

**Contact Information**

Organization Name: \_\_\_\_\_

Organizer Contact: \_\_\_\_\_

Address	Postal Code	Contact Phone #
Email		Website of Organization

Onsite Activity Contact & Cell Number: \_\_\_\_\_

**Group Type (please check one):**

- Community Group   
  Non-profit/ Society (Registered Society No. \_\_\_\_\_)  
 Individual   
  Public Agency   
  Commercial Group   
  Other \_\_\_\_\_

**Event Information**

Activity Name \_\_\_\_\_

Requested Location \_\_\_\_\_

Date(s) of the Activity \_\_\_\_\_

Time (2 hour block including set up and take down) \_\_\_\_\_ to \_\_\_\_\_

Type Activity: \_\_\_\_\_

Expected Attendance: Number of Participants \_\_\_\_\_

Number of Staff/Volunteers \_\_\_\_\_

Number of Vehicles proposed onsite\*: \_\_\_\_\_

\*Please note that vehicle access may be restricted in Parks

**Description/ Purpose of Activity:**

**Proposed Activity Elements-Please check and specify all that apply to your activity:**

Amplified Sound, please specify:

Temporary Structures (ie. organizer-provided Tents)  
please specify:

Access to water

Commercial Activities/Displays, please specify:

**Zero Waste/ Recycling Plan:**

Permitted activities in North Vancouver Parks must provide a Zero Waste/ Recycling Plan. All permitted activities are required to follow the Metro Vancouver Materials Ban. Please visit the **"Guide to Creating Zero Waste Events"** to assist with your waste management plans. Please provide a summary of your Zero Waste Plans here:

**Covid-19 Safety**

As the activity organizer, it is your responsibility to create a Communicable Disease Plan, prior to your permit dates, and share it with staff, contractors and volunteers. Additional information and template can be found on the [Work Safe BC Site](#).

**Additional Information:**

Please include any information that may allow Municipal Managers to better understand your activity, its purpose, the benefit to the community, and the impact on the neighbourhood/ park. Incomplete applications or applications requiring further information may result in a delay in the application review.

**Application Process:**

- Ensure you have read and understood the Application Process Information before completing the application form.
- Fill in this application and submit, along with a copy of your Business Permit, to [events@nvrc.ca](mailto:events@nvrc.ca) (remember to save this PDF to your computer prior to filling it in)
- Applications must be submitted a minimum of 2 weeks before the first activity date.
- All applications are reviewed for approval by the Parks Manager. Approval is not guaranteed and is dependent on park conditions, availability and event suitability as per Municipal Park Policies.
- All fees must be paid prior to receiving your event permit. Payment of fees are to be paid over the phone by credit card only.

**Insurance Requirements:**

- All bookings require a minimum of \$5million liability insurance coverage (more coverage may be required depending on the size and nature of your event) naming the North Vancouver Recreation and Culture Commission, the City of North Vancouver, the District of North Vancouver and North Vancouver School District 44 as additional insured's.

**Alcohol:**

- Alcohol is not permitted at Park Events unless special permission has been obtained by the landowner (ie. Parks Manager) **AND** BC Liquor Control Licensing Branch (BCLCLB) Special Event Permit (SEP). Landowner Permission is required prior to obtaining BCLCLB SEP. Submission of your BCLCLB SEP with your event application does not guarantee that permission to have alcohol at your event will be granted.

**Zero Waste:**

- Event organizers are required to provide on-site recycling as part of their Zero Waste Plan. Tipping Fees will be charged back to event organizers if blue box recyclables and/ or compost are found in the municipal garbage bins. North Vancouver follows the **Metro Vancouver Material Ban**. Waste removal is the responsibility of the Event Organizer.

**Additional Notes:**

- Commercial Events, Activities and Advertising; Vending Sales; Food Trucks; and Inflatable Devices and Rides with moving parts, are not permitted without approval.
- Advertising your event prior to receiving approval is not permitted.
- Activity Organizers must carry their permit for the duration of the event and present it upon request.
- Activity Organizers must display Permit Park Sign provided with permit

- I have read, and understood, all of the above prior to submitting this application (application will not be accepted if box has not been checked)
- I have read, and understood, the Application Process Information Sheet prior to submitting this application (application will not be accepted if box has not been checked)
- I understand and acknowledge that it is my responsibility as the applicant and organizer to create a communicable disease plan prior to the park activity and to share it with staff, contractors and/or volunteers (application will not be accepted if box has not been checked)
- I have included a copy of my Business License (application will not be accepted without a copy of your business license)

*Privacy Statement:* The North Vancouver Recreation & Culture Commission and the non-profit associations and societies that operate our partner Community Centers are committed to protecting your privacy. Any personal information you provide to us is collected, used and disclosed in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and/or the Personal Information Protection Act (PIPA). The Recreation & Culture Commission takes every precaution to protect your personal information. The information will only be used for the purpose of administering recreation services, informing you of our services and benefits, and for statistical purposes. The information will be stored in a secure location and will not be disclosed to third parties without your permission, except as required by law.