

TO ALL PARK USE PERMIT APPLICANTS:

Regional Parks manages all activities and uses within regional parks and trails, many of which require a park use permit. The goal of the park use permit system is to control and manage special uses within regional 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 that attracts participants and spectators, and includes, but is not limited to a festival, competition, tournament, show or outdoor ceremony within a regional park or trail.
- Anyone who intends to provide a commercial service within a regional park or trail. This includes commercial dog walking and training.
- Anyone who intends to carry out research work such as specimen collections, surveys, inventories and monitoring plots within a regional park or trail.
- Anyone who requires temporary land use/occupancy or access to a regional park or trail for such purposes as accessing a private property, public utility, corridor or works.
- Anyone who intends to carry on, with the intent of monetary return, commercial filming using still or motion photography.

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

- Completion of a park use permit application form (copy attached).
- Submission of a signed copy of the release and indemnification form (copy attached).

A park use permit will be issued when:

- Proof of a comprehensive general liability insurance policy (see fee and insurance schedules attached) has been submitted.
- The permit application has been approved by Regional Parks.
- The non-refundable permit fee has been received (see fee schedule attached).
- The refundable security deposit has been received if required (see fee schedule attached).

Please complete the park use permit application form and submit with the required documentation to Regional Parks for permit processing. If you have any questions, contact Jeanette Mollin at jmollin@crd.bc.ca or 250.360.3341.



Making a difference...together

APPLICATION FOR COMMERCIAL DOG WALKER PERMIT

Regional Parks has in place a park use permit system and park regulations to properly manage all activities and uses within regional parks and trails. At all times we endeavor to ensure that any special use of a regional park or trail does not have a negative impact on the natural environment, park users, park operations and facilities. All activities and uses within regional parks and trails are subject to park rules, regulations and bylaws.

NOTE:

The person signing the application form is responsible for ensuring that all conditions are met.

APPLICANT INFORMATION

NAME OF COMPANY:		COMPANY INC. NO/SOCIETY NO. (if applicable):	
NAME OF REPRESENTATIVE:		POSITION TITLE (if applicable):	
MAILING ADDRESS:		CITY AND PROVINCE:	POSTAL CODE:
CELL:	BUSINESS PHONE:	EMAIL:	
ALTERNATE CONTACT PERSON (Provide an alternate contact person that we may communicate with if necessary):			
CELL:	BUSINESS PHONE:	EMAIL:	

COMMERCIAL USE INFORMATION

DAYS OF THE WEEK (Please check all that apply):

MONDAY
 TUESDAY
 WEDNESDAY
 THURSDAY
 FRIDAY
 SATURDAY
 SUNDAY

PROPOSED REGIONAL PARKS/TRAILS USED:

NUMBER OF PERSONS TO BE COVERED BY THIS PERMIT:	CONFIRMATION OF MINIMUM AGE OF ALL PERSONS (19 YEARS): <input type="checkbox"/> YES <input type="checkbox"/> NO
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I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

FOR REGIONAL PARKS USE ONLY:

PROOF OF INSURANCE
RELEASE/INDEMNIFICATION
PERMIT FEE
PERMIT APPROVED
PERMIT DENIED
DATE: _____

PARK USE PERMIT RELEASE AND INDEMNIFICATION

The Individual, Group or Organization, hereinafter called the Licensee, accepts and will use Regional Parks' lands and facilities, hereinafter called the Facilities, at its own risk and shall assume all risks and hazards incidental to use of the Facilities by the Licensee and agrees to release, absolve, save harmless and keep indemnified 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 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 Facilities prior to use to confirm they are suitable for their purpose. The Licensee agrees to accept the Facilities as is, and will use the property at their own risk.

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

The Capital Regional District reserves the right to cancel 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
Owner of Business

PARK USE PERMIT INSURANCE SCHEDULE

The permit holder must maintain insurance for park use permits that authorize a use or activity where a potential risk to loss or damage to the permit holder's clients, other users 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.
- The Capital Regional District is to be added as an additional insured on this policy and the policy shall include a cross liability and separation of insured clause.
- The policy shall contain a clause providing that the insurer will give the Capital Regional District 30 (thirty) days prior written notice in the event of cancellation or material change to the insurance.
- The permit holder shall provide Regional Parks with evidence of such insurance coverage, in the form of an executed copy of a Certificate of Insurance, prior to issuance of the permit.

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 Regional 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	\$2,000,000
Temporary Service Access	\$2,000,000

PARK USE PERMIT FEES AND CHARGES

SPECIAL USE CATEGORIES	PERMIT FEE (NOT INCLUDING TAXES)	REFUNDABLE SECURITY DEPOSIT	COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED
<p>1. Commercial Filming - Motion Picture, Television and Photography. Short Term: Minimal set up, less than 5 days in park Long term: Elaborate set up, no more than 10 days in park</p> <p>Major commercial filming projects which are more than 10 days in a park are required to follow Policy and Regulations for Filming in Regional Parks.</p>	<p>\$80.00 per permit \$400.00 per permit</p> <p>As per filming policy</p>	<p>\$100 \$500</p> <p>As per filming policy</p>	<p>\$2,000,000 \$2,000,000</p> <p>\$5,000,000</p>
<p>2. Commercial Service or Activity - Such as guided programs or recreational training. Single trip: 1 day Seasonal: 4 month period Yearly: January 1 - December 31 inclusive</p>	<p>\$40.00 per permit \$200.00 per permit \$320.00 per permit</p>	<p>\$100 \$100 \$100</p>	<p>\$2,000,000 \$2,000,000 \$2,000,000</p>
<p>3. Commercial Dog Walking Company – Annual: (Jan 1 – Dec 31)</p>	<p>\$320.00 per permit</p>	<p>N/A</p>	<p>\$2,000,000</p>
<p>4. Research Activity - Such as specimen collections, surveys, inventories and monitoring plots.</p>	<p>\$40.00 per permit*</p>	<p>\$100</p>	<p>\$2,000,000</p>
<p>5. Special Event or Activity - Such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.</p> <p>Frequent Users: 10 or less events/year</p>	<p>\$40.00 per day*</p> <p>\$160.00/year*</p>	<p>\$100</p>	<p>\$2,000,000</p>
<p>6. Temporary Service Access - Access/occupancy through a regional park or trail for such purposes as accessing a private property, utility or public works.</p>	<p>\$80.00 per permit*</p>	<p>\$100</p>	<p>\$2,000,000</p>
<p>7. Picnic Shelter - Use of group picnic shelters at Eagle Beach, Beaver Lake, Island View Beach or Aylard Farm for exclusive use – call 478-3344 to reserve shelters</p>	<p>\$40.00 per day</p>	<p>N/A</p>	<p>\$2,000,000</p>
<p>SITE PREPARATION & CLEANUP COSTS</p> <ul style="list-style-type: none"> • May Include supervision of Special Use • Hourly Regional Parks Charge Out Rate <p>* FEE EXEMPTIONS:</p> <p>Special Event or Activity: Fee exemption will be made only when all participants are under 18 years of age.</p> <p>Research Activity and Temporary Service Access: Fee exemption will be made only when the activity provides a benefit or improvement to the park or regional parks system.</p>			