



**Courtenay
Recreation**

SIMM'S PAVILION/PARK APPLICATION FOR USE

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This application form must be completed for any activity held in the Simm's Park/Pavilion. Some applications may have additional requirements or require additional information before approval is granted. Applicants are required to read and comply with the Terms and Conditions for Pavilion use.

Date of Application: _____ **Organization:** _____

Contact Name: _____ Phone: _____

Mailing Address: _____ Cell Phone: _____

Bus. Phone: _____

Postal Code: _____ Fax: _____ E-Mail: _____

Alternate Contact: _____ Phone: _____

Date(s) Requested: _____	Hours of Event: _____
_____	Arrival Time: _____
_____	Departure Time: _____

Name of Event: _____

Event Description: _____

of Participants: _____

Price Quoted: _____

Simms BBQ: Yes No

Other Facilities/Electrical Required:

Washrooms: Yes No

P.A. System: Yes No

Water Access: Yes No

Electricity Required Yes No

Description

1. More than three electrical cords?

Yes No

2. All cords plugged in must be #12/3 AWG and CSA/UL rated.

Yes No

3. Use of a generator that is 8000 kw or greater?

Yes No

If yes to question 1 or 3 a City of Courtenay Temporary Electrical Entertainment Permit is required.

Electrical Permit filled out

Emailed to Property Management

Coordinator & City Electrician

Please complete other side

EVENT INFORMATION CONTINUED:

Insurance Received Yes No

Security Plan Received Yes No

(Concerts and Large Events only)

Are you planning to include any of the following:

Food or beverage vendors

Other vendors

Sale of Products

Signs or banners

Beer garden

Application Given

Regulations Given

Statement Given

Get Home Safe Kit Given

Please give details: _____

Will revenue be received from this event? Yes No

If yes, please give details: _____

Will any other physical structures be put up? (e.g. tents, food booths, inflatable devices, etc.?)

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 all other structure locations:

OFFICE USE ONLY

Office Hours Explained (Keys)

Email Custodial Supervisor:

Copy of BC ONE provided

Approved City of Courtenay Temporary Electrical Entertainment Permit application received. (if applicable)

Approved By: _____

Comments: _____