



City of Langford

www.cityoflangford.ca

PARKS USE PERMIT

Date: _____

USER INFORMATION

Organization: _____

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

FACILITY REQUEST

Park Name: _____

Date Required: _____ to _____

Time Required: _____ to _____

Purpose of Request (Please provide all details of request, ie: type of equipment being used, serving food, etc)

Does your request involve the use of inflatable apparatus, ie: Bouncy Castles?

Will you be using: Tents BBQ Audio Equipment Other: _____

No. of guests anticipated: _____

Please provide other relevant information in the space below:

PLEASE BE ADVISED THAT THIS PERMIT DOES NOT INCLUDE PARKING PRIVILEGES. PLEASE REVIEW THE LOCATION TO ENSURE ADEQUATE PARKING FOR YOUR EVENT. ILLEGAL PARKING COULD RESULT IN TICKETS OR TOWING.

The City of Langford requires \$5,000,000 liability insurance coverage be provided naming the City of Langford and Victoria Contracting and Municipal Maintenance Corp. as an "Additional Insured" on the user/group's insurance policy. The City must be provided a copy of this document 2 weeks prior to the event.

To be completed by the City of Langford – Parks Department Only:

Please find below the general conditions for approval of your Parks Use Permit:

- Please note that all parks are public spaces; even though you are approved to use the venue you have chosen, the public is still allowed to use the site.
- Please keep a copy of your Parks Use Permit on you should you be asked to provide proof of approval for your event.
- Please ensure that you take all garbage away with you when you leave. The garbage bins are for general use by all park users – not for special events.
- Please be aware that while we endeavour to keep all the facilities available, there are times when equipment, weather or other situations arise that impede the use of these amenities. Please advise us at your earliest convenience if you find damage or inability to use the amenities.

Specific conditions for approval of your Parks Use Permit:

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In case of emergency, please contact the Parks Technician at 250-857-0588 or Langford Dispatch 250-478-7770.

Approved

Not Approved

Manager, Parks and Recreation Department