



**Maple Ridge and Pitt Meadows Parks and Leisure Services  
Festival and Volunteer Office:**

Maple Ridge Leisure Centre and Pitt Meadows Family Recreation Centre  
11995 Haney Place, Maple Ridge, BC V2X 6G2  
Phone: 604-467-7325; Fax: 604-467-7373  
Email: [kbaird@mapleridge.ca](mailto:kbaird@mapleridge.ca)

**EVENT APPLICATION FORM**

This application is to be completed, signed and forwarded to the Parks and Leisure Services Festival and Volunteer Office, Maple Ridge Leisure Centre 11995 Haney Place, Maple Ridge, B.C. V2X 6G2 at least 90 days prior to the first day of the event.

Organizers are encouraged to not advertise the event until preliminary approval is obtained from Maple Ridge and Pitt Meadows Parks and Leisure Services.

It is the responsibility of the applicant to provide any and all permits, licenses and certificates that are required for this special event/tournament.

Please type or print information and attach additional documents as necessary.

**Event Information:**

Event Name: _____
Event type: <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Athletic Event <input type="checkbox"/> Fundraiser <input type="checkbox"/> Fireworks
Event Date(s): _____ Time(s): _____
Event Location: _____
Facilities to be used (check): <input type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Indoor facility
Purpose of event: _____
Event Crowd Size:    Participants: _____ Spectators: _____ Volunteers/staff: _____
Has the event been produced previously: <input type="checkbox"/> Yes <input type="checkbox"/> No
Any changes from previous events? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please list the changes for this year's event: _____

**Application Information:**

Organization Name: _____
Mailing Address and Postal Code: _____
Applicant's full name: _____
Phone Number: _____ Email: _____

**Activity Permits and Additional Information:**

Food Service:	If you plan on selling or serving any food or beverages to the public at your event, please contact Fraser Health (Maple Ridge-Pitt Meadows) at 604-476-7000 for a temporary food permit.
Beer Gardens:	If you plan to have a beer garden at your event, a Special Occasion License application form must be completed, reviewed and approved by the RCMP/Liquor Control/Parks & Leisure. Forms are available by visiting the BC Liquor Store nearest you.
Fireworks:	Contact the fire department in the community in which your fireworks display will be held: Maple Ridge Fire Department, 604-463-5221 Pitt Meadows Fire Department, 604-465-5454
Parade:	Attach an outline of the route, traffic control plan and budget for security and/or additional RCMP.
Animal or Hay Rides/Petting Zoos/Inflatable Activities/hot airballoons/parachutes/outdoor burning:	Please contact Parks and Leisure Services for information about activities permitted in public parks: 604-467-7325.
Portable Washrooms:	Event organizers must make arrangements for portable washroom facilities, if required. Event organizers should not rely solely on adjacent Community Centres for washroom facilities.

**Electricity and Water Requirements:**

Please list any activities requiring electrical power and water:  _____  _____  _____
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**Public Relations:**

Have local neighbourhood groups/businesses approved of your event concept    Yes     No

**Parade/March/Running/Walking Event:**

Number of Participants: \_\_\_\_\_

Assembly Area: \_\_\_\_\_ Dispersal Area: \_\_\_\_\_

**Site Map:**

A site map is required for event approval. Please attached a site or route map with the following indicated:

- North, indicated by directional arrow
- Names of surrounding streets with one-way streets marked
- Number and placement of traffic control personnel and barricades
- Location of first aid station
- Parking for participants and spectators
- Activities, including food vendors, stage entertainment, arts and crafts, children's activities and any other details that you think are helpful.

**Public Safety:**

What are your plans for security/event monitors/crowd control?

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**Insurance Information:**

As a condition of being granted permission to hold a special event, applicants are required to show proof of liability insurance coverage, which meets the following requirements:

- (a) Minimum limit of \$5,000,000 against third party bodily injury and property damage losses;
- (b) Additionally named insured: The District of Maple Ridge, The City of Pitt Meadows, School District #42, Maple Ridge Pitt Meadows Parks and Leisure Services Commission.
- (c) Events involving the sale or consumption of liquor also require host liquor liability insurance coverage. We require that you submit a copy of your "Certificate of Insurance" 30 days in advance of the planned event to the Parks and Leisure Festival and Volunteer Office.

**Litter and Recycling Plan:**

Please attach your litter and recycling plan for the event. This is to include your waste control and disposal during and after your event.

NOTE: Recycling of beverage containers and corrugated cardboard is mandatory on public property.

**Fees and Proceeds:**

Admission Fee:  Yes  No If yes, how much: \_\_\_\_\_

Vending Sales:  Yes  No

**Indemnification:**

On behalf of the above-named event organization, I hereby agree to indemnify and save harmless the District of Maple Ridge, City of Pitt Meadows, School District #42 and Parks and Leisure Services Commission from and against claims or demands arising from the event described in this application and I agree to obtain liability insurance that is satisfactory to Maple Ridge and Pitt Meadows Parks and Leisure Services.

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Applicants Signature

Print Applicant's Name

Today's Date

**For Office Use Only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Support: In-kind \_\_\_\_\_ Festival Support Grant: \_\_\_\_\_

Other resources: \_\_\_\_\_