

TOWN OF VIEW ROYAL

Engineering Services

45 View Royal Avenue, Victoria, BC V9B 1A6
Tel. (250) 479-6800 Email: engineering@viewroyal.ca
<http://www.viewroyal.ca>

Park Use Permit Application

Permit Use Permit Application No. _____

Applicant Information

Applicant Name	Select One <input type="checkbox"/> Resident <input type="checkbox"/> Community Group <input type="checkbox"/> Business	
Business/Community Group Name	Phone	
Address	Email	
Emergency On-site Contact Name	Cell	

Use/Event Details

Park _____ Date(s) Requested _____

Proposed Use _____ Time(s) _____

in attendance _____ Exclusive Use Requested yes ☐ no ☐

Briefly describe activities:

Will any of the following be present? (*additional permits/licenses will be required due to provincial regulations):

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Alcohol* | <input type="checkbox"/> Sale of Goods* | <input type="checkbox"/> Music | <input type="checkbox"/> Additional lighting |
| <input type="checkbox"/> Filming | <input type="checkbox"/> Signage | <input type="checkbox"/> Third Party Delivery: _____ | |
| <input type="checkbox"/> Temporary Structure: _____ | | <input type="checkbox"/> Permanent Structure (eg. geo cache): _____ | |

Applicant Signature: _____ Date : _____

This information is collected by the Town of View Royal under the Local Government Act and the Freedom of Information and Protection of Privacy Act and will be used for the purpose of administering requests for Park Use Permits. Should you have any questions about the collection of this personal information please contact the Director of Engineering, 45 View Royal Avenue, 250-479-6800, info@viewroyal.ca.

For Office Use:

Proof of Insurance received:	yes <input type="checkbox"/> no <input type="checkbox"/>	Amount: _____
Garbage collection and/or cleaning fees required?	yes <input type="checkbox"/> no <input type="checkbox"/>	Amount: _____
Park Access Restrictions? yes <input type="checkbox"/> no <input type="checkbox"/>	Public Signage Required? yes <input type="checkbox"/> no <input type="checkbox"/>	
Deposit Required? yes <input type="checkbox"/> no <input type="checkbox"/>	Liquor License Required? yes <input type="checkbox"/> no <input type="checkbox"/>	

Approved by: _____ Date : _____

CONDITIONS OF RENTAL

1. This agreement is not valid until the undersigned (hereinafter referred to as the Tenant) signs and returns this agreement with the payment of deposits and fees.
2. The Tenant agrees to comply with Municipal Fire Regulations and Bylaws, including smoking, fireproof props, seating capacity and exit clearance.
3. The Tenant further agrees to maintain at its own expense public liability insurance in such amount and upon such terms and in such companies as may be reasonably satisfactory to the Town of View Royal, insuring against claims for personal injury, death, or property damage occurring upon, in or about the demised premises. The Tenant shall provide the Town of View Royal (hereinafter referred to as the Town) with a copy of any and all insurance policies on request.
4. The Tenant agrees to indemnify and save harmless the Town from and against any and all claims by any person or persons arising out of any act or neglect of the Tenant, its agents or servants, in respect of the demised premises, its use or the non-repair thereof.
5. The Tenant agrees that there will be no alcoholic beverages brought onto or consumed on Town premises without prior written permission of the View Royal Council for the Town. A valid park permit expressly granting permission, as well as a special event permit from the Province will also be required.
6. The Tenant agrees to provide adult supervision to confine participants and spectators to the areas indicated in this agreement. The Town reserves the right to evaluate the adequacy of the supervision.
7. The Tenant acknowledges that the facilities are for the purpose indicated in this Agreement, and not for personal or private purposes or gain.
8. The Tenant agrees to accept reasonable direction from Town employees in charge of the premises being use.
9. If the Parks Building at Centennial Park is included in the above accommodation, the Tenant agrees:
 - a) \$100 key and damage deposit will be required;
 - b) \$250 washroom cleaning and garbage removal fee will be required.Note: Failure to leave the facility in the condition in which it was found may result in additional charges for clean-up.
10. The Tenant acknowledges that only the equipment specified in this written agreement will be provided.
11. The Tenant acknowledges that the Town is not responsible for loss or damage to property left on Town property by the Tenant, its Agents or Servants.
12. The Tenant acknowledges the Town's right to cancel or revoke this agreement at any time, with or without cause and no claim may be made against the Town for damages or reimbursement on account of any loss, damage or expense whatsoever.
13. The Tenant acknowledges and agrees that the holding of any games of chance, including lotteries, raffles and bingos will not be held on the premises unless proper permits are obtained.
14. If professional musicians are used during the course of this agreement, the Tenant agrees to hold the Town blameless in any action to collect copyright royalties through the Copyright Act of Canada.
15. The Tenant agrees that no connection to electrical panels will be made without prior authorization from the Town.
16. The Tenant acknowledges the Town's right to establish minimum/maximum occupancy for the facilities included in this Agreement.
17. The Tenant agrees that the facilities included in this Agreement will not be used for band practices and/or performances unless the Agreement specifically authorizes these activities.
18. The Town reserves the right to restrict use of any field due to weather conditions, noise, watering, topdressing, repairs, etc.
19. Vehicles are NOT allowed on playfields at any time.
20. No group shall line or mark a field in any manner. All lining must be approved by the Town.
21. The Town reserves the right to prohibit the use of loudspeakers for outside events.