



Box 104 | 7390 Cottonwood Street
 Pemberton, BC V0N 2L0
 P. 604-894-2340 | F. 604-894-2320
 Email: pemrecinfo@pemberton.ca
 Website: www.pemberton.ca

PEMBERTON & DISTRICT RECREATION SERVICES – PARKS, FIELDS & PUBLIC SPACES PERMIT APPLICATION

Completed applications and applicable documentation must be submitted, and all requirements met, **4 weeks prior** to the event. If the application is submitted less than 3 weeks prior to the event, or the requirements have not been met, there will be no guarantee that a Parks & Public Spaces Permit will be issued.

Park Use Permit FAQ's are available at: www.pemberton.ca/municipal-services/licenses-and-permits

ORGANIZATION INFORMATION:

Organization Name: _____ Phone 1: _____
 Email: _____ Phone 2: _____
 Mailing Address: _____ Postal Code: _____
 Name of person completing form: _____ Position in Organization: _____

TYPE OF GROUP:

Non-profit Government Local Resident Private/Commercial Business

EVENT INFORMATION:

Event Name: _____
 Date (s): _____ to _____
 Estimated attendance: _____

DETAILS OF REQUESTED PARK, FIELD OR PUBLIC SPACE:

PARK, PUBLIC SPACE OR FIELD LOCATION	DAY OF WEEK	START DATE (include month)	END DATE (include month)	START TIME	END TIME

I am the _____ (print position in Organization) with _____ (the Organization). I warrant and represent that I submit this application on behalf of the Organization and have sufficient power, authority and capacity to bind the Organization with my signature. I have read, understood and agree to the following Terms of Use and Waiver & Indemnity Clause. I understand that I will be notified by the Pemberton & District Recreation Service if this park request application is approved.

 Signature (on behalf of Organization) _____
 Date



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EVENT DETAILS (if required, attach an additional piece of paper):

PROPOSED ACTIVITIES (include entertainment, food & beverage etc):

WASTE MANAGEMENT PLAN (plan to remove all waste ie: garbage, recycling, grey water etc):

DOCUMENTATION REQUIRED WITH APPLICATION (for all applications):

Insurance Covid-19 Safety Plan Site Plan

DOCUMENTATION REQUIRED WITH APPLICATION (if applicable):

VCH Food Permit Special Event Permit (alcohol) Parking/Traffic Control Plan
Signage Plan Route Map Request for Noise Bylaw Exemption
Fire Permit Other Gov't Agency approval Emergency Services

LIST OF PARKS, FIELDS AND PUBLIC SPACES:

Downtown Barn	One Mile Lake	Zurcher Park
Pioneer Park	Underhill Park	Staehli Park
Alder Street Park	Lot 12: BMX, Skatepark, Pump Track	Fougberg Park
Creekside Tennis Courts	Village Parking Lots	Village Streets
Frontier Street (north)	Frontier Street (south)	New Recreation Site – Soccer Field
Meadows Field	Signal Hill Elementary	Gates Lake Park