

Parkway Alive Community Partner Program

Parkway Alive Community Partner Program submissions are now open, until **Sunday, May 31st**. Please note that applicants must be a registered non-profit organization and all forms must be submitted at least 3 months prior to requested event dates. For more information please contact Festivals & Events email: celebrate@burnaby.ca

*mandatory fields.

I. Application Details

*Organization Name: _____

*Business #: _____

*Full Name (Main Contact): _____ *Position/Title in Organization: _____

*Primary #: _____ Cell: _____ *Business #: _____

*Email: _____ Website: _____

*Address: _____

*City: _____ *Prov. _____ *Postal Code: _____

*What is your organization's mission/mandate? (Please explain):

II. Program Information

Select up to two (2) dates a month, to a maximum of 6 dates from June to August. See below for available dates:

- Tuesdays from June - August between 5-8pm - Metrotown Skytrain Station
- Thursdays from June - August between 5-8pm - Metrotown Skytrain Station
- Sundays from June - August between 1-5pm - Patterson Skytrain Station

Request in order of preference	Date	Time	Location
*1.			
2.			
3.			
4.			
5.			
6.			

II. Program Info Continued

Note: all proposed activities must be approved by the City of Burnaby.

***Please provide a brief description of proposed activities:**

How many people are expected onsite for this event?

*Volunteers: _____ *Staff: _____ *Total Expected Attendance: _____

Any additional information you'd like to share:

***Will you provide your own:**

Tent: Yes: No: specify #: _____ **Tables:** Yes: No: specify #: _____
Chairs: Yes: No: specify #: _____

Please note the City cannot guarantee all tents, tables and chair requests, and is not able to provide access to electricity. Final confirmation of equipment will be discussed in conversation with staff.

III. Insurance Requirements

The City of Burnaby requires all groups using or renting City facilities to have liability insurance protection. Licensees must **obtain their own policies** naming the “**City of Burnaby**” as additional insured on the policy. The policy must be for a minimum value of **\$5,000,000.000** and **MUST** include the date, and name of the event, a 30-day cancellation notice and a cross-liability clause. A copy of the policy must be provided prior to the Licensee’s event.

Insurance which meets the above criteria will be provided prior to event date:

By signing, I acknowledge I must have appropriate insurance, and understand the following funding restrictions:

- Funds are not available to support activities that focus on political, religious or spiritual viewpoints, advocacy, education and/or seek to attract only a special interest audience or to recruit new members
- Organization’s start-up costs or ongoing operating or administration expenses
- Activities whose main purpose is fundraising or any related fundraising activities
- Events or initiatives that have occurred in the past or deficit funding
- Demonstrations, marches and rallies
- Block parties, craft fairs, picnics, garden shows, street markets, farmers markets, carnival contests, competitions, juried exhibitions, organized runs and walks
- Activities included in the Licensed Charity Gaming Rules (i.e. 50/50, raffles, bingo).
- No sales of any kind

Signature: _____
Print First Name Last Name Date

Please send completed forms to:

Email: celebrate@burnaby.ca