



**Courtenay
Recreation**

COURTENAY RECREATION

489 Old Island Highway, Courtenay, BC V9N 3P5

Phone: 250-338-5371 Fax: 250-338-8600 e-mail: lewis@courtenay.ca

PARK USE APPLICATION FORM

Date of Application: _____ **Organization:** _____

Contact Name: _____ Phone: _____

Mailing Address: _____ Cell Phone: _____

_____ Bus. Phone: _____

Postal Code: _____ Fax: _____ E-Mail: _____

Alternate Contact: _____ Phone: _____

1st Choice Facility Required: _____
Date: _____
Time: _____

2nd Choice Facility Required: _____
Date: _____
Time: _____

3rd Choice Facility Required: _____
Date: _____
Time: _____

Purpose of Use: _____

Price Quoted: _____

of Participants: _____

- Beer Garden Requested Yes No
- Beer Garden Application Given
- Beer Garden Regulations Given
- Beer Garden Statement Given
- Get Home Safe Kit Given

- Will you need electricity? Yes No
- Electricity (using 3 or more electrical cords?) Yes No
- Electrical Permit given
- Email City Hall

- Insurance Yes No
- Security Plan Yes No

- Lights: Yes No
- Musco Booked: Yes No

(Concerts and Large Events only)

Times: _____

Please complete other side

Other Facilities/Equipment Required:

Washrooms: Yes <input type="checkbox"/> No <input type="checkbox"/>	Croquet: Yes <input type="checkbox"/> No <input type="checkbox"/> (\$10 each or \$20 for all 3 + DL#)
Change rooms: Yes <input type="checkbox"/> No <input type="checkbox"/>	Bocce Ball: Yes <input type="checkbox"/> No <input type="checkbox"/>
FMC/Limers: Yes <input type="checkbox"/> No <input type="checkbox"/>	Horseshoes Set: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Volleyball Set: Yes <input type="checkbox"/> No <input type="checkbox"/> (\$25 + DL #)
Simms BBQ: Yes <input type="checkbox"/> No <input type="checkbox"/>	PA System: Yes <input type="checkbox"/> No <input type="checkbox"/>

SET UP:

Bleachers required at Bill Moore Park: Yes No Number of bleachers required: _____
 Email Parks
 Will any other physical structures be put up? Yes No

FOR YOUR SAFETY, DO NOT DRIVE POLES OR STAKES OF ANY TYPE INTO THE PARKS WITHOUT APPROVAL AS MOST PARKS HAVE EXTENSIVE UNDERGROUND IRRIGATION AND ELECTRICAL SYSTEMS. YOU WILL BE RESPONSIBLE FOR THE PAYMENT FOR ANY SUCH DAMAGES. A BC ONE CALL MUST BE CARRIED OUT IN ADVANCE OF INSTALLATIONS. 1-800-474-6886.

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

OFFICE USE ONLY

Email Custodial Supervisor:
 Office Hours Explained (Keys)
 Copy of BC ONE provided

Approved By: _____ Comments: _____