



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

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

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

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**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)	Den Duyf Park
Meadows Field	Signal Hill Elementary	Gates Lake Park