

Temporary Park Use Permit Municipal Parks For Businesses and Non-Profit Organizations

The City of North Vancouver and the District of North Vancouver are pleased to be able to offer local businesses the opportunity to book space in parks to operate programs that they would normally offer within their indoor business space. *Please note that this opportunity is based on a case by case review that would include variables such as activity, location availability and meeting all parameters required including safety protocols. Permit approval is not guaranteed.* At this time, we are currently accepting applications, on a first come, first serve basis, for dates up to and including March 31st, 2022.

Permit applications include a maximum of 3 bookings per week for any given business. Each booking is made up of a maximum 2-hour block. This 2-hour block includes all set-up and take down and blocks can not be booked back to back.

All applicants must hold a business licence and insurance that indemnifies the Municipality and the North Vancouver Recreation and Culture Commission. Please note that a business must hold a business license from the City of North Vancouver to apply for a City of North Vancouver Park. Priority will be given to a business, with a District of North Vancouver Business License, to run a program in a District of North Vancouver park. Businesses will need to provide their own equipment (maximum one tent) and ensure compliance with all Provincial Health Office safety protocols and all other requirements.

Parks, time blocks and date options in the City and District of North Vancouver are listed below.

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 locations preferred, as well as the full number of participants, staff, volunteers, and anyone else included. Send the application to events@nvrc.ca and include a copy of your Business License. Insurance requirement is \$5 million, naming the City of North Vancouver, District of North Vancouver and North Vancouver Recreation & Culture as additionally insured. Insurance will be requested upon permit approval. Applications must be received a minimum of 2 weeks prior to the activity start date.

Step 2:

Once the application is received by the NVRC Events office (events@nvrc.ca), you will receive a phone call or email from staff within 48 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 department for approvals. Upon approval, NVRC Events office staff will contact the applicant with notification of approval as well as a Contract Letter and Tentative Permit.

Step 4:

Where approved, the Permit fee will be **the Community Rate of \$11.75 per hour plus taxes (\$23.50 plus taxes per 2 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.

Step 5:

Successful applicants will always be required to have their permit on site, as well as post a sign (to be provided by NVRC) that notes the events/class is a permitted event. This sign must always be visible to the public.

Safety Protocols:

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](#).

In addition, staff, contractors and volunteers should remind participants of the need for Covid safety. We recommend the following be in place:

- A 2-metre distance be maintained between each person
- Any equipment or touch points are sanitized and provide hand sanitizer or a hand-washing station
- Remind participants that if anyone involved has any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat that they should not attend the activity.
- Remind participants that where anyone has come into close contact with someone who has a confirmed COVID – 19 diagnosis or probable case of COVID -19 in the past 14 days that they do not attend the activity.
- Remind participants that where anyone has travelled outside of Canada, within the last 14 days that they do not attend the activity.

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 8:00-10:00am 6:00-8:00pm	street	yes	20
Mahon Park -North of Parking lot S/W	1800 Jones Ave	M/W/F 8:00-10:00am 12:00-2:00pm 6:00-8:00pm	yes	yes	20
Heywood Park	1633 MacKay Avenue	Tu/Th/Sat 8:00-10:00am 6:00-8:00pm	yes	yes	20

DISTRICT OF NORTH VANCOUVER LOCATION

DNV PARKS					
LOCATION	ADDRESS	TIME SLOT	PARKING	WASHROOMS	MAX # PARTICIPANTS
Cleveland Park Playground grassy area	5250 Nancy Greene Way	M/W/F 8-10am 6:00-8:00pm	Yes	Yes (by south field)	20
Eldon Park	4010 Ruby Avenue	Tu/Th 8:00-10:00am	Yes	Yes	20
Inter-River Park Field 2, 3	1000 Inter River Park Road	M/W/F 8:00-10:00am 12:00-2:00pm	Yes	Yes	20
Myrtle Park Grass	4383 Cove Cliff Road	M/W/F 8:00-10:00am 12:00-2:00pm	Yes	Yes	20