



# COURTENAY RECREATION

489 Old Island Highway, Courtenay, BC V9N 3P5

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## PARK USE APPLICATION FORM

**Date of Application:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

1st Choice  
 Facility Required: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

2nd Choice  
 Facility Required: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

3rd Choice  
 Facility Required: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Price Quoted: \_\_\_\_\_

# of Participants: \_\_\_\_\_

- Beer Garden Requested Yes  No
- Beer Garden Application Given
- Beer Garden Regulations Given
- Beer Garden Statement Given
- Get Home Safe Kit Given

- Will you need electricity? Yes  No
- Electricity (using 3 or more electrical cords?) Yes  No
- Electrical Permit given
- Email City Hall

- Insurance Yes  No
- Security Plan Yes  No

- Lights: Yes  No
- Musco Booked: Yes  No

(Concerts and Large Events only)

Times: \_\_\_\_\_

Please complete other side . . . . .

**Other Facilities/Equipment Required:**

Washrooms: Yes  No  Croquet: Yes  No  (\$10 each or \$20 for all 3 + DL#)  
Change rooms: Yes  No  Bocce Ball: Yes  No   
FMC/Limers: Yes  No  Horseshoes Set: Yes  No   
Volleyball Set: Yes  No  (\$25 + DL #)

Simms BBQ: Yes  No  PA System: Yes  No

**SET UP:**

Bleachers required at Bill Moore Park: Yes  No  Number of bleachers required: \_\_\_\_\_  
Email Parks   
Will any other physical structures be put up? Yes  No

**FOR YOUR SAFETY, DO NOT DRIVE POLES OR STAKES OF ANY TYPE INTO THE PARKS WITHOUT APPROVAL AS MOST PARKS HAVE EXTENSIVE UNDERGROUND IRRIGATION AND ELECTRICAL SYSTEMS. YOU WILL BE RESPONSIBLE FOR THE PAYMENT FOR ANY SUCH DAMAGES. A BC ONE CALL MUST BE CARRIED OUT IN ADVANCE OF INSTALLATIONS. 1-800-474-6886.**

Please provide a description/diagram of bleacher locations, beer garden location and all other structure locations:

**OFFICE USE ONLY**

Email Custodial Supervisor:   
Office Hours Explained (Keys)   
Copy of BC ONE provided

Approved By: \_\_\_\_\_ Comments: \_\_\_\_\_