



GENERAL INFORMATION FOR PARK USE PERMIT APPLICANTS

Salt Spring Island Parks and Recreation manages all activities and uses within Salt Spring community parks, many of which require a park use permit. The goal of the park use permit system is to regulate and manage special uses within community parks to minimize the impact on the natural environment, park users, park operations and facilities.

A park use permit is required for the following:

- Anyone who intends to hold a commercial or non-commercial activity or event which attracts participants and spectators. This includes, but is not limited to, a festival, competition, tournament, show or outdoor ceremony within a community park or on a trail.
- Anyone who wishes to provide a commercial service within a community park or on a trail.
- Anyone who would like to reserve exclusive use of a gazebo in Centennial Park.
- Anyone who intends to carry out research work such as specimen collections, surveys, inventories and monitoring plots within a community park or on a trail.
- Anyone who wishes temporary land use/occupancy or access to a community park or trail for such purposes as accessing a private property, public utility corridor, or other works.
- Anyone who wishes to carry on, with the intent of monetary return, commercial filming using still or motion photography.

A park use permit application form must be submitted at least two weeks prior to the special event or activity date.

All activities and events taking place within community parks are subject to park rules, regulations and bylaws. Some **prohibited activities** include:

- excessive noise
- dogs on beaches and picnic areas between June 1 - September 15
- dogs off leash
- horses on beaches, picnic areas and hiking trails
- motor vehicles, including motor bikes, off paved roads and parking areas
- open fires and overnight camping
- vending
- carrying or discharging any firearms or other weapon
- alcoholic beverage consumption (*with the exception of a Special Occasion License*)
- *Smoking of tobacco, marijuana, e-cigarettes or any illegal substance is prohibited*

To apply for a park use permit, the following is required:

- Submission of a completed park use permit application form (copy attached).
- Submission of a signed copy of the release and indemnification form (copy attached).
- Submission of a proof of a comprehensive general liability insurance policy with the Capital Regional District (PARC) added as additional named insured (*see fee and insurance schedules attached*).

OR

Participation in the CRD Special Events Insurance Program (*Application for Sport or Non-Sport Insurance Quote attached*).

A park use permit will be issued when:

- The above documentation has been received in its entirety.
- The permit application has been approved by the Manager of Parks and Recreation.
- The non-refundable permit fee has been received when applicable (see fee schedule attached).
- The refundable security deposit has been received when applicable (see fee schedule attached).
- Payment of site preparation costs, if required (labour and vehicle costs for one or more park officers to prepare a park or trail for special use and/or supervise special use as permitted by a park use permit).

Please complete the park use permit application form and submit with the required documentation to PARC and allow a minimum of **two weeks** for permit processing.

Salt Spring Island Fees and Charges
Effective September 1, 2021

| FACILITIES (Subject to applicable tax) | | | |
|---|---|--------------|-------------------|
| Facility | Permit Fee (per hour) unless otherwise noted | | |
| | Non- Profit | | Commercial |
| | Youth | Adult | |
| Tennis Courts (per court) | No Charge | No Charge | \$ 6.50 |
| Tennis Courts (Per Tournament) | \$ 25.50 | \$ 25.50 | See Park Use Fees |
| Ball Diamonds | No Charge | No Charge | |
| Ball Diamonds (Per Tournament) | \$ 25.50 | \$ 25.50 | |
| Main Field - Portlock | No Charge | No Charge | |
| Side Field - Portlock | No Charge | No Charge | |
| Main or Side Field - Portlock (Per Tournament) | \$ 25.50 | \$ 25.50 | |
| Jogging Track | No Charge | No Charge | |
| Meeting Room | \$ 11.47 | \$ 17.20 | \$ 25.50 |
| Meeting Room AV Rental | \$16.60 | \$ 16.60 | \$16.60 |

| PARK USE (Subject to applicable tax) | | | |
|---|------------------------------|-------------------------------|--|
| | Non-Profit | | Permit Fee (per day) unless otherwise noted |
| | Youth | Adult | |
| Commercial Filming - minimal set up, less than 5 days | | | \$ 318.36 |
| Commercial Filming - Elaborate set up, less than 10 days | | | \$ 530.60 |
| Commercial Service or Activity | | | \$ 212.24/per day \$ 530.60/per week |
| Commercial Temporary One-Time Use | | | \$ 106.12/hour |
| Temporary Service Access -for such purposes as accessing private property, utility or public works | | | No Charge |
| Research Activity - such as specimen collection, surveys, inventories, monitoring plots | | | \$ 31.83 |
| Weddings- | | | \$ 54.10 |
| Special Event or Activity | \$ 9.18/hour \$ 64.92/day | \$ 11.48/hour \$ 80.58/day | \$ 15.30/hour \$ 108.20/day |
| Gazebo in Centennial Park | \$ 6.50/hour \$ 32.47/day | \$ 8.12/hour \$ 40.59/day | \$ 10.82/hour \$ 54.10/day |
| Drummond Park Picnic Shelter | \$ 6.50/hour \$ 32.47/day | \$ 8.12/hour \$ 40.59/day | \$ 10.82/hour \$ 54.10/day |
| Portlock Park Picnic Shelter | \$ 6.50/hour \$ 32.47/day | \$ 8.12/hour \$ 40.59/day | \$ 10.82/hour \$ 54.10/day |



SALT SPRING PARKS AND RECREATION PARK USE PERMIT APPLICATION

#108-121 McPhillips Avenue, Salt Spring Island, BC V8K 2T6 Telephone: 250-537-4448

Website: www.crd.bc.ca/oarc Email: ssjparc@crd.bc.ca

PARC has in place a park use permit system and park regulations to properly manage all activities and uses within community parks. At all times we endeavour to ensure that any special use of a community park does not have a negative impact on the natural environment, other park patrons, park operations and facilities. All activities and uses within community parks are subject to park rules, regulations and bylaws.

NOTE:

- Incomplete information may result in delays in evaluating and disapproval of the park use permit application.
- Event organizer(s) shall not advertise the event or make financial commitments before obtaining park use permit approval.
- The person signing the application form is responsible for ensuring that all conditions are met and is expected to be on site during the event.
- There is a one hour minimum charge-out rate for all site preparation/clean-up done by PARC staff; including but not limited to: extra garbage pick-up, requested vehicle access, power, early gate access, etc.

PLEASE COMPLETE ALL SECTIONS THAT APPLY TO YOUR EVENT/ACTIVITY.

1. APPLICANT INFORMATION

| | | | |
|-----------------------------|--|--|--|
| COMPANY/SOCIETY/INDIVIDUAL: | | Type of Organization: | |
| REGISTERED SOCIETY NO.: | | <input type="checkbox"/> Commercial | |
| COMPANY REPRESENTATIVE: | | <input type="checkbox"/> Registered Non-Profit | |
| | | <input type="checkbox"/> Government Affiliate | |
| | | <input type="checkbox"/> Private User | |
| | | <input type="checkbox"/> Recreational | |
| MAILING ADDRESS: | | | |
| PHONE: | | EMAIL: | |
| ALTERNATE CONTACT PERSON: | | PHONE: | |

2. EVENT INFORMATION

| | | | |
|---|--------|--|-----------------------|
| EVENT/ACTIVITY NAME: | | TYPE OF EVENT/ACTIVITY: | |
| EVENT/ACTIVITY DATE(S): | | DAY(S) OF WEEK: | TIMES: |
| PROPOSED PARK/ FACILITY: | | SITE LOCATION: <i>(Attach map if applicable)</i> | |
| SET-UP TIMES: | BEGIN: | AM/PM | DISMANTLE: |
| | | | AM/PM |
| EVENT TIME(S): | START: | AM/PM | FINISH: |
| | | | AM/PM |
| NUMBER OF PARTICIPANTS: | | SPECTATORS: | VOLUNTEERS/PERSONNEL: |
| EVENT DESCRIPTION: <i>(Describe all activities you are planning during this event- Use additional paper if necessary)</i> | | | |
| HAS EVENT/ACTIVITY BEEN HELD PREVIOUSLY? (circle one) NO YES If YES, what were the dates of event: | | | |
| ANY CHANGES FROM PREVIOUS EVENTS? (circle one) NO YES If YES, please list changes for this year's request: | | | |
| WILL CLEANUP OCCUR IMMEDIATELY FOLLOWING THE EVENT? (circle one) NO YES If NO, when will clean up occur? | | | |

OFFICE USE ONLY

Approved by the Manager of Parks and Recreation _____

3. FEES AND PROCEEDS

ARE YOU CHARGING A PARTICIPATION FEE? (circle one) **NO YES** IF YES, HOW MUCH PER PARTICIPANT? \$

ARE YOU CHARGING A SPECTATOR FEE? (circle one) **NO YES** IF YES, HOW MUCH PER SPECTATOR? \$

4. PARC EQUIPMENT (see Fee Schedule for prices)

| | |
|---|---|
| AV - TV Monitor and Laptop (circle one) NO YES | 20 x 20 Tent (circle one) NO YES |
| ELECTRICITY (circle one) Centennial Park Drummond Park Rotary Park Portlock Park Peace Park | |

5. SPECIAL SET-UP PLANS (equipment you will be using.)

| | | | |
|--|-------------------|--------------|--------------|
| BOOTH(S): | HOW MANY: | LOCATION(S): | |
| SIGNS: | HOW MANY: | SIZE: | LOCATION(S): |
| ELECTRICITY SOURCE: | GENERATORS: | HOW MANY? | |
| PORTABLE RESTROOMS: | HOW MANY | TYPE: | LOCATION(S): |
| STAGING/SCAFFOLDING: | SIZE: | LOCATION: | |
| CONCESSIONS: | TYPE: | LOCATION: | |
| TENTS/CANOPIES: | HOW MANY | SIZE: | LOCATION(S): |
| VEHICLE ACCESS: | HOW MANY | TYPE(S): | |
| GATES UNLOCKED | GATE LOCATION(S): | | TIME: |
| SOUND SYSTEM: | LOCATION: | | |
| OTHER TYPES OF SITE PREPARATION PLANNED (PLEASE DESCRIBE IN DETAIL - USE ADDITIONAL PAPER IF NECESSARY): | | | |

6. EVENT RELATED SALES

| |
|--|
| LIST ALL EVENT RELATED ITEMS (I.E.: T-SHIRTS, ITEMS WHICH INCLUDE THE EVENT NAME) TO BE SOLD AT THIS EVENT |
|--|

7. PUBLIC SAFETY

ATTACH A CLEAR/LEGIBLE SITE OR ROUTE MAP WITH THE FOLLOWING INDICATED:

TRAIL/ROADWAY ROUTES

NUMBER AND PLACEMENT OF TRAIL MARKERS TRAIL MARKINGS WITH A PERMANENT SUBSTANCE IS PROHIBITED

ANY OTHER DETAILS YOU THINK ARE HELPFUL

| |
|--|
| WHAT ARE YOUR PLANS FOR ON-SITE SECURITY/MONITORS/ROUTE CONTROL? |
| |
| WHAT ARE YOUR PLANS FOR MEDICAL ASSISTANCE? |
| |
| LIST ANY ADDITIONAL INFORMATION WHICH PARC MAY FIND REASONABLY NECESSARY FOR DETERMINATION OF PERMIT APPROVAL. |
| |

8. INSURANCE

PLEASE IDENTIFY YOUR INSURANCE (circle one) CRD SPECIAL EVENTS INSURANCE

OTHER, specify _____ (attach certificate)

9. APPLYING FOR SPECIAL OCCASION LICENCE (circle one) **NO YES** "Refer to additional requirements

I HEREBY CERTIFY THAT ALL THE **INFORMATION** PROVIDED FOR THIS **APPLICATION IS** TRUE AND CORRECT.

Signature: _____

DATE: _____

**PARK USE PERMIT
RELEASE AND INDEMNIFICATION FORM**

The Individual, Group or Organization, hereinafter called the Licensee, accepts and will use Salt Spring Parks and Recreation Commission lands and facilities, hereinafter called the PARC facilities, at its own risk and shall assume all risks and hazards incidental to use of the PARC facilities by the Licensee and agrees to release, absolve, save harmless and keep indemnified PARC, the Capital Regional District, its directors, officers, employees, officials, agents, servants, volunteers or representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury, loss or damage suffered or incurred by the Licensee.

No warranty is implied for use of the PARC facilities of the Capital Regional District and this agreement is to be binding on the Licensee, his/her heirs, executors, and assigns.

The Licensee is responsible for inspecting the PARC facilities prior to use to confirm they are suitable for their purpose. The Licensee agrees to accept the PARC facilities as is, and will use the property at their own risk.

The Licensee is responsible for ensuring the PARC facilities are appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the PARC facilities; and the special use does not interfere with other park users.

PARC reserves the right to cancel the permit for an activity for any reason and shall not be responsible for any associated costs or damages incurred by the Licensees or others.

SIGNED this _____ day of _____, 20__ .

Signature

Printed Name of Person Representing Group, Organization or the
Owner of the Business

Event or Activity Guidelines

General

An event in a community park shall be conducted in a manner and location such that it will minimize the impact on the natural environment, other park patrons, park operations and facilities.

A permit issued for an event or private function does not imply or allow exclusive use of the park. General public access to specific portions of the event may be regulated however, public access to the park shall not be prohibited.

An event should incorporate provisions for members of the public to benefit as spectators and/or participants whenever feasible or possible.

An event should provide a benefit to the public equal to or greater than that which could normally have been expected were the parkland or facilities not restricted for the event. Staff will give preference to general public use of parkland and will ensure that special events will not cause significant interference with public use of parkland.

An event or activity would normally be one day or less in order to minimize interference with regular park uses.

PARC reserves the right to request that the PARC name and logo are used on all pamphlets, flyers and other advertising materials. Proof copies of these materials must be approved by PARC prior to printing or distribution to the general public.

Permit Conditions

Applications are accepted on a first come, first served basis after annual or traditional events are considered.

Permit applications must be received by PARC 2 weeks prior to the event date.

All required fees must be paid prior to a special event permit being issued. Payment and proof of insurance should be provided at least 14 days prior to the date of the event. (See attached Schedule).

NO PAYMENT+ NO INSURANCE= NO PERMIT.

Event organizers whose events require a special event permit must not advertise the event or make financial commitments before receiving written approval from PARC. Those who do, run the risk of having their permit denied.

Large events with over 1000 people may require approval of the Parks and Recreation Commission.

Permit Holder Responsibilities

1. The permit holder is responsible for inspecting the event or activity area prior to use to confirm it is suitable for their purpose. The permit holder agrees to accept the special event or activity area as is, and the permit holder will use the area at their own risk.
2. The permit holder shall have total responsibility for the event setup and shall take all necessary steps to ensure that the event is properly supervised to prevent injury to participants, spectator, and park patrons.

3. No signs, event or course markers, or any other materials shall be nailed, tacked, or stapled to trees, other vegetation, or structures. Nothing may be duct-taped to landscaping.
4. The permit holder is responsible for ensuring the event or activity is conducted in a safe, orderly manner, is restricted to the park area identified in the permit, and does not interfere with other park users.
5. When required, permit holders shall be responsible for providing, at their own expense, temporary markers and/or personnel (for example, traffic control devices such as signs, barricades, cones, course marshals) which must in place for the duration of the special event.
6. When required, the permit holder shall provide adequate personnel who shall be stationed around the area to safeguard participants, spectators and park patrons.
7. All evidence of the event - signs, markers, temporary structures - must be removed by the permit holder prior to the posted closing time of the park. Should PARC be required to remove such materials, the permit holder shall be charged at the hourly charge out rate for cleanup.

Sponsorship - Signs

Each event sponsor may indicate their presence and support for the event with one reasonably size banner (i.e., 8'x3'). Inflatables bearing a sponsor's name or product are not permitted.

Temporary Structures

All temporary structures (tents, staging area facilities) require the approval of the PARC representatives; and should be specified on the application form.

Charge Outs

PARC labour costs required to manage a special event which goes beyond the scope of the permit shall be paid by the permit holder and will be charged out as per the PARC charge out rate. A detailed billing will be provided by PARC.

PARC will charge the permit holder for all clean-up costs as a result of a special event.

Any damage caused to or requiring replacement of PARC structures, landscaping or facilities shall be for the permit holder's account. A detailed billing will be provided by PARC.

Vehicles

Vehicles, including marked vehicles, unless a functional part of the event (i.e., the event headquarters, a sponsoring source of power, a first aid station), including media vehicles, **may not be parked on turf, paths or service roads.**

Event Related Sales

Event souvenirs, i.e., t-shirts and other event-related and marked items, may be sold (i.e., items which include the event name), subject to an advance listing and approval of all such items by PARC. Sponsor's products are not to be sold on the park site. Promotional sales will not be permitted. Single samples of sponsor product may be displayed and/or given away, with the exception of alcohol, drug and cigarette products.

Restroom Facilities

At the request of the PARC, a permit holder may be required to provide additional temporary toilet facilities at special event sites.

PARK USE PERMIT INSURANCE SCHEDULE

The permit holder must maintain insurance for park use permits which authorize a use or activity where a potential risk to loss or damage to the permit holder's clients, other users, PARC, or the Capital Regional District is present.

Insurance is to be provided, maintained and paid for by the permit holder and shall include:

- Comprehensive General Liability Insurance in an amount not less than \$2,000,000 (two million dollars) inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under contract.
- PARC and the Capital Regional District are to be added as an additional named insured on this policy and the policy shall include a cross liability clause.
- The policy shall contain a clause providing that the insurer will give the PARC 30 (thirty) days prior written notice in the event of cancellation or material change to the insurance.
- The permit holder shall provide PARC with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance, prior to the issuance of the permit.

Insurance coverage is available under the Capital Regional District Special Events Insurance Program for a fee to:

- a) Those groups who do not already have an insurance policy/program in place.
- b) Those groups with an insurance policy/program in place, but who cannot provide a Certificate of Insurance prior to their event date.

If needed, please fill out and return the CRD Facility Rental Insurance Application (Non-Sport or Sport) with your completed park use permit to arrange for a price quote for your event.

| PARK USE PERMIT CATEGORY | AMOUNT OF COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED |
|--|--|
| Commercial Filming - Motion Picture and Television - If subject to Policy and Regulations for Filming in parks" | \$2,000,000 \$5 000 000 |
| Commercial Service or Activity | \$2,000 000 |
| Picnic Shelter | \$2,000,000 |
| Research Activity | \$2,000 000 |
| Special Event or Activity (No Alcohol) | \$2,000,000 |
| Special Occasion License (Example: beer garden) | NOT AVAILABLE |
| Temporary Service Access | \$2,000 000 |
| Weddings | \$2,000,000 |
| Temporary One-Time Commercial | \$3 000 000 |
| | |



Making a difference...together

FACILITY RENTAL INSURANCE APPLICATION

625 Fisgard Street, Victoria, BC V8W 1R7

Part 1: GENERAL INFORMATION

Name of Applicant/Name of insured: _____

Mailing Address: _____

Contact Name: _____ Email _____

Telephone No: _____ Fax No. _____

Part 2. UNDERWRITING INFORMATION

Describe Event: _____

Location of Event: _____

Effective Date: _____ Time: _____ AM _____ PM

Expiry Date: _____ Time: _____ AM _____ PM

Estimated attendance: _____

Will there be liquor served? Yes No

Name &Address of Liquor Permit Holder: _____

Describe any safety measures/risk management plans, i.e., parking, traffic, security, supervision, first aid, evacuation: _____

Part 3: COVERAGE REQUIREMENTS

Limit of Insurance: \$2,000,000

Deductible: \$1000

Has the applicant ever been previously denied insurance coverage: Yes No

Previous loss history in the last five years: _____

The Applicant must read the following prior to signing

Please note that due to the world-wide pandemic and recommendations/requirements made by the Office of the Provincial Health Officer (PHO) and BCCDC, the undersigned is responsible for ensure participants adhere to the most recent PHO Orders. The following provides a link: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

Summary of current PHO Orders (which should not be considered exhaustive):

- Participants should not attend the facility if they are not feeling well. Those that feel sick should stay home;
- Washing of hands helps reduce the risk of COVID-19 transmission. Participants should be encouraged to wash hands (or use sanitizing gel) before and after facility use;
- Participants should be encouraged to maintain a 2m social distance from each other (where possible);
- Use of masks for events is required, however exceptions have been granted through the PHO office (see PHO website for requirements);
- Proof of vaccination for events and gatherings is required (see PHO website for requirements)
- While every effort has been made to address foreseeable pandemic safety concerns, **the risk remains that transmission of COVID-19 could occur despite CRD staff efforts. It is the undersigned responsibility to make participants aware of this potential risk.**

By initialing here you have acknowledged that you have read and understand the COVID-19 risks and requirements listed above.

Authorized Signature: _____

Please Print Name: _____ Date: _____

The User Group Liability policy is arranged through All Sport Insurance Marketing Ltd. providing a \$2,000,000 limit of liability for third party bodily injury and third party property damage with a \$1,000 deductible. A Certificate of Insurance will **not** be issued. Please keep this form for your records.

| |
|---|
| <p>OFFICE USE ONLY</p> <p>Insurance approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Premium Collected \$ _____</p> <p>Authorized Signature: _____ Date: _____</p> |
|---|

FREEDOM OF INFORMATION

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the User Group Insurance program. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Manager Risk, Insurance and FOI (250) 360-3015.