOADING / TRAFFIC CONTROL

ROAD CLOSURE

ALCOHOL

FIREWORKS

OTHER

IMPORTANT CONSIDERATIONS:
1. Consumption, sale or distribution of alcoholic beverages requires approval from Town Council and a Special Occasion Liquor License which can be obtained from the BC Liquor Control Board (BC Liquor Store).
2. A Business License may be required for the sale of any items on public property.
3. Request for a road closure or parking restrictions requires approval from Town Council.
4. Discharge of fireworks or other explosives requires a Fireworks Permit from the Sidney Fire Department.
5. Flying of unmanned air vehicles (UAVs) or "drones" may require a special operations certificate, which can be obtained from Transport Canada.
6. Should any assistance be provided by the Town and/or the RCMP, the applicant is required to pay these costs.

SECTION D: REQUIREMENTS
1. Applicant is required to pay user fee upon approval of permit.
2. Applicant is required to provide the Town with a refundable damage deposit depending on size and type of event upon approval of permit.
3. Applicant is required to provide proof of insurance prior to the event indemnifying the Town of Sidney of any liability OR applicant is required to purchase a user group insurance policy through the Town, if applicable.
4. No costs are to be incurred by the Town. All costs, direct or indirect, associated with the event are the responsibility of the applicant.
5. Applicant is required to ensure all Town regulations (as per Policy WS-020) and applicable bylaws are followed.
6. Applicant may be required to provide portable toilets. Number of portable toilets required will be determined upon review of application.

APPLICANT'S SIGNATURE	DATE

Submit application forms to: Town of Sidney, Engineering, Parks & Works Department, 2440 Sidney Avenue, Sidney, BC V8L 1Y7
Tel: 250-656-4502   Fax: 250-655-4508   Email: engineering@sidney.ca