



COURTENAY RECREATION

489 Old Island Highway, Courtenay, BC V9N 3P5

Phone: 338-5371 Fax: 338-8600 e-mail: lewis@courtenay.ca

PARK USE APPLICATION FORM

Date of Application: _____

Name of Organization: _____

Phone: _____

Contact Name: _____

Bus. Phone: _____

Mailing Address: _____

Fax: _____

_____ Postal Code: _____

E-Mail: _____

Alternate Contact: _____

Phone: _____

Facility(ies) Required: _____

Date(s) Requested: _____

Hours of Use: _____

Beer Garden Requested: Yes No

Purpose of Use: _____

Other Facilities/Equipment Required:

Washrooms: Yes No

Meeting Rooms: Yes No

Change rooms: Yes No

Lime/Limers: Yes No

Lights: Yes No

Other: _____

Please complete other side

SET UP:

Bleachers required: Yes No Number of bleachers required: _____
Beer Garden set-up: Yes No Electricity required: Yes No
Will any other physical structures be put up? Yes No

If yes, please describe: _____

Please provide a diagram of bleacher locations, beer garden location and all other structure locations:

**DO NOT DRIVE POLES OR STAKES OF ANY TYPE INTO THE PARKS WITHOUT APPROVALS
MOST PARKS HAVE EXTENSIVE UNDERGROUND IRRIGATION SYSTEMS. YOU WILL BE
RESPONSIBLE FOR PAYMENT FOR ANY SUCH DAMAGES.**

FOR OFFICE USE ONLY:

Tentative	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Confirmed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contract Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Payment Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Beer Garden Application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Deposit Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Beer Garden Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Booked By: _____

Date: _____