

APPLICATION TO HOLD A SPECIAL EVENT, TOURNAMENT, RUN, WALK AT SWANGARD STADIUM



Attn: Booking Coordinator/Supervisor of Sports and Outdoor Recreation
 CITY OF BURNABY, PARKS, RECREATION AND CULTURAL SERVICES
 #2301 - 3713 Kensington Avenue, Burnaby, BC V5B 0A7

Telephone: (604) 294-7224 Fax: (604) 294-7223 Email: Jamie.barber@burnaby.ca

Spring/Summer requests Due October 31 of previous year

Fall/Winter requests Due March 31 of current year

A SUBMISSION OF THIS APPLICATION IS A REQUEST AND DOES NOT GUARANTEE APPROVAL OR PERMIT

Organization Name:		Date of Application:	
Name of Event:		Purpose of Event:	
Contact Name:		Address:	
City:	Province:	Postal Code:	
Website of Organization and/or Event:		Email Address:	
Home Tel No:	Work Tel No:	Fax No.	
Name of Authorized Signatory (Person legally permitted to sign allotment agreement):			
Is Organization: Registered non-profit Society? No: ____ Yes: ____ # _____		Attach copy of certificate of incorporation/ List of directors	
Incorporated Company? No: _ _ Yes: ____ # _____		Attach copy of certificate of incorporation/ List of directors	
# of Participants:	# of Spectators (approx.):	# of Volunteers:	
# of Teams (if applicable):	# of Games (if applicable):		
Event Related Vehicles:			
Event Description including the type, schedule & description of activities. Please attach additional page(s), if required.			
Is this a one-time event or is it held annually?			
If a Run/Walk, provide proposed assembly area:		Propose Dispersal Area:	
Attach map with proposed route			
Is the event open to the public?		If not, why?	

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Requested Dates (List 1 st , 2 nd & 3 rd choices)	Date(s) (List 1 st , 2 nd & 3 rd choices)	Event Times	Set-up Time	Take-Down Time

Will you be requesting any of the following at your event? (Please provide details below or attached)

Food Preparation	Yes	No	Amplified Sound (music, PA)	Yes	No
Food Vendors	Yes	No	Alcoholic Beverages	Yes	No
Merchandise Vendors	Yes	No	Temporary Structures (tents, stage)	Yes	No
Power required	Yes	No	ATM machine required	Yes	No
Do you have your own general liability coverage?				Yes	No

Entertainment (i.e. bouncy castles, amusement rides, inflatable, petting zoos, pony rides etc.):

Please list any additional services your event may require (i.e. washroom access, port-a-potties, extra garbage cans, etc.):
Extra costs may be incurred.

Event Background:

Where was the event held in previous years (city & park or facility name)? _____

Facility contact person & phone number: _____

How many years have you held this event? _____

Please note: No refunds will be issued for Tournament/Special Events unless the facility/site can be re-booked. Client will be required to provide liability insurance for the event. Further details will be provided if event approval is granted.