

**APPLICATION TO HOLD A PICNIC**



**CITY OF BURNABY, PARKS, RECREATION AND CULTURAL SERVICES**  
 #2301-3713 Kensington Ave  
 Burnaby, BC V5B 0A7  
 Telephone: (604) 294-7222  
 Email: [parksallotments@burnaby.ca](mailto:parksallotments@burnaby.ca)

PICNIC APPLICATIONS ACCEPTED AS OF FEBRUARY 1 FOR THE FOLLOWING YEAR (ie. FEB 1, 2017 FOR 2018 PICNICS)

**THIS IS AN APPLICATION/REQUEST ONLY AND DOES NOT GUARANTEE A PERMIT.**

Organization/Group Name:		Date of Application:	
Type of Event:		Date of event:	
Contact Name:		Address:	
City:	Province:	Postal Code:	
Website Address:		Email Address:	
Home/Cell Tel No:	Work Tel No:	Day of Contact No:	
Name of Authorized Signatory (Person legally permitted to sign allotment agreement): Attach a copy of the Society Form 11 List of Directors or permission letter from Director on letterhead			
Is Organization: Registered non-profit Society? No: <input type="radio"/> Yes: <input type="radio"/> # _____ Attach document showing legal entity (Certificate of Incorporation)			
Incorporated Company? No: <input type="radio"/> Yes: <input type="radio"/> # _____ Attach document showing legal entity (Certificate of Incorporation)			
Number of Participants:		Spectators:	# of Event Related Vehicles:
Full Description of Event: (Please attach additional page(s), if required)			

Location Requested (list in order of preference)	Date(s) <small>MM/DD/YYYY</small>	Event Time:	Set-up Time	Take-Down Time
1.				
2.				
3.				

If date cannot be accommodated, are you interested in other dates? Yes  No

If yes, which dates? \_\_\_\_\_

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

Food Preparation	Yes <input type="radio"/>	No <input type="radio"/>	Amplified Sound	Yes <input type="radio"/>	No <input type="radio"/>
Sales of Any Kind	Yes <input type="radio"/>	No <input type="radio"/>	Entertainment (Specify)	Yes <input type="radio"/>	No <input type="radio"/>
Temporary Structures	Yes <input type="radio"/>	No <input type="radio"/>	Tents/Canopies	Yes <input type="radio"/>	No <input type="radio"/>
Banners/Signage	Yes <input type="radio"/>	No <input type="radio"/>	Do you have your own general liability coverage?	Yes <input type="radio"/>	No <input type="radio"/>
Food Vendor If yes, vendor name:	Yes <input type="radio"/>	No <input type="radio"/>	Bouncy Castle/Dunk Tank, etc If yes, rental company name:	Yes <input type="radio"/>	No <input type="radio"/>

Other Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any services and/or equipment you require from City staff, i.e. Port-a-potties, extra garbage cans, etc.  
(Extra costs may be incurred)

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Please note: No refunds will be issued for Picnics unless the facility/site can be re-booked. Cancellation fee may apply. It is your responsibility to secure the site on the day of your event – please arrive early. Clients must comply with dog policy for location booked. Access to non-public areas by vehicles through special request only. Additional insurance required for entertainment apparatus.

PLEASE INCLUDE:

- DOCUMENTATION SHOWING LEGAL ENTITY (I.E. CERTIFICATE OF INCORPORATION)
- DOCUMENTATION FOR SIGNING AUTHORITY, (I.E. SOCIETY FORM 11 LIST OF DIRECTORS OR PERMISSION LETTER FROM DIRECTOR)
- A COPY OF YOUR INSURANCE OR A SIGNED PROOF OF INSURANCE COVERAGE FORM

IF APPLICABLE, PLEASE CONTACT FRASER HEALTH (604) 918-7683 TO DETERMINE REGULATIONS REGARDING YOUR FOOD/BEVERAGE REQUIREMENTS.

INSURANCE REQUIREMENTS: CLIENT TO PROVIDE A COPY OF THEIR CERTIFICATE OF INSURANCE FOR A MINIMUM OF \$5,000,000 LIABILITY FOR EACH OCCURRENCE WITH THE CITY OF BURNABY ADDED AS ADDITIONAL INSURED. IF YOU DO NOT HAVE YOUR OWN INSURANCE COVERAGE, WE MAY BE ABLE TO ASSIST WITH THE BLANKET INSURANCE COVERAGE PROVIDED BY SBC INSURANCE (604-737-3018) THROUGH THE CITY OF BURNABY.

Personal Information is collected and used under the authority of the Freedom of Information and Protection of Privacy Act s. 26 (c) for the purpose of administering parks, recreation and cultural programs. For more information, contact the Admin Office 604-294-7222.