

District of Clearwater Facility Use Application



This is an application / request and does not guarantee an approval will be issued. To avoid any misunderstanding please read the "Term and Conditions" attached.

Phone: 250.674.2257
 Fax: 250.674.2173
 Email: admin@docbc.ca
 www.districtofclearwater.com

Organization Name		Date of Application	
Name of Event		Purpose of Event	
Contact Name		Email address	
Address			
City		Phone	
Postal Code		Fax	
Number of Participants		Number of Spectators	
Full Description of Event:			
If a Run or Walk:			
Assembly Area		Dispersal Area	

Event/Facility Location (s)	Date(s)	Event Time	Set up Time	Take Down Time

Will you be planning any of the following activities at your event?

- Food Preparation: Yes No
- If yes, have you completed an Application to Operate a Temporary Food Service? (Mandatory) Yes No
- Amplified Sound: Yes No
- Sales of Any Kind: Yes No
- Temporary Structures: Yes No
- Entertainment: (Specify) _____ Yes No
- Do you require the use of the District Tent (by discretion of the District) Yes No

Other Activities: _____

Disclaimer:

The user hereby agrees to indemnify and hold harmless District of Clearwater, their officers, agents, all employees and volunteers from any and all claims for bodily injury and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees and the cost of appeals arising out of any claims or suits which result from errors, omissions or negligent acts of the user, his agents or employees.

Representative/Individual is responsible to abide by guidelines of the District of Clearwater

Representative/Individual Signature: _____ Date: _____

District of Clearwater Representative Signature: _____ Date: _____

**PROOF OF THIRD PARTY INSURANCE IS REQUIRED
 and the District of Clearwater must be named as "an additional Insured"**

Guidelines for Park Facility Use for Special Occasions / Events



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General

1. The following are guidelines for use of Park facilities for special occasions / events within the District of Clearwater boundaries.

Guidelines

1. Impact on Facility Operations: limitations of costs and interruption to facilities operations.
2. Impact to People: prevention of disturbance to neighbours and restriction of public access.

Conditions

1. A “public gathering”, such as weddings, vigils, parades, entertainment, games, shows and concerts. Organizers are required to fill in a Facility Use Application.
2. Alcoholic beverages are prohibited.
3. Facilities are available on a first come, first serve basis.
4. The facility may remain open for use by the general public.
5. Approval will be issued to an adult who will be responsible for both the supervision of the entire event and any damage to facility property, or injury to any party which results from inadequate supervision or carelessness.
6. All decorations must be removed immediately after the event.
7. The District of Clearwater does not provide security for the activity.
8. Parking must be restricted to defined parking lots.
9. The District of Clearwater does not provide cleaning for the activity/event.

Procedures

1. A Facility Use Application is required to be filled out and submitted. Once the application has been considered and approved the applicant will be advised.