

Please submit the completed application to the Recreation Coordinator, who will contact you to confirm park availability. Historical booking applications must be received by December 31 and are booked according to the booking allocation policy. To finalize and complete your booking, all relevant forms and permits must be received. Additional event information are located on our website - penticton.ca/events.

EVENT INFORMATION

Organization Name:	<input type="text"/>	Non-Profit Organization:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Registered Society:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, Society Number:	<input type="text"/>
Event Name:	<input type="text"/>		
Event Description: (<i>Picnic, reunion, private gathering, etc.</i>)	<input type="text"/>		
Event Location:	<input type="text"/>	Estimated Attendance:	<input type="text"/>
Event Date:	<input type="text"/>	Time of Event (Start & Finish):	<input type="text"/>
Set-Up Start Time:	<input type="text"/>	Tear Down Completed By:	<input type="text"/>

SIGNING AUTHORITY INFORMATION

Name:	<input type="text"/>	Title:	<input type="text"/>
Mailing Address:	<input type="text"/>	City, Province:	<input type="text"/>
Cell Phone Number:	<input type="text"/>	Postal Code:	<input type="text"/>
Email:	<input type="text"/>	Organization Phone Number:	<input type="text"/>

EVENT REQUIREMENTS

Insurance: All park bookings are required to obtain general liability insurance for a minimum of \$3,000,000 listing The City of Penticton as an additional insured. Please refer to Appendix 4 for details and requirements. A copy of your policy must be submitted to the Event Coordinator. **Acknowledged**

Site Map: Create a detailed site map for your event using park maps Appendix 13-17, including the location of tents, electrical (if applicable), vendors, fencing, portable toilets, and temporary play structures. Reference Appendix 5 for details on site maps. * *Picnics, reunions, and private gatherings may not require a site map, confirm with the Event Coordinator.* **Acknowledged**

Are you including tents in your event set-up: No Yes **→ If yes, review Appendix 6A**
All tents must conform to the British Columbia Building Code and must meet NFP 96 Fire Suppression Regulations. **If yes, tent sizes & quantity:**

Are you including inflatable play structures: No Yes **→ If yes, staking/weighing structure is required**
If yes, please include in your insurance.

Are you securing tents or inflatables with pegs/stakes: No Yes **→ If yes, submit Appendix 6**
Tents must be secured with appropriate weighting systems.

Are you driving in the park for setup and takedown: No Yes
If yes, please refer to event planning guidelines.

ELECTRICAL OPTIONS

Do you require power: No Yes → **If yes, submit Appendix 7**

If yes, please submit the Park Booking Electrical Agreement Appendix 7 and reference Appendix 7B.

*A key is required for access to the power pedestals and there is a \$100 deposit per key.

Do you require a 50 amp outlet and/or 6 or more plugins: No Yes → **If yes, submit Appendix 7A**

If yes, you will require a certified electrician/Field Service Representative (FSR) for your event. Your electrician will apply for an Electrical Operating Permit and a copy must be submitted to the Event Coordinator.

*Food vendors generally require a 50 amp outlet to operate unless they use a generator.

EQUIPMENT RENTAL OPTIONS

Picnic Tables (includes delivery): No Yes → **If yes, Quantity:** (\$44.99/table)

Garbage/Recycle Cans (Pair): No Yes → **If yes, Quantity:** (\$9.14/pair + delivery fee)

No Parking Pylons: No Yes → **If yes, Quantity:** (fees apply)

Barricades: No Yes → **If yes, Quantity:** (fees apply)

Mobile Water Bottle Refill Station: No Yes → **If yes, \$500 deposit applied** (\$51.00/day rental fee)

Additional equipment information can be found in the [Outdoor Events Guide](#).

PLEASE INDICATE IF YOU REQUIRE THE FOLLOWING

Will there be items for sale at your event (food & drink): No Yes → **If yes, submit Appendix 8**
Permit Fee \$41.00 Special Event Business Licence

Do your event require a road closure: No Yes → **If yes, submit Appendix 9**
Permit Fee \$148.00

Are you closing a sidewalk or renting a parking stall: No Yes → **If yes, submit Appendix 10**
Fee \$11.50/parking stall

Will there be mobile food trucks: No Yes → **If yes, submit Appendix 11A**
All vendors must be approved by the Penticton Fire Department and display valid permits and decals.

Are you providing or preparing your own food: No Yes → **If yes, refer to Interior Health**
→ **If yes, please indicate:** Pancake Breakfast BBQ Prepared Food Other:

Are you serving alcohol: No Yes
If yes, preapproval is required from The City of Penticton. A **Special Event Permit** is required and can be applied for through the Liquor and Cannabis Regulation Branch (BCLDB).

Early open or late close of washrooms: No Yes → **If yes, date and time:**

Invite Mayor and Council to attend: No Yes → **If yes, date and time:**

Other Requests:

Applicant Name: **Application Submission Date:**