



SPECIAL EVENT APPLICATION

FOR EVENTS IN CITY PARKS & FACILITIES

Submission of this application constitutes a request to use a City of Nanaimo park or facility but is not a guarantee of event confirmation. Approval of this event will be conditional on the approval of any other regulatory bodies required (e.g. liquor licensing, business licensing, food service licensing), and on the receipt of all supporting documents (e.g. site/route maps, insurance). Fees will be calculated on approval. To enable prompt review **PLEASE ANSWER ALL QUESTIONS**.

ORGANIZATION NAME: _____

CHARITY/ NON-PROFIT: Yes _____ society # if registered _____
 PRIVATE/FAMILY: Yes _____
 BUSINESS/COMMERCIAL: Yes _____ City of Nanaimo business licence # _____

EVENT CONTACT: _____

MAILING ADDRESS: _____ POSTAL CODE: _____

TELEPHONE: _____ (home) _____ (work) _____ (cell)

EMAIL ADDRESS: _____ WEB SITE: _____

EVENT NAME: _____

EVENT CATEGORY:

Race/Run/Cycle	Private Gathering	Market	Exhibit/Trade Show
Festival/Celebration	Concert/Performance	Sport/Competition	Other: _____

DESIRED PARK/FACILITY: _____

EVENT SCHEDULE:

Set Up Start	Date:	Time:	Day of Week:
Event Proper Start	Date:	Time:	Day of Week:
Event Proper End	Date:	Time:	Day of Week:
Take Down End	Date:	Time:	Day of Week:

ATTENDANCE: estimated # participants _____ estimated # spectators _____ estimated # volunteers/staff _____

PARTICIPANT/SPECTATOR ADMISSION: No charge _____ By donation _____ Fee _____ (specify amount)

Food: Yes _____ No _____ Alcohol: Yes _____ No _____

Event Related Merchandise: Yes _____ No _____ (specify) _____

MUSICAL ENTERTAINMENT: Yes _____ No _____ Genre _____ Live _____ and/or Recorded _____

Dancing: Yes _____ No _____ Will sound amplification be used for music, announcements, speeches, etc.? Yes _____ No _____

UTILITIES or SERVICES REQUESTED: _____

Is this an annual event? Yes _____ number of years _____ No _____

Please ensure all questions are answered and return the completed application along with an outline of the purpose, list of activities and schedule of events to:

For outdoor events at parks and trails gail.johnson@nanaimo.ca 250-755-7517	For events at activity centres and Beban Park's Social Centre and grounds janelle.timmins@nanaimo.ca 250-756-5202	For events at Bowen Complex and Oliver Woods Community Centre danielle.tyre@nanaimo.ca 250-756-5282	For events at the arenas and outdoor sport courts lisa.helgeson@nanaimo.ca 250-756-5214
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Freedom of Information and Protection of Privacy Act (FOIPPA) Information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Submissions may be included within a future publically available Council Report, which will be available for viewing on the City's website.

Applicant Signature: _____ Date: _____

Office Use Only: Date Received: _____ Date Reviewed: _____	Approved _____ Not Approved _____ Reviewed by: _____
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