

OUTSIDE FACILITY USE APPLICATION

CONTACT INFORMATION

Contact Name: _____

Organization Name: _____ **Phone:** _____

Street Address: _____ **City:** _____

Province/State: _____ **Postal Code:** _____

E-mail Address: _____

Dates Requested: _____

Event / Group / Name Servicing: _____

Event Description: _____

Estimated Attendance: _____

INDICATE THE PARK EVENT AREA YOU WISH TO BOOK

Lost Lake Park	Florence Peterson Park	Other
Rainbow Park	Meadow Park	
Rebagliati Park	Bayly Park	

INDICATE THE SPORTS FIELD YOU WISH TO BOOK

Field #1 Meadow Park	Field #8 Myrtle Philip Lower	Courts #1 Rainbow Volleyball
Field #2 Meadow Park	Field #9 Myrtle Philip Upper	Courts #2 Rainbow Volleyball
Field #3 Spruce Grove	Field #10 Myrtle Philip Upper	Courts #3 Rainbow Volleyball
Field #4 Spruce Grove	Field #11 Whistler Secondary	Courts #4 Rainbow Volleyball
Field #5 Spruce Grove	Field #12 Whistler Secondary	Courts #5 Bayly Volleyball
Field #6 Myrtle Philip Lower	Field #13 Spring Creek	Courts #6 Bayly Volleyball
Field #7 Myrtle Philip Lower	Gravel Field Bayly Park	

Are there any other areas you are looking at setting up or accessing for your event?

PARK AND FIELD TIMING AND PERMITTED HOURS

- The Set-up start time reflects the time you or any one of your service providers enters the site to begin setting up for your event i.e. but not limited to delivery of port-o-potties, caterer, tent, equipment providers.
- The Set-up finish time reflects the time you have completed your set-up. (Your Set-up Finish and Event Start times are always the same).
- The Event Finish time reflects when the event is scheduled to end and Tear-Down begins. (Your Event Finish and Tear-Down Start times are usually the same. They will differ for multi day bookings).
- All sound/noise and alcohol served and consumed ends at 10 pm. (Last call at 9:30pm.)
- All guests are out of park/facility by 10:30 pm.
- All bookings end at 10 pm. The parks are irrigated every night therefore all equipment and supplies that cannot get wet are to be removed from the park during scheduled tear down hours.

PARK AND FIELD TIMING (Must Include all Set-Up and Tear-Down Times)

Date:	SET-UP	Start:	AM			AM
			PM	SET-UP	Finish:	PM
	<hr/>					
	EVENT	Start:	AM			AM
			PM	EVENT	Finish:	PM
<hr/>						
	TEAR-DOWN	Start:	AM	TEAR-		AM
			PM	DOWN	Finish:	PM

Date:	SET-UP	Start:	AM			AM
			PM	SET-UP	Finish:	PM
	<hr/>					
	EVENT	Start:	AM			AM
			PM	EVENT	Finish:	PM
<hr/>						
	TEAR-DOWN	Start:	AM	TEAR-		AM
			PM	DOWN	Finish:	PM

PARKING, TRANSPORTATION AND VEHICLE ACCESS

How are participants accessing the venue?

Is vehicle access required for set-up and tear-down of your event? Yes No

If YES, please provide equipment and supplies requiring vehicle access and names of persons/company requiring access, etc.

4 parking passes can be issued for Lost Lake and Myrtle Philip. Do you require parking passes? Yes No

NOTE: The parking lot at Lost Lake Park is closed from July 1 until after Labour Day weekend.

TENTS (All tents must be secured by water barrel, sand weight or staked into the ground)

Will there be tents? Yes No

How many?

Type: Pop-up Assembled on site

Secured by: Water Barrel Sand Weight Staking (staking incurs a \$75.00 irrigation fee)

Size and purpose of tents:

ONSITE EQUIPMENT AND SUPPLIES (Please Circle and Describe)

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="radio"/> Chairs | <input type="radio"/> A/V Equipment | <input type="radio"/> Signage or Banners |
| <input type="radio"/> Tables | <input type="radio"/> Generator | <input type="radio"/> Other |
| <input type="radio"/> Fencing (SEP) | <input type="radio"/> Flooring | |
| <input type="radio"/> Staging | <input type="radio"/> Décor | |

Please LIST all of your event service contractors:

On Site Food and Beverages: You are responsible for contacting Vancouver Coastal Health Unit to determine if a temporary food permit is required. Please visit www.vch.ca/your_environment/food_safety/permits/

- All BBQ's must have a fire extinguisher on site
- All BBQ's must have a grease trap
- A wash station must be set up beside the BBQ
- No grey water or ice is to be disposed of in the park

Will there be food on site? Yes No

Is food being prepared/cooked on site? Yes No

Name of caterer:

Will there be a BBQ brought on site? Yes No

BBQ provider:

- All events with alcohol must have a valid Special Events License (SEP).
- All alcohol consumption and service must end no later than 10:00pm.
- All events with alcohol must be securely fenced. The RMOW can provide fencing for \$171.68 plus applicable taxes, or you can provide your own fencing pending approval.
- Liquor Liability Insurance is required. (See Insurance below).
- A site plan must be provided for all SEP events

Are you serving alcohol? Yes No

Who will be providing the fencing?

WILL YOUR EVENT REQUIRE POWER? (Some Parks Have Access to Power for \$30 per day)

Yes No

Source:

Purpose of Power:

Amplified Sound?

Live Music

Recorded Music/DJ

Speeches

PORTABLE WASHROOMS: May Be Required Depending on the Scope of Your Event

Washroom Rental Provider:	# of portables:	Rental Provider Contact Phone:
Regular Port-o-Potties:	Yes No	
Trailer Port-o-Potties:	Yes No	
Installation and Removal : (Prior to 9am)	Dates:	Times:

INSURANCE (All Bookings Require Insurance)

INSURANCE MUST BE RECEIVED 14 DAYS PRIOR TO YOUR FIRST BOOKING. RMOW RESERVES THE RIGHT TO CANCEL ANY BOOKINGS WITHOUT INSURANCE WITHIN 14 DAYS OF BOOKING WITHOUT NOTIFICATION TO LICENSEE.

All events that are conducted on municipal property require insurance. You can either; (A) contact an insurance provider, purchase insurance and provide us with a copy of your Certificate of Insurance OR (B) purchase the insurance through the RMOW.

If providing your own insurance the applicant must provide a Certificate of Insurance (C.O.I) covering the following requirements:

1. Inclusive liability of \$2 million minimum in Canadian funds (certain events will require higher coverage)
2. Inclusive liability of \$5 million minimum in Canadian funds is required for events taking place on any portion of Municipal Roads.
3. Document must include a cross liability clause.
 - Resort Municipality of Whistler (all events)
 - School District 48 (only for events conducted on school property)
 - “Her Majesty the Queen in Right of the Province of British Columbia” (only for events on crown and provincial lands)
4. Confirmation that Liquor Liability is included in the coverage must be listed on the Certificate of Insurance if alcohol is being provided at your event.

WILL YOU BE PURCHASING REQUIRED INSURANCE FROM RMOW? Please Select One

- Yes No, I will be providing my own

PAYMENT AND CANCELLATION POLICY

- Full payment is required at the time of booking
- RMOW events staff must receive written notice of cancellation at least 14 days prior to the event for a refund of fees less the 25% non-refundable booking fee
- Events cancelled within 14 days of your booking will not receive a refund
- There are no refunds due to inclement weather

SIGNATURE

Name:

Signature:

Date: