

## Temporary Park Use Permit (Pilot Program) *For businesses and non-profit organizations*

The City of North Vancouver and the District of North Vancouver are pleased to offer local businesses and non-profit organizations the opportunity to book space in parks to operate programs. Please note that this pilot program is based on a case-by-case review that would include variables such as activity and location availability. Permit approval is not guaranteed. We are currently accepting applications on a first-come, first served basis for dates up to and including December 31, 2024. Applications must be submitted a minimum of three weeks in advance of the first date requested.

Permit applications include a maximum of three bookings per week for a single applicant. Each booking is made up of a maximum two-hour block. This two-hour block includes all set-up and take-down and cannot be booked back-to-back. Parks, time-blocks and date options in the City of North Vancouver and District of North Vancouver are listed below.

All applicants must hold a business license in the municipality in which the park booking resides. Applicants will need to provide their own equipment and are permitted to have one tent on site.

All locations have a sound amplification level requirement of **no higher than 60 decibels**. Sound may only be used for background music and must be directed away from residential areas neighbouring the activity location.

### Application Process

#### Step 1:

Please complete the permit application form indicating the dates, times and preferred location, as well as the full number of participants, staff, volunteers, and anyone else who will be on-site. Send a PDF of the application to [events@nvrc.ca](mailto:events@nvrc.ca) and include a copy of your business license. Insurance is mandatory with a minimum of \$5 million liability, listing the City of North Vancouver, District of North Vancouver, North Vancouver Recreation and Culture Commission, and North Vancouver School District #44 as additional insureds. Further additional insureds may be required depending on location. In addition, an increase in liability coverage may be required depending on the proposed activities.

#### Step 2:

Once the application is received by NVRC's Events office ([events@nvrc.ca](mailto:events@nvrc.ca)), you will receive an email from staff within 72 business hours (this may be longer depending on volume) to work through any further details and review protocols and responsibilities.

#### Step 3:

All permit requests are then submitted to the municipal parks manager for approval. NVRC Events office staff will contact the applicant with the final decision and where the application is approved will provide Contract Letter and Permit.

#### Step 4:

Where approved, the permit fee is \$23.50 plus applicable taxes. This rate is based on the community rate of \$11.75 per hour plus taxes and is based on a two-hour block. **Please note that this permit rate could change at any time.** Payment fees are to be paid over the phone by credit card only. The permit is not considered in place until all requirements including paid fees are met.

#### Step 5:

Successful applicants will always be required to have a copy of their permit on site and will be required to produce it when asked.

**CITY OF NORTH VANCOUVER LOCATION OPTIONS:**

LOCATION	ADDRESS	TIME SLOT	PARKING	WASHROOMS	MAX. # OF PARTICIPANTS Guideline
Ray Perrault Park	1310 Grand Boulevard West	M-F 8-10am 6-8pm	Street	Yes	10
Mahon Park - north of parking lot S/W	1800 Jones Avenue	M/W/F 8-10am 12 noon-2pm 6-8pm	Yes	Yes	10
Heywood Park	1633 MacKay Avenue	Tu/Th/Sat 8-10am 6-8pm	Yes	Yes	10

**DISTRICT OF NORTH VANCOUVER LOCATION OPTIONS:**

LOCATION	ADDRESS	TIME SLOT	PARKING	WASHROOMS	MAX # PARTICIPANTS
Cleveland Park - playground grassy area	5250 Nancy Greene Way	M/W/F 8-10am 6-8pm	Yes	Yes (by south field)	10
Eldon Park	4010 Ruby Avenue	Tu/Th 8-10am	Yes	Yes	10
Myrtle Park - grass	4383 Cove Cliff Road	M/W/F 8-10am 12 noon-2pm	Yes	Yes	10