



## Park Rental Request Form

<b>Organization/ Individual:</b>			
Organization:		Event Name:	
Contact Person:		Position:	
Address:		E-mail Address:	
Municipality:		Postal Code:	Province:
Telephone Number:		Email:	
<b>Event Details:</b>			
Location:	<b>Boitanio Park:</b> Picnic Shelter Rose Garden Skate Park Tots Park Ringwood Stage	<b>Kiwanis Park:</b> Picnic Shelter Grass Area Tennis Court	Scout Island Herb Gardner Park Comer Park Ball Diamond Spirit Square
Requested Dates:		Times:	
Public Event	Private Event	Anticipated # of participants:	
Purpose of Event: (Meeting, party, etc.)			
Power	<b>Please indicate if you require power.</b> Power only available at Boitanio Park, Spirit Square and Herb Gardner Park. Electrical fee of \$25. \$100 cash deposit is required to sign out the park key to utilize power. Deposit is only returned when the key is given back to the complex.		
<b>Food &amp; Beverage:</b> (Check all that apply)	<b>Serving Food:</b> Yes No *Public Health Food Handling Guidelines must be followed	<b>Food Preparation:</b> Using BBQ Propane List any other food preparation equipment:	
<b>Insurance:</b>			
All users are required to provide proof of general liability insurance in the amount of \$2 million naming <b>“The City of Williams Lake”</b> as additional named insured <b><u>prior to start of the booking.</u></b> Groups without insurance, occasional users and other users may purchase insurance through the City of Williams Lake to meet this requirement at the time of booking.			
Providing a copy		Purchasing through the CMRC	



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<b>Event Schedule:</b>	<b>Date:</b>	<b>Time: (E.g., 9:00am-5:00pm)</b>
<b>Set up Start:</b>		
<b>Event Start</b>		
<b>Event Finish</b>		
<b>Takedown Time:</b>		
<b>Tell us about your event:</b> (Details should include any activities on site during your event, as well as any equipment/ decorations, etc.) <b>All activities/ equipment must be disclosed for insurance purposes.</b>		

<b>Renter's Signature:</b>	
_____	_____
<i>Date</i>	<i>Signature</i>
<b>Office use only</b>	
Received by:	
Date received:	Date completed:

***The City reserves the right to reject applications and requests from users who submit forms which are not complete or contain incorrect information.***

Return completed form to Community Services, c/o Facility Booking Clerk  
 525 Proctor Street, Williams Lake, BC V2G 4J1  
 E-mail: [bschick@williamslake.ca](mailto:bschick@williamslake.ca); Phone: 250-392-1790; Fax 250-398-7884.