

## **TO ALL PARK USE PERMIT APPLICANTS:**

Regional Parks manages all activities and uses within regional parks and trails, many of which require a park use permit. The goal of the park use permit system is to control and manage special uses within regional parks to minimize the impact on the natural environment, park users, park operations and facilities.

A park use permit is required for the following:

- Anyone who intends to hold a commercial or non-commercial activity or event that attracts participants and spectators, and includes, but is not limited to a festival, competition, tournament, show or outdoor ceremony within a regional park or trail.
- Anyone who intends to provide a commercial service within a regional park or trail.
- Anyone who intends to carry out research work such as specimen collections, surveys, inventories and monitoring plots within a regional park or trail.
- Anyone who requires temporary land use/occupancy or access to a regional park or trail for such purposes as accessing a private property, public utility, corridor or works.
- Anyone who intends to carry on, with the intent of monetary return, commercial filming using still or motion photography.

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**A park use permit application form must be submitted at least six weeks prior to the special event or activity date.**

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All activities and events taking place within regional parks and trails are subject to park rules, regulations and bylaws. Some **prohibited activities** include:

- alcoholic beverage consumption
- excessive noise
- dogs on beaches and picnic areas between June 1 - September 15
- horses on beaches, picnic areas and hiking trails
- motor vehicles, including motor bikes, off paved roads and parking areas
- smoking, open fires and overnight camping

To apply for a park use permit, the following is required:

- Completion of a park use permit application form (copy attached).
- Submission of a signed copy of the release and indemnification form (copy attached).
- Submission of a proof of a comprehensive general liability insurance policy, if required (see fee and insurance schedules attached).

A park use permit will be issued when:

- The above documentation has been received in its entirety.
- Submission of a proof of a comprehensive general liability insurance policy, if required (see fee and insurance schedules attached).
- The permit application has been approved by Regional Parks.
- The non-refundable permit fee has been received (see fee schedule attached).
- The refundable security deposit has been received (see fee schedule attached).
- Payment of site preparation costs, if required (labour and vehicle costs for one or more park officers to prepare a park or trail for special use and/or supervise special use as permitted by a park use permit).

Please complete the park use permit application form and submit with the required documentation to Regional Parks and allow a minimum of six weeks for permit processing. If you have any questions, contact Jeanette Mollin at 250.360.3341 or [jmollin@crd.bc.ca](mailto:jmollin@crd.bc.ca).

Sincerely,



Larisa Hutcheson, P.Eng  
General Manager  
Parks and Environmental Services

Attachments



**Regional Parks**  
490 Atkins Avenue  
Victoria, BC, Canada V9B 2Z8

T: 250.478.3344  
F: 250.478.5416  
www.crd.bc.ca/parks

# PARK USE PERMIT RELEASE AND INDEMNIFICATION

The Individual, Group or Organization, hereinafter called the Licensee, accepts and will use Regional Parks' lands and facilities, hereinafter called the Facilities, at its own risk and shall assume all risks and hazards incidental to use of the Facilities by the Licensee and agrees to release, absolve, save harmless and keep indemnified the Capital Regional District, its directors, officers, employees, officials, agents, servants, volunteers or representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury, loss or damage suffered or incurred by the Licensee.

No warranty is implied for use of the Facilities of the Capital Regional District and this agreement is to be binding on the Licensee, his/her heirs, executors, and assigns.

The Licensee is responsible for inspecting the Facilities prior to use to confirm they are suitable for their purpose. The Licensee agrees to accept the Facilities as is, and will use the property at their own risk.

The Licensee is responsible for ensuring the Facilities are appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the Facilities; and the special use does not interfere with other park users.

The Capital Regional District reserves the right to cancel an activity for any reason and shall not be responsible for any associated costs or damages incurred by the Licensees or others.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Person Representing Group, Organization or  
Owner of Business

## PARK USE PERMIT FEES AND CHARGES

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
<b>Commercial Filming</b> – motion picture, television and photography.	Filming Outdoor locations \$500/day  Parking \$300/day  Staff time for monitoring to be assessed on a case-by-case basis and charged at \$50/hour  Indoor locations to be assessed on a case-by-case basis  Filming more than 10 days to be assessed on a case-by-case basis
<b>Commercial Service or Activity*</b> – such as guided programs or recreational training. <ul style="list-style-type: none"> <li>• Single trip: 1 day</li> <li>• Seasonal: 4 month period</li> <li>• Annual: Jan 1 – Dec 31 inclusive</li> </ul>	\$80.00/permit \$215.00/permit \$320.00/permit
<b>Commercial Dog-Walking</b> – Annual (Jan 1 – Dec 31 inclusive)	\$465.00/permit
<b>Picnic Shelter</b> – Use of group picnic shelters at Beaver Lake, Eagle Beach, Island View Beach or Aylard Farm.	\$50.00/permit
<b>Research Activity*</b> – Such as specimen collections, surveys, inventories and monitoring plots.	\$40.00/permit
<b>Special Event or Activity*</b> – Such as a festival, tournament, competition, show or outdoor ceremony that attracts participants and spectators.	\$145.00/permit  Staff time for monitoring to be assessed on a case-by-case basis and charged at \$50/hour
<b>Temporary Service Access*</b> – access/ occupancy through a regional park or trail for such purposes as accessing a private property, utility or public works.	\$360.00/permit

**\*Fee Exemptions:**

Special Event or Activity: Fee exemption may be made when all participants are under 18 years of age.

Research Activity and Temporary Service Access: Fee exemption may be made when the activity provides a benefit or improvement to the park or Regional Parks and Trails system.

Commercial Service or Activity: No fees are applied to self-guided programs.

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## **PARK USE PERMIT EVENT AND ACTIVITY GUIDELINES**

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### ***General***

A special event in a regional park or trail must be conducted in a manner and location such that it will minimize the impact on the natural environment, park users, park operations and facilities.

A special event should incorporate provisions for members of the public to benefit as spectators and/or participants whenever feasible or possible.

A special event should provide a benefit to the public equal to or greater than that which could normally have been expected were the parkland or facilities not restricted for the event. Staff will give preference to general public use of parkland and will ensure that special events will not impact public use of parkland.

A special event would normally be one day or less in order to minimize impact on regular park uses.

### ***Permit Conditions***

Applications are accepted on a first come, first served basis after annual events are considered.

For water based events on Elk/Beaver Lake there is a two-step process. Please contact Regional Parks for more information.

All fees must be paid prior to a special event permit being issued. Payment and proof of insurance are to be provided before a permit will be issued.

Event organizers whose events require a special event permit must not advertise the event or make financial commitments before receiving written approval from Regional Parks. Those who do, may have their permit application declined.

**Permit applications must be received by Regional Parks 6 weeks prior to the event date.**

### ***Permit Holder Responsibilities***

- The permit holder is responsible for inspecting the special event or activity area prior to use to confirm it is suitable for their purpose. The permit holder agrees to accept the special event or activity area as is, and the permit holder will use the area at their own risk.
- The permit holder shall have total responsibility for the event layout and shall take all necessary steps to ensure that the event is properly supervised to prevent injury to participants, spectators and park users.
- No signs or markers or any other materials shall be nailed or tacked to trees or other vegetation or structures.
- The permit holder is responsible for ensuring the special event or activity is conducted in a safe, orderly manner, is restricted to the park area identified in the permit and does not interfere with other park users.
- The permit holder is responsible for providing at his/her own expense, temporary markers and/or personnel (such as signs, barricades, cones and course marshals) for traffic control, which must be in place for the duration of the special event.

- The permit holder, prior to the posted closing time of the park, must remove all evidence of the special event – signs, markers, temporary structures. Should Regional Parks be required to remove such materials, the permit holder shall be charged at the hourly charge-out rate.
- The permit holder shall inform participants to adhere to trail etiquette at all times and to give consideration to other trail users.
- The permit holder shall inform participants who bring dogs to the event that dogs must be under control at all times or leashed. Handlers must pick up all dog droppings. From June 1 to September 15 dogs must be on leash when passing through beach or picnic areas and are not allowed to stay.

### ***Sponsorship - Signs***

Each event sponsor may indicate their presence and support for the event with one reasonably sized banner (i.e., 8'x3').

### ***Temporary Structures***

All temporary structures (tents, staging area facilities) require the approval of Regional Parks.

### ***Charge Outs***

Regional Parks' staff costs required to manage a special event which goes beyond the scope of the permit will be paid by the permit holder and will be charged out as per the Regional Parks charge out rate. Detailed billing will be provided by Regional Parks.

### ***Vehicles***

Vehicles, including marked vehicles, unless a functional part of the event (i.e., first aid), may not be parked on turf, paths or service roads.

### ***Event Related Sales***

Event souvenirs, i.e., t-shirts and other event-related and marked items, may be sold (i.e., items which include the event name), subject to an advance listing and approval of all such items by Regional Parks. Event Sponsor products are not to be sold on the park site. Promotional sales will not be permitted.

Single samples of sponsor product may be displayed. Event Sponsor products may be sampled or given away, with the exception of alcohol and cigarette products.

### ***Portable Toilets***

At the request of Regional Parks, a permit holder may be required to provide additional temporary portable toilet facilities at special event sites (one per every 100 people) in locations where there are no or adequate facilities provided.

## PARK USE PERMIT INSURANCE SCHEDULE

The permit holder must maintain insurance for park use permits that authorize a use or activity where a potential risk to loss or damage to the permit holder's clients, other users or the Capital Regional District is present.

Insurance is to be provided, maintained and paid for by the permit holder and shall include:

- Comprehensive General Liability Insurance in an amount not less than \$2,000,000 (two million dollars) inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under contract.
- The Capital Regional District is to be added as an additional insured on this policy and the policy shall include a cross liability and separation of insured clause.
- The policy shall contain a clause providing that the insurer will give the Capital Regional District 30 (thirty) days prior written notice in the event of cancellation or material change to the insurance.
- The permit holder shall provide Regional Parks with evidence of such insurance coverage, in the form of an executed copy of a Certificate of Insurance, prior to issuance of the permit.

PARK USE PERMIT CATEGORY	AMOUNT OF COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED
Commercial Filming - Motion Picture and Television - If subject to "Policy and Regulations for Filming in Regional Parks"	\$2,000,000 \$5,000,000
Commercial Service or Activity	\$2,000,000
Picnic Shelter	\$2,000,000
Research Activity	\$2,000,000
Special Event or Activity	\$2,000,000
Temporary Service Access	\$2,000,000

## APPLICATION FOR EVENTS

Regional Parks has in place a park use permit system and park regulations to properly manage all activities and uses within regional parks and trails. At all times we endeavour to ensure that any special use of a regional park and trail does not have a negative impact on the natural environment, park users, park operations and facilities. All activities and uses within regional parks and trails are subject to park rules, regulations and bylaws.

- NOTE:**
- Incomplete information may result in delays in evaluating and disapproval of the park use permit application.
  - Event organizer(s) shall not advertise the event or make financial commitments before obtaining park use permit approval from Regional Parks.
  - The person signing the application form is responsible for ensuring that all conditions are met and is expected to be on site during the event.

### APPLICANT INFORMATION

NAME OF COMPANY/SOCIETY (if applicable):

NAME OF REPRESENTATIVE/ORGANIZER & POSITION TITLE:

MAILING ADDRESS:	CITY AND PROVINCE:	POSTAL CODE:
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BUSINESS PHONE:	EMAIL ADDRESS:
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HOME PHONE (if applicable):	CELLULAR/PAGER:
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ALTERNATE CONTACT PERSON (Provide an alternate contact person that we may communicate with if necessary) :

BUSINESS PHONE:	EMAIL ADDRESS:
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HOME PHONE (if applicable) :	CELLULAR/PAGER:
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### EVENT INFORMATION

EVENT/ACTIVITY NAME:	TYPE OF EVENT/ACTIVITY:
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PROPOSED DATE(S) OF EVENT/ACTIVITY:

PROPOSED CRD REGIONAL PARK (S): **(PLEASE ATTACH A PARK MAP SHOWING THE SPECIFIC AREA OF USE)**

SET-UP TIME(S):	START:	AM/PM	DISMANTLE:	AM/PM
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EVENT TIME(S)	START:	AM/PM	END:	AM/PM
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NUMBER OF PARTICIPANTS:	ESTIMATED NUMBER OF SPECTATORS:	NUMBER OF VOLUNTEERS/PERSONNEL:
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EVENT DESCRIPTION (Describe all activities planned during this event) :

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HAS EVENT/ACTIVITY BEEN HELD PREVIOUSLY? YES  NO  IF YES, STATE LOCATION AND DATE(S)

ARE THERE ANY CHANGES FROM PREVIOUS EVENTS? YES  NO  IF YES, PLEASE NOTE CHANGES:

WILL CLEANUP OCCUR IMMEDIATELY FOLLOWING THE EVENT? YES  NO  IF NO, WHEN WILL CLEANUP OCCUR?

## EVENT FEES AND PROCEEDS

IS A PARTICIPATION FEE BEING CHARGED? YES  NO  IF YES, HOW MUCH PER PARTICIPANT? \$

IS A SPECTATOR FEE BEING CHARGED? YES  NO  IF YES, HOW MUCH PER SPECTATOR? \$

## ADVERTISING/PROMOTION

CHECK TYPE OF PROMOTION YOU PLAN TO USE TO ADVERTISE YOUR EVENT:

TELEVISION  RADIO  NEWSPAPER  BILLBOARDS/KIOSKS   
FLYERS  POSTERS  WEB PAGE  OTHER \_\_\_\_\_

## SPECIAL SET-UPS

- Check appropriate category below and fill in details on numbers, size and type, if applicable.
- Please include a site setup plan/map
- **PORTABLE TOILETS:** If there are no toilets or insufficient toilets available at the event staging area to accommodate the number of people, the permit holder may be requested to provide additional portable toilet facilities. Regional Parks' staff will advise you whether this will be required.
- A one hour minimum charge applies for all site preparation/cleanup carried out by Regional Parks' staff.

ANIMALS: YES <input type="checkbox"/> NO <input type="checkbox"/>	HOW MANY:	SPECIES:
BOOTHs: : YES <input type="checkbox"/> NO <input type="checkbox"/>	HOW MANY:	LOCATION:
SIGNs: : YES <input type="checkbox"/> NO <input type="checkbox"/>	HOW MANY: SIZE:	LOCATION:
ELECTRICITY SOURCE (ie generator): YES <input type="checkbox"/> NO <input type="checkbox"/>	HOW MANY:	LOCATION:
STAGING/SCAFFOLDING: YES <input type="checkbox"/> NO <input type="checkbox"/>	SIZE:	LOCATION:
CONCESSIONS: YES <input type="checkbox"/> NO <input type="checkbox"/>	TYPE:	LOCATION:
TENTS/CANOPIES: YES <input type="checkbox"/> NO <input type="checkbox"/>	HOW MANY:	LOCATION:
VEHICLE/ACCESS: YES <input type="checkbox"/> NO <input type="checkbox"/>	HOW MANY: TYPE/SIZE:	LOCATION:
GATES UNLOCKED: YES <input type="checkbox"/> NO <input type="checkbox"/>	TIME:	LOCATION:
EARLY WASHROOM ACCESS: YES <input type="checkbox"/> NO <input type="checkbox"/>	TIME:	LOCATION:
SOUND SYSTEM: YES <input type="checkbox"/> NO <input type="checkbox"/>	PURPOSE OF SOUND SYSTEM (amplified music is not permitted):	

IF YOU HAVE ANSWERED "YES" TO EITHER OF THE FOLLOWING: VEHICLE ACCESS, GATES UNLOCKED OR EARLY WASHROOM ACCESS, PLEASE EXPLAIN WHY:

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OTHER TYPES OF SITE PREPARATION PLANNED (PLEASE DESCRIBE IN DETAIL – USE ADDITIONAL PAPER IF NECESSARY) :

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## EVENT RELATED ITEMS

LIST ALL EVENT RELATED ITEMS (I.E.: T-SHIRTS, ITEMS WHICH INCLUDE THE EVENT NAME) TO BE SOLD AT THIS EVENT:  
**(NOTE: Sales of non-event related items are prohibited)**

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## PUBLIC & PARTICIPANT SAFETY

- FOR EVENTS OVER 100 PARTICIPANTS A SAFETY PLAN IS REQUIRED.
- EVENT ORGANIZERS MUST SUBMIT IN WRITING TO ALL EMERGENCY SERVICES (Fire, Ambulance, Police) PERSONNEL NOTIFICATION OF THEIR EVENT AND PROVIDE THEM WITH A ROUTE AND SAFETY PLAN. A COPY OF THIS NOTIFICATION MUST ALSO BE FORWARDED TO REGIONAL PARKS.

ATTACH A LEGIBLE ROUTE MAP WITH THE FOLLOWING INDICATED:

- TRAIL AND/OR ROADWAY ROUTES AND DIRECTION
- NUMBER AND PLACEMENT OF TRAIL MARKERS (TRAIL MARKINGS WITH A PERMANENT SUBSTANCE IS PROHIBITED, EG. SPRAY PAINT)

WHAT ARE YOUR PLANS FOR ON-SITE SECURITY/MARSHALLING AND ROUTE CONTROL?

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WHAT ARE YOUR PLANS FOR MEDICAL ASSISTANCE?

- ALL EVENTS MUST HAVE A FIRST AID KIT AVAILABLE ON SITE
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LIST ADDITIONAL INFORMATION THAT REGIONAL PARKS MAY FIND USEFUL FOR DETERMINATION OF PERMIT APPROVAL.

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**I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.**

SIGNATURE:

DATE:

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