

**District of North Saanich**

1620 Mills Road, North Saanich, BC V8L 5S9 • 250-655- 5480 • FAX: 656-0782 • [www.northsaanich.ca](http://www.northsaanich.ca)



**District of North Saanich  
PARK AND FACILITY USE APPLICATION**

FOR OFFICE USE ONLY	
APPROVED BY:	PERMIT #:
APPROVAL DATE:	INSURANCE CONFIRMATION: Insurer:
PARK:	EVENT DATE:
KEY DEPOSIT DATE:	KEY RETURN DATE:

**SECTION A: APPLICANT INFORMATION**

NAME OF ORGANIZATION		PERMIT NO
APPLICANT'S LAST NAME	FIRST NAME	OPTIONAL: <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input checked="" type="checkbox"/> MS <input type="checkbox"/> MR <input type="checkbox"/> OTHER _____
STREET ADDRESS	CITY / PROVINCE	POSTAL CODE
DAY PHONE NO	ALTERNATE PHONE NO. (CELLULAR)	DAY FAX NO.
E-MAIL ADDRESS		
ON-SITE CONTACT PERSON (if different from applicant)	DAY PHONE NO.	ALTERNATE PHONE NO. (CELLULAR)

**SECTION B: EVENT INFORMATION**

PARK SITE / AREA REQUESTED		
DATE OF EVENT	START TIME	END TIME
TYPE OF EVENT (public or private)	NO. OF PARTICIPANTS	NO. OF SPECTATORS
SETUP DATE	SETUP TIME	
DESCRIPTION OF EVENT / ACTIVITIES (concert, art exhibition, wedding, etc.)		

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**If use of the park facility requires any special setup, equipment, road closures, signage, etc., please complete Section C. If not, please proceed directly to Section D.**

<b>SECTION C: EVENT DETAILS (IF APPLICABLE)</b>
TEMPORARY STRUCTURES (tents, chairs, portable toilets, air bags etc.)
SOUND & LIGHTING
SIGNS (posters, banners, etc.)
FOOD SERVICES
FIREWORKS
SALE & DISTRIBUTION OF FOOD / BEVERAGES / MERCHANDISE
CLEAN UP (garbage and recycling)
PARKING / LOADING AND UNLOADING / TRAFFIC CONTROL
OTHER
<b>IMPORTANT CONSIDERATIONS:</b> <i>1. No Consumption, sale or distribution of alcoholic beverages is allowed in District of North Saanich Parks. 2. A Business License may be required for the sale of any items on public property. 3. Request for road closure or parking restrictions requires prior approval and completion of a special event permit. 4. Discharge of fireworks or other explosives requires an authorized Fireworks Permit from the North Saanich Fire Department. 5. Should any assistance be provided by the District and/or the RCMP, the applicant is required to pay these costs.</i>

<b>SECTION D: REQUIREMENTS</b>	
<ol style="list-style-type: none"><li>1. If required, applicant is required to pay user fee upon submission of application.</li><li>2. If required, applicant is required to provide the District with a refundable damage deposit depending on size and type of event.</li><li>3. Liability insurance will be provided by the applicant.</li><li>4. No costs are to be incurred by the District. All costs, direct or indirect, associated with the event are the responsibility of the applicant.</li><li>5. Applicant is required to ensure all District regulations (as per DNS Park Use Regulations) and applicable bylaws are followed.</li></ol>	
APPLICANT'S SIGNATURE	DATE

Application forms to be submitted to: District of North Saanich, 1620 Mills Road, North Saanich, BC V8L 5S9  
Tel: 250-655-5480 Fax: 250-656-0782 Email: [infrastructureadmin@northsaanich.ca](mailto:infrastructureadmin@northsaanich.ca) [www.northsaanich.ca](http://www.northsaanich.ca)

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### PARK USE REGULATIONS

- Please Note:**
- **Public Access to the Park is not to be restricted**
  - **No Amplified music may be used in the park**
  - **Respect plants and trees by not picking flowers or climbing trees**
- a) Be responsible for advising all attendees and will ensure that all attendees adhere strictly to all regulations posted and/or attached hereto. **Failure** to adhere to said regulations can result in this permit being revoked.
  - b) Provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of regulations governing the Premise, Lands and Equipment.
  - c) Exercise the greatest care in use of the facility, lands, equipment and adjacent premises.
  - d) Report all damage immediately to **Infrastructure Administrative Assistant at 250-655-5480 (Monday to Friday, (8:00 a.m. to 4:30 p.m.) or to Standby Phone at 250-920-9235 (Evenings and Weekends)**
  - e) Be responsible for any damages incurred. Said damages to be paid firstly by the Lessee.
  - f) Use only the Premises, Land and Equipment named in this Permit.
  - g) Not to permit any other Group or Organization not named on this Permit to use said Premises, Lands and Equipment without the authorization of the District of North Saanich.
  - h) Be responsible for leaving the Premises, Lands and Equipment clean. Failure to do so may result in a fee levied for maintenance or loss of security deposit
  - i) Adhere to grass closure. Information may be obtained by calling **Infrastructure Administrative Assistant at 250-655-5480**.
  - j) Not to use barbeques on wooden picnic tables, nor pour hot water on foliage.
  - k) Not to place objects in or on grass fields without first consulting with the District.
  - l) Call **Infrastructure Administrative Assistant, at 250-655-5480** and cancel the permit if you do not plan to use it.
  - m) Not to permit liquor or beer on any Premises **unless** a liquor permit is in effect. A copy of said permit shall be presented and attached to this agreement prior to use of said facility.
  - n) Pay all fees levied according to this agreement including, but not limited to, costs associated to any breach of the agreement
  - o) Not to permit commercial sales at an event held within a District Park, unless authorized by Municipal Council to do so. NOTE: Food sales require approval from the Vancouver Island Health Authority. For information call the local health officer at 250-475-1858, ext. 129

The Lessee accepts and will use the Premises at their own risk and agrees that the District of North Saanich, herein referred to as the Municipality, nor its respective officers, employees, servants, agents, heirs, successors and assigns have made any warranties or representations respecting the suitability or condition of the Premises. The Lessee further agrees that it will indemnify and save harmless the Municipality and its respective officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) in respect of any actions(s) or proceeding(s) brought thereon arising from directly or indirectly from or in connection with this granting of this permit and use of the Premises. Prior to the execution of this permit the Lessee will provide a copy of Commercial General Liability insurance not less than \$2,000,000 with the District named as an additional insured.

It is the sole responsibility of the lessee to determine what additional insurance coverage, if any, including but not limited to Workers' Compensation and participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligation under this contract.

Any such additional insurance shall be maintained and provided at the sole expense of the Lessee.

The Lessee understands and agrees that this Permit may be revoked or cancelled at any time with or without cause. The Municipality will make every reasonable attempt to provide 48 hour notice of a cancellation to the lessee.

The Applicant warrants and represents that if he/she executed this Application on behalf of a Group or organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.

The Lessee, in consideration of being granted permission to use the Premises agrees to be bound by the Terms and regulations referred above and if the Applicant represents a Group or organization, the Applicant agrees to inform all responsible officials associated with the Group or Organization of the Terms and Regulations and Waiver and Indemnity Clause.

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### Accessibility Considerations

Accessible events allow everyone in the community to participate fully, including people with mobility challenges, sensory disabilities, cognitive disabilities, older adults, families with strollers, and others who may face barriers. The District of North Saanich strives to make all events accessible and inclusive to everyone. Considering accessibility at the planning stage helps create safer, more inclusive events and reduces the need for last-minute adjustments.

#### Event planners are encouraged to:

- Consider accessibility early in the planning process
- Choose locations and layouts that minimize barriers
- Clearly communicate accessibility features (and limitations) to attendees in advance
- Be prepared to make reasonable accommodations where possible

#### Site Access & Layout

When selecting a park location and planning your event layout, consider:

- Accessible routes: Ensure there is a continuous, firm, and stable path of travel from parking areas, transit stops, and park entrances to the event area.
- Surface conditions: Grass, gravel, sand, or uneven terrain may limit access. Temporary matting or hard surfaces may be required.
- Entrances and exits: Keep entrances wide, unobstructed, and clearly marked.
- Layout spacing: Provide adequate space between tents, tables, booths, and seating to allow wheelchair and mobility aid access.

#### Parking & Transportation

- Identify nearby accessible parking stalls and ensure they remain unobstructed during the event.
- If no accessible parking is available on site, consider drop-off zones close to the event area.
- Clearly communicate parking and transit options in event materials.

#### Signage & Wayfinding

- Use clear, high-contrast signage with simple language.
- Place signs at accessible heights and along accessible routes.
- Include accessibility symbols where applicable (e.g., washrooms, parking, seating).

#### A Shared Responsibility

Creating accessible events is a shared responsibility between event organizers and the municipality. While not all parks or sites can accommodate every need, thoughtful planning and communication help ensure events are as inclusive as possible. If you have questions about accessibility or need guidance when planning your event, please contact the Parks or Permits team early in your planning process.

#### Acknowledgement

By submitting a Park Use Permit application, the event organizer confirms they have reviewed the accessibility considerations and will make reasonable efforts to address where possible.