



# COMOX COMMUNITY CENTRE

PARK & FIELD USE APPLICATION/PERMIT

Email your form to [parks@comox.ca](mailto:parks@comox.ca)

COMOX PARKS & FIELDS								
ORGANIZATION:				CONTACT PERSON:				
COMMERCIAL		NON-PROFIT		COMMUNITY ORG		INDIVIDUAL		
STREET ADDRESS:				CITY:				
PROVINCE:		POSTAL CODE:		EMAIL:				
CELL PHONE:		EVENT SITE PHONE:		DRIVERS LICENCE #				
ALTERNATE CONTACT PERSON:				PRIMARY PHONE:				
EMAIL:				ALTERNATE PHONE:				
EVENT INFORMATION								
EVENT NAME:				TYPE OF EVENT:				
EVENT DATE(S):		MON	TUE	WED	THU	FRI	SAT	SUN
EVENT TIMES:		SET-UP START			SET-UP END			
		EVENT START			EVENT END			
PARK:		LOCATION IN PARK: (Attach map if applicable)						
MARINA PARK:  <i>Note: Please inform us if there will be use of tents or stakes; due to the underground irrigation system.</i>		UPPER GAZEBO			Time:			
		LOWER GAZEBO			Time:			
		MARINA PARK GREEN SPACE			Time:			
NUMBER OF PARTICIPANTS:		SPECTATORS:			VOLUNTEERS/PERSONNEL:			
PURPOSE OF EVENT:								
EVENT DESCRIPTION: (use additional paper if necessary)								

<b>WILL THE EVENT INCLUDE ANY OF THE FOLLOWING:</b> (please check all applicable and provide additional info if required)			
OPERATION OF AMPLIFICATION SYSTEM	NO	YES	
DISCHARGE OF FIREARMS OR EXPLOSIVE MATERIAL	NO	YES	Please describe
POSTING, PAINTING OR DISTRIBUTION OF INFORMATION	NO	YES	Provide copy
SALE AND/OR CONSUMPTION OF ALCOHOL	NO	YES	SOL licence required
AMUSEMENT DEVICES (INFLATABLE STRUCTURES, RIDES)	NO	YES	Operators must be licenced
FOOD OR CONCESSION	NO	YES	Temporary Food Permit required
REQUIRE SUBSTANTIAL ELECTRICAL CONNECTIONS	NO	YES	Entertainment Permit may be required
<b>FEES AND PROCEEDS</b>			
ARE YOU CHARGING A PARTICIPANT FEE?	NO	YES	Fee?
ARE YOU CHARGING AN ADMISSION FEE?	NO	YES	Fee?
RELATED ITEMS TO BE SOLD AT THIS EVENT	NO	YES	Please attach list of items.
WHO RECEIVES PROCEEDS OF THIS EVENT?			
<b>SAFETY AND SECURITY</b>			
ARE SECURITY PERSONNEL ON SITE?	NO	YES	
SECURITY CONTACT:	SECURITY PHONE #:		HOURS ON SITE:
FIRST AID ON SITE?	NO	YES	DO YOU HAVE AN EMERGENCY PLAN?
			NO YES
SAFE RIDE PLAN REQUIRED?	NO	YES	<i>Please attach plan if required.</i>
<b>TRAFFIC</b>			
WILL THERE BE ANY ROAD CLOSURES/CHANGES DURING YOUR EVENT?	NO	YES	
If yes, please provide details:			
<b>TOWN OF COMOX</b>			
ARE YOU REQUIRING ASSISTANCE FROM THE TOWN OF COMOX?	NO	YES	
If yes, please provide details:			
<b>INSURANCE</b>			
Do you have a minimum of \$2 000 000 insurance with the town as an additional insured?	NO	YES	

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVAL – FOR OFFICE USE ONLY**

Parks Superintendent: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Permit #: \_\_\_\_\_ Valid from: \_\_\_\_\_ Valid to: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Recreation Department: \_\_\_\_\_

**GST - #10912 5808**