



Applicants Initials: \_\_\_\_\_

Please sign or initial every page of the event application and guidelines.

### 1. Event Description

- a. Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_
- b. Rooms/Area needed for event: \_\_\_\_\_
- c. Brief Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Event Organizer Contact Information

- a. Contact Name: \_\_\_\_\_
- b. Organization Name: \_\_\_\_\_
- c. Registered Non Profit Number (if applicable): \_\_\_\_\_
- d. Organization Mailing Address: \_\_\_\_\_
- e. Organizer Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_
- f. Email: \_\_\_\_\_
- g. Onsite Liaison Person/Event Coordinator contact information (if different):  
\_\_\_\_\_

### 3. Billing Information (Payment can be made via cheque or cash)

- a.  Same as above
- b. Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Non-Profit Number (if applicable): \_\_\_\_\_

### 4. Event Details (please provide details on each section)

\*Please ensure you are booking the length of your rental accurately. Failure to vacate the premises on time will result in additional charges.

- a. **Event Time(s)**  
Date: \_\_\_\_\_  
Set up: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event Finish: \_\_\_\_\_ End clean up: \_\_\_\_\_  
*Dates and times if varying start and finish times for different days:*  
Date: \_\_\_\_\_  
Set up: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event Finish: \_\_\_\_\_ End clean up: \_\_\_\_\_  
Date: \_\_\_\_\_  
Set up: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event Finish: \_\_\_\_\_ End clean up: \_\_\_\_\_

**b. For Regular/Ongoing Scheduled Events:**

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

- **ATTACH FULL SEASON SCHEDULE**

**c. Attendance:**

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

**d. Notification:** How and when will affected businesses/residents be notified?

\_\_\_\_\_

**e. Parking:** What provisions have been made for parking of participants, vendors, organizers, performers?

\_\_\_\_\_

**f. Traffic/Spectator Plan:** Do you anticipate your event to impact local traffic around facility (ex: parade or march)?

no

yes If yes, please give details:

\_\_\_\_\_

**g. Personnel:** Will you be using volunteers? From which organization?

\_\_\_\_\_

**h. Animals/Reptiles:** Are you displaying, working with, etc... animals or reptiles of any type (alive, "stuffed", specimens, etc...)?

\_\_\_\_\_

**i. Candles/Open Flame/Pyrotechnics:** Are you planning on using candles, any type of open flame, or pyrotechnics, etc... at your event?

\_\_\_\_\_

**j. Sound:** Are amplified entertainment and/or speeches included?

\_\_\_\_\_

**k. Sale or Handouts of Food, Beverages and Merchandise:** Will food, beverages and merchandise be sold or handed out? Please provide vendor names, products and locations. (If so, IHA permit and/or Food Safe Permit, and vendor permission forms are required).

\_\_\_\_\_

**l. Alcohol:** Will liquor or beer be dispensed or sold? (If so, DLCC permission and a Special Occasion License is required.)

\_\_\_\_\_

**m. Temporary Structures:** Will any temporary structures be used? (e.g. tents, stages, portable toilets)

\_\_\_\_\_

**n. Safety:** What safety risks have been identified and how will they be addressed?

\_\_\_\_\_

## 6. EVENT REQUIREMENTS:

Describe if you need access to water and for what purpose. Also, how much power is required and how you intend to distribute it. If you need access to other DLCC equipment or services, please indicate here.

- Access to Water (Field Use Only):** \_\_\_\_\_
- Access to Power (Field Use Only):** \_\_\_\_\_
- Access to washrooms after hours (Field Use Only):** \_\_\_\_\_
- Tables and Chairs (available for indoor use only):** Number of tables \_\_\_\_\_ Number of chairs \_\_\_\_\_
- Digital projector, Screen, Coffee Urns (charges apply, please specify)**

## Guidelines

### Scheduling/Damage Deposit

- DLCC facilities are available for bookings year round. Bookings are done on a first-come-first-serve basis.
- Applicants must submit a completed Facility Use Application Form to the DLCC a minimum of 4 weeks prior to the start of any proposed event.
- A \$200 refundable damage deposit, in addition to rental fees may be required at time of booking.
- Facility bookings are not considered confirmed until full payment of rental fees and damage deposit (if applicable) are received.
- If an event runs long or incurs additional costs, the renter will be invoiced after the event. Payment is due within 30 days of invoicing.
- A detailed schedule of the event is to be provided to the DLCC at the time of application. When making a request, the renter must include sufficient time for set up and take down.

### Rental Cancellation

- If the Renter wishes to cancel the booking or a portion thereof, the Renter will deliver to YCS written notice of cancellation by email, fax, or mail:
  - a) if a cancellation notice is received more than 20 business days before the event YCS will retain a \$50 administration fee.
  - b) if a cancellation notice is received by YCS less than 20 business days prior to the event, YCS will retain the full rental fee and the damage deposit will be refunded.

## General Conditions

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- Special Events include; community events, vigils, entertainment, games, shows, and concerts.
- The user is responsible for inspecting the facilities prior to their use to confirm they are suitable for the user purpose. The user agrees to accept the facilities as is, and will use the property at its own risk. The user is responsible for the safe and secure storage of all equipment.
- The user is responsible for ensuring that the facilities are appropriate for the activity, the activity is conducted in a safe manner, the activity is restricted to the facilities and the event/activities do not interfere with other facility users.
- Any property damage which occurs during the permitted activity, set-up or take down is the responsibility of the user. Damage to DLCC property shall be reported immediately by the user to DLCC reception. This includes any related damage to vehicles on site or neighboring properties. The damage will be assessed and repair costs will be billed to the park user as required.
- YCS may require the Renter to pay a Damage Deposit upon signing this Agreement. YCS may deduct from the Damage Deposit all amounts payable by the Renter to YCS under this Agreement. If there is any amount of the Damage Deposit remaining after deduction of those fees, YCS will pay that remainder to the Renter. Damage deposit amounts may vary depending on the type of event.
- Hammering stakes, spikes or other objects into the ground or placement of heavy vehicles on undesignated areas without prior approval from DLCC management is not permitted. Failure to do so could result in a puncture or break in irrigation or electrical and the organizing group or user will be responsible for all associated repair costs and damages.
- All vehicles must be parked in designated parking areas; unauthorized vehicles will be towed at the owner's expense.
- No person at any time will set up or occupy any camper, tent or other form of temporary shelter or sleep overnight on the grounds.
- Event coordinator is responsible for removing garbage from outdoor receptacles after outdoor events, to deter scavenging wildlife.
- The Renter will leave the venue in a clean and orderly condition. After the completion of the booking, YCS staff will assess the condition of the venue to determine whether it has been left in a clean and orderly condition. If YCS determines, in its sole discretion, that the venue was not left in a clean and orderly condition, the Renter will pay to YCS, due immediately upon receipt of invoice, YCS's current rates for cleaning, with a minimum cost of \$20.00.
- Unless prior approval has been granted by DLCC management;
  - Service of food is subject to the Health Authority's regulations; copy of said permit will be provided to the DLCC prior to event. (see also **Kitchen Use**)
  - The dispensing of alcoholic beverages is subject to DLCC approval and a Special Occasion License. (see also **Liquor Operation**)
  - Use of staff room is prohibited

## Washrooms and After Hours Use

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- For outdoor events outside of DLCC business hours longer than one hour in duration, washrooms may be available for use by the organization renting the facility. Please make arrangements with reception for opening/closing (additional charges may apply)

## Kitchen Use

- The applicant shall comply with *Interior Health Authority FoodSafe* licensing and guidelines. Proof of FoodSafe certification may be required.
- Applicants are required to make arrangements with reception to receive instructions on kitchen protocol and use. The applicant is responsible for the cleaning all dishes, equipment, counters and sinks and returning all equipment and dishes to their appropriate location. Applicant may be required to pay additional cleaning charges, if necessary.

## Liquor Operation

- The Applicant shall comply with the *British Columbia Liquor Control and License Act* including all current legislation regulations.
- The hours of operation are restricted to those indicted on the Special Occasion License. The Special Occasion License must be provided to the DLCC prior to the event.
- Beer is to be sold in plastic cups only.
- Liquor dispensing must be in a designated area. The DLCC must review all set-up plans no later than two weeks prior to an event.
- The Special Occasion License must be posted at the Property for the entire duration of the event.

**Failure to adhere to the above noted guidelines may result in additional charges and/or loss of use of facility**

Have you attached the following?

(\*required for all applications)



or

n/a

Public Liability Insurance\* (min \$1,000,000) *Yellowhead Community Services and District of Clearwater at 209 Dutch Lake Road, Clearwater, BC* named as additional insured.

Detailed schedule of Event\*

Site Plan

Temporary Food Service Permit (required by Interior Health Authority)

Food Safe Certificate

Special Occasion Licence (Required by Liquor Control & Licencing Branch)

Vendor Permission Forms

Other \_\_\_\_\_

**Please return completed application form to:**

Dutch Lake Community Centre – Yellowhead Community Services  
209 Dutch Lake Road  
Clearwater, BC, V0E 1N2  
Phone: (250) 674-3530                      Fax: (250) 674-3540  
Email: dlcc@yellowheadcs.ca

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The applicant agrees to the conditions they have specified in this application, to the conditions of any required supporting permits and to changes made by the DLCC management necessary to approve the final DLCC Field Use and Special Event Application.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the Guidelines in the Community Park Use & Special Event Application and agree to comply with them.

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Kerry Milner Cairns, DLCC Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Office Use only:**

Damage Deposit Required:     \_\_\_\_\_ yes     \_\_\_\_\_ no

Rental Fee Received: \_\_\_\_\_

Damage Deposit Received: \_\_\_\_\_

Open and Close Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_