

# Regional District of Central Okanagan

## Park Use Permit Application

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### APPLICATION SUBMISSION

Events in Regional Parks require a park use permit. An application must be submitted to Parks Services **six (6) weeks prior** to the event for staff approval.

You may apply for a **Park Use Permit** for events:

- For family gatherings, celebrations, reunions, etc. but **excludes weddings**.
- A maximum of 50 patrons per event – **subject to current COVID-19 provincial health orders maximum allowable group size.**
- A maximum of **4 (four) hours** in duration.

#### Parks Available for Park Use Permits:

- Bertram Creek Regional Park (parking in upper lot only)
- Kaloya Regional Park
- Kopje Regional Park
- Mission Creek Regional Park

#### Park Use Permit Fees (due at contract signing):

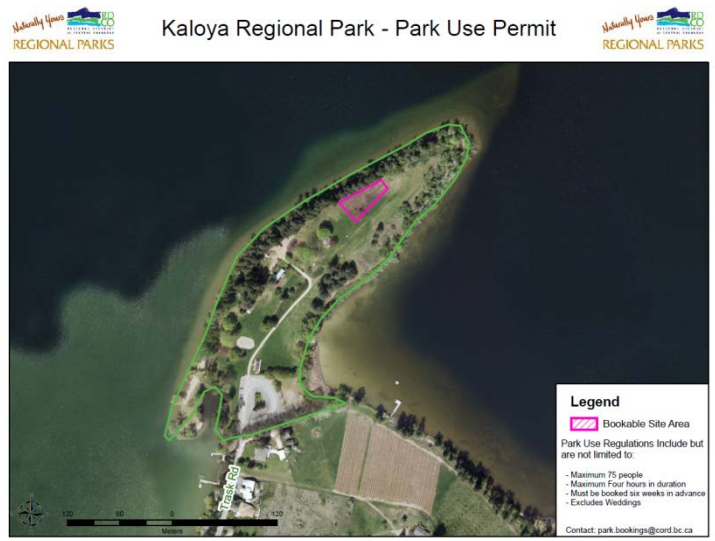
- Permit Fee \$100.00 / permit
- Insurance Fee \$20-\$75 (depending on size and type of event)
- Administrative Fee \$25.00

Application forms can be submitted by emailing completed form to [park.bookings@cord.bc.ca](mailto:park.bookings@cord.bc.ca).

**Incomplete application forms will not be accepted.**

# Permit Area - Site Location

Event Permit is for the Site Area outlined in pink border



## CONTACT INFORMATION

Date

Applicant Name:

Organization Name:

Phone

Email

Mailing Address

City/Town

Postal Code

Province

## EVENT INFORMATION

Event Location

Bertram Creek

Kopje

Kaloya

Mission Creek

Event Name

Event Date

Start Time

End Time

**\*\*Note: FOUR hour maximum duration (including set-up/take-down)**

SET-UP TIME		EVENT TIME		TAKE-DOWN TIME	
Start	Finish	Start	Finish	Start	Finish

Onsite Contact (on event day)

Name

Email

Phone

**Total Number of people at the event:**

**Total Number of vehicles at the event:**

**Event Type**

**Event Description (include all activities that will take place at event:**

**Is your event open to public or private (by invitation)?**                      Public              Private

**Are participants required to purchase tickets for this event?**              Yes              No

If **yes**, describe how tickets will be sold (i.e. are all attendees required to purchase tickets, are tickets for entry or for food/beverage, are tickets sold in advance or at the door, etc.

**Has this event occurred in an RDCO Park before?**                      Yes              No

If **yes**, provide details below (i.e. for how many years, and last permit #):

**Garbage/Recycling** - Method for removal of garbage and recycling is

## Temporary Structures

Tents	Size and how many:
Stage	Size and how many:
Temporary Fencing	Size and how many:
Generators	Size and how many:
Tables	Size and how many:
Booths	Size and how many:
BBQs/Cooking Equip	Size and how many:
Other	
Describe other	

## Food

BBQ	Size and how many:
Food Truck	Name of Company:
Potluck	Quantity and type:
Prepackage food	Quantity and type:
Drinks	Quantity and type:
Other	
Describe:	

## Portable Toilets

\*\* The **permit holder is responsible for the arrangements and cost** for the minimum required number of portable toilets. Proof of arrangements will be required prior to finalizing booking. **NOTE: ONE PORTABLE TOILET PER 50 PEOPLE IS REQUIRED**

Under 50 people, portable toilets not required

50 to 75 people – **two** portable toilets

## PARK USE PERMIT REGULATIONS

**Permit Holder Responsibility:** Permit holder is required to ensure the site area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; and the event activities do not interfere with other park users.

**The RDCO is following Provincial Public Health Orders to reduce the spread of COVID-19.** All events and park bookings must adhere to current public health orders that are in place at the time of your event.

**All park facility bookings with the RDCO are on a tentative basis, subject to cancellation or adaptation based on COVID restrictions at that time.**

**Regulations:** All activities in the park must adhere to Regional Parks Regulatory Bylaw #1427

**Smoking:** Smoking and vaping are not permitted in any RDCO Regional Park.

**Cancellation:** The RDCO reserves the right to cancel an event or activity due to unforeseen circumstances and will not be responsible for any costs or damages as a result of the cancellation.

**Food Service:** All food service providers require a food service permit from Interior Health Authority.

**Insurance:** A \$5 Million Liability Insurance Certificate for the event that names the “Regional District of Central Okanagan” as additional insured must be provided or purchased with the permit.

**Barbeques:** Only CSA/ULC propane barbeques are permitted and they must be kept at least one (1) metre away from the structure. No open-flame cooking devices are allowed in any regional park.

**Alcohol:** A person must not possess or consume liquor in a regional park without legally required permits, including a valid park use permit allowing that activity. Liquor service must meet BC Liquor Control and Licensing Branch (LCLB) requirements.

**Property Damage:** Any property damage which occurs during the permitted event, including set-up or take-down, is the responsibility of the permit holder. Damage to park property should be reported immediately.

**Staking:** Staking/ground penetration is NOT permitted for any temporary structures.

**Power/Electricity:** There is NO electrical power available in the park. Generators are allowed but must adhere to regulations under the BC Safety Authority Act.

**Electrical Permit:** Under the BC Safety Authority Act, a temporary electrical operating permit is required when using electrical equipment for temporary use and when the supply is greater than 5kVA (i.e. generators). Contact Technical Safety BC for more information on electrical permit requirements - <https://www.technicalsaftybc.ca/>.

**Notice to area:** Permit holder must notify impacted residents/business in writing at least one week prior to event.

**Chairs:** Chairs must have rounded bottoms – no chair legs that can break the surface of the grass.

**Tents:** Tents must be secured with sandbags/weights (not stakes or pegs). Pegging, staking/ground. Penetration is not permitted for any temporary structures.

**Roping Area:** No roping off or restriction of public access to any area within the park.

**Vehicles:** Vehicle access or gate access into parks is not permitted – all equipment must be carried by foot to the site.

**Portable Toilets:** One portable toilet for events over 50 people is required and is to be arranged and paid for by the permit holder. Toilets must be removed from site immediately following the event.

**Sound:** Amplified sound is not permitted in any RDCO Regional Park – sound systems are allowed at a volume that does not disturb the peace or enjoyment of the park users in the area.

**Garbage Removal:** All garbage/recyclables generated by the event must be removed from the event site or charges will apply.

It is recommended that you read and understand **Regional Parks Regulation Bylaw 1427** and the Regional Parks Services and Facilities Fees and Charges Bylaw 1428 to ensure that your event can be run in accordance with the regulations.

By purchasing a booking contract, the permit holder agrees to the terms and conditions listed above.

I have read and will comply with Park Use Permit Regulations:

# INSURANCE

**Applicants providing their own insurance:** Must obtain and maintain Commercial General Liability insurance coverage on terms satisfactory to the Regional District of Central Okanagan (the District).

The District must be included as an “Additional Insured” with respect to claims arising directly or indirectly out of the use or occupation of the premises, or the activities of the Permit Holder, renter and/or their attendees.

Policy shall provide inclusive limits of not less than \$5,000,000.00 per occurrence, including Bodily Injury and/or death, and Property Damage liability, or such higher limits as the District may require from time to time. Such policy will also provide Medical Payments coverage with limits of not less than \$2,500 per person and \$10,000 per occurrence.

The renter shall provide the District with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the District. Except in the case of event specific insurance (Special Events, Facility User), the Certificate shall contain a clause providing that the insurer will provide the District with thirty (30) days prior written notice of a cancellation or material reduction or restriction of coverage.

It is the sole responsibility of the renter to determine what additional insurance coverage, if any, including but not limited to Workers Compensation and Participants Insurance, is necessary and advisable for its own protection and/or to fulfill its obligations under the agreement. Any such additional insurance shall be maintained and provided at the expense of the renter.

## APPLICATION SUBMISSION

Park Use Permit applications are reviewed by RDCO Parks Services Staff. Fees must be paid in full to secure the permit. Fees are paid through the Facility Booking Clerk.

To submit your application, email to **[park.bookings@cord.bc.ca](mailto:park.bookings@cord.bc.ca)**.

Please also attach your site plan that indicates the park area(s) requested for your event, portable toilet locations, first aid stations and/or emergency medical services (note requirements above for site plan).