

**PIPRC APPLICATION FOR COMMUNITY PARK EVENT USE**

Fill out and email the form to [penderparks@crd.bc.ca](mailto:penderparks@crd.bc.ca) at least 4 weeks prior to the event.

For events attracting 25 or fewer participants, please fill out Part A only

For events attracting 26 + participants, please fill out Part A and B

**PART A**

Name of Organization/Party: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Commissioner Name (initial contact): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Commissioner Phone: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event Finish Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Extent of Exclusive Use: (whole park, part of park, specific area) \_\_\_\_\_  
(A special request for exclusive use of whole park must be made with application)

**PART B**

1. Does your event require any of the following amenities or services? (Circle Yes or No)  
Please note, with the exception of outhouses, the following amenities and services are not provided at PIPRC parks.

Water:..... Yes, No                      Cooking facilities..... Yes, No

Electricity:..... Yes, No                      BBQ pits/stations..... Yes, No

Portable toilets..... Yes, No                      Tables, chairs..... Yes, No

Garbage cans..... Yes, No                      Portable shelters..... Yes, No

PA system, music..... Yes, No

2. Does your event require transportation to and from the ferry?

Transportation to site: ... Yes, No

Parking:..... Yes, No

Please note parking is limited at our parks; however ride sharing, public transportation or commercial taxi service is available on the Pender Islands.

3. Does your group or organization have liability insurance for this event?..... Yes, No

Groups and organizations require third party liability insurance to use our parks for events that attract 26 + participants. If applicants don't have their own liability insurance, third-party liability coverage can be arranged through the CRD (Capital Regional District).

4. Event Impacts: (circle the appropriate impact level for the event)

Noise level: Low, Medium, High.

The personal information collected in this form is allowed under Section 26(c) of the Freedom of Information and Protection of Privacy Act for the purposes of administering your PIPRC Special Event application. Please contact Manager, Service Delivery, SGI Planning, PO Box 1000, 625 Fisgard Street, Victoria, V8W 2S6 at 250.360.3275 if you have questions about the collection or use of this information.

# SOUTHERN GULF ISLANDS COMMUNITY PARKS RISK ASSESSMENT

**EVENT:**  
**ORGANIZER:**  
**DATE:**  
**LOCATION:**

Please provide a list of all risks and include a description of how each risk will be avoided. Identify risks by asking, "What could occur that would have an impact on our objectives?" Risks have three key elements: **Event, causes, impacts**. Include an assessment of how likely the risk is to occur (see table below).

RISK	LIKELIHOOD	MITIGATION

**Likelihood and Consequence Descriptors for Risk Assessments**

Likelihood	Rating	Criteria	Probability
Almost certain	5	It is expected to happen.	80% to 100% or once a year or more frequently
Likely	4	We expect it to happen. It would be surprising if this did not happen.	61% to 79% or once every 3 yrs
Possible	3	Just as likely to happen as not. We don't expect it to happen, but there is a chance.	40% to 60% or once every 5 yrs
Unlikely	2	Not anticipated. We won't worry about it happening.	11% to 39% or once every 15 years
Almost certain not to happen	1	It would be surprising if this happened. There would have to be a combination of unlikely events for it to happen.	0 to 10% or once every 25 yrs