



**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

**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: \_\_\_\_\_