



Box 104 | 7390 Cottonwood Street
 Pemberton, BC V0N 2L0
 P. 604-894-2340 | F. 604-894-2320
 Email: pemrecinfo@pemberton.ca
 Website: www.pembertonrecreation.ca

**PEMBERTON AND DISTRICT RECREATION SERVICES
 PARKS, FIELDS, AND PUBLIC SPACES PERMIT APPLICATION**

Completed applications and applicable documentation must be submitted, and all requirements met, **4 weeks prior** to the event. If the application is submitted less than 3 weeks prior to the event, or the requirements have not been met, there will be no guarantee that a Parks and Open Spaces Permit will be issued.

Park Use Permit FAQ's are available at: www.pemberton.ca/municipal-services/licenses-and-permits

ORGANIZATION INFORMATION:

Organization Name: _____ Phone 1: _____

Email: _____ Phone 2: _____

Mailing Address: _____ Postal Code: _____

Name of person completing form: _____ Position in Organization: _____

TYPE OF GROUP:

Non-profit Government Local Resident Private/Commercial Business

EVENT INFORMATION:

Event Name: _____

Date (s): _____ to _____

Estimated attendance: _____

DETAILS OF REQUESTED PARK, FIELD, OR OPEN SPACE:

PARK, PUBLIC SPACE OR FIELD LOCATION	DAY OF WEEK	START DATE (include month)	END DATE (include month)	START TIME	END TIME

I am the _____ (print position in Organization) with _____ (the Organization). I warrant and represent that I submit this application on behalf of the Organization and have sufficient power, authority, and capacity to bind the Organization with my signature. I have read, understood, and agree to the following Terms of Use and Waiver and Indemnity Clause. I have reviewed the VOP Communicable Disease Plan from the website at pemberton.ca/municipal-services/emergency-preparedness/covid-19. I understand that I will be notified by the Pemberton and District Recreation Service if this park request application is approved.

 Signature (on behalf of Organization)

 Date



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EVENT DETAILS (if required, attach an additional piece of paper):

PROPOSED ACTIVITIES (include entertainment, food & beverage etc):

WASTE MANAGEMENT PLAN (plan to remove all waste ie: garbage, recycling, grey water etc):

DOCUMENTATION REQUIRED WITH APPLICATION (for all applications):

Insurance Site Plan

DOCUMENTATION REQUIRED WITH APPLICATION (if applicable):

VCH Food Permit Special Event Permit (alcohol) Parking/Traffic Control Plan
 Signage Plan Route Map Request for Noise Bylaw Exemption
 Fire Permit Other Gov't Agency approval Emergency Services

LIST OF PARKS, FIELDS AND PUBLIC SPACES:

Downtown Barn	One Mile Lake	Zurcher Park
Pioneer Park	Underhill Park	Staehli Park
Alder Street Park	Lot 12: BMX, Skatepark, Pump Track	Fougberg Park
Creekside Tennis Courts	Village Parking Lots	Outdoor Basketball court (SHE)
Frontier Street (north)	Frontier Street (south)	Den Duyf Park – Field 1 or Field 2
Meadows Field	Bike Skills Park	Gates Lake Park

Personal Information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of addressing this Park Use Permit Application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to Corporate and Legislative Services (corporate@pemberton.ca or 604-894-2340).