

Park Use Permit Application

1. As per ELECTORAL AREAS PARKS REGULATIONS BYLAW NO. 103, 2010, a Park Use Permit is required for any special use in a regional district park.
2. A Park Use Permit may require the applicant to:
 - a) remove garbage;
 - b) provide toilets;
 - c) restrict use of generators, signage, lights or other items;
 - d) provide parking control; or
 - e) pay the cost of providing the above during their event.

APPLICATION FEES

Park Use Permit Fees (Schedule “C”) - A Park Use Permit application must be completed. Proof of insurance must be submitted with application along with payment of the following fees:

Special Use Category	Non-Refundable Permit Fee	Refundable Damage Deposit	Site Cleanup Costs *	Comprehensive General Liability Insurance
1. Commercial filming, motion picture and television	\$250.00	\$1,000.00	Repair to facilities at Cost PLUS 10% administration charge	\$5,000,000
2. Commercial service or activity, other than 1.	\$100.00	\$100.00		\$2,000,000
3. Non-profit Society organization, activity or event	Fee exempt	Fee exempt		\$2,000,000
4. Local recreation commission activity or event	Fee exempt	Fee exempt		\$2,000,000
5. Activities of youth oriented groups, including but not restricted to, school groups, cubs, scouts, guides and other groups which cater to young people under the age of 18 and are under the supervision of a chaperone.	Fee exempt	Fee exempt		\$2,000,000
6. Notwithstanding the above, any special use where attendance is expected to exceed 100 persons	\$100.00	\$500.00		\$2,000,000

* Site clean up costs, if applicable, are due 30 days from the last date on the Park Use Permit. If payment is not received then the damage deposit will be forfeited.

Electoral Areas Parks Regulations Bylaw No. 103, 2010

Park use permit

15. (1) No person shall, in a park, conduct or carry out any special use except where authorized by a Park Use Permit as outlined in Schedule “D”.
- (2) The holder of a Park Use Permit must maintain the area used under the permit in a neat and clean condition such as but not limited to the removal of all garbage and litter.
- (3) A Park Use Permit may require but is not limited to the following:
- (a) that the activity be confined to a specific location, that the activity be restricted to certain days and hours, and that the activity be restricted to those specified by permit;
 - (b) the permittee to make one or more of the following provisions:
 - i. the removal of garbage generated by issuance of the permit to supply, install and service additional garbage receptacles; or pay for additional service call(s) as supplied by contract to the regional district for garbage removal during the duration of the permit; or
 - ii. toilet facilities during the period of the permit to supply, install, service and remove portable toilets; or pay for additional service call(s) as supplied by contract to the regional district for sanitary pump-out of existing on-site toilets; or
 - iii. specify conditions regarding the use of generators, signage, parking and lights or other items required during an activity; or
 - iv. require the permittee to make one or more of the following provisions for parking during the duration of the permit: to supply and supervise parking attendants to ensure public roads remain open at all times and that the parking capacity of the park is not exceeded; or pay for additional service call(s) as supplied by contract to the regional district for parking and traffic control during the duration of the permit.
- (4) The general manager of community services, the manager of parks, the parks planners, and the parks technicians of the regional district may:
- (a) refuse to issue a park use permit to any persons or group who has previously contravened this bylaw;
 - (b) refuse to issue a park use permit if the application does not conform to the tenure conditions of the park;
 - (c) refuse to issue a park use permit if the application does not conform to the policies of the master plan of the park; or
 - (d) revoke a park use permit if the special use is conducted in a manner that contravenes this bylaw.

- (5) The general manager of community services, the manager of parks and the parks planners of the regional district may issue a Park Use Permit for special use if all of the following criteria are met:
- (a) the special use conforms with the policies of the master plan for that park;
 - (b) the location used is selected with a sensitivity to the park or trail resources and the experience of other park visitors;
 - (c) the special use will not cause negative environmental impact;
 - (d) a park use permit applicant has completed a park use permit application and the permit fee and damage deposit has been paid in advance in accordance with Schedule “C”;
 - (e) the park use permit applicant has been notified that site cleanup costs, if applicable, are due no later than 30 days from the last date of special use on the park use permit and if payment is not received then the damage deposit will be forfeited;
 - (f) proof of comprehensive general liability insurance is provided in accordance with Schedule “D”; and
 - (g) a release and indemnification form is signed by the park use permit applicant in accordance with Schedule “D”.
- (6) All special uses sponsored by an incorporated non-profit society, a local recreation commission or a youth-oriented group, including, but not restricted to, school groups, cubs, scouts, guides and other groups which primarily cater to young people under the age of 18 years, are exempted from paying a permit fee or a damage deposit.

Park Use Permit Application Form

Applicant(s): _____

Company Name: (if applicable) _____

Mailing Address: _____

Telephone: _____ **Cell:** _____

Email: _____ **Fax:** _____

Park where Permit is required: _____

Date of event plus start and end times:

What will the park be used for? _____

Items to be sold: _____

How many people do you expect to participate? _____

Will you require the regional district to provide parking control

Yes No, we will provide our own.

If yes, what time will vehicles begin arriving for the event? _____

For in most cases, parking control would start a half hour before the event and continue until a half hour after.

I have enclosed:

- A copy of liability insurance in the amount of \$ 2,000,000 which names the regional district as an additional insured.
- A non-refundable permit fee and refundable damage deposit as required.
- A non-refundable fee for parking control as required.

Signature of Applicant

Date

Date Received:		Received by:		File No.:	
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