



**Contact Information**

Organization Name:

Organizer Contact:

Address

Postal Code

Contact Phone #

eMail

Website of Organization

Onsite Contact & Cell Number

**Information**

Name

Location

Date

Proposed Event Time

To

Expected Attendance: Number of Participants / Spectators

Number of Volunteers

Number of Vehicles proposed onsite \*

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

**Description / purpose of the event:**

**Zero Waste / Recycling Plan:**

Events in North Vancouver Parks must provide a Zero Waste/ Recycling Plan. All events 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:

**Additional Information:**

Please include any information that may allow Municipal Managers to better understand your event, 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:**

- Fill in this application and submit to [events@nvrc.ca](mailto:events@nvrc.ca) (remember to save this PDF to your computer prior to filling it in)
- All applications are reviewed for approval by the Parks Manager. Approval is not guaranteed and is dependent on park conditions, availability and event/activity suitability as per Municipal Park determination.
- All fees must be paid prior to receiving your event permit.

**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. Other required additional insureds will be listed in your Contract Letter.

**Alcohol at Events:**

- 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. Please inquire at [events@nvrc.ca](mailto:events@nvrc.ca) for the alcohol at events approval process.

**Additional Notes:**

Is amplification a part of your activity?  Yes  No

Please note that 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.

Advertising your event prior to receiving approval is not permitted.

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)

*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.