



District of Lantzville
 7192 Lantzville Road
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 Lantzville, B.C. V0R 2H0

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lantzville.ca

Huddlestone Park Pavilion Booking Application

(To be completed in full & accompanied with payment)

Huddlestone Park Pavilion is available for small private gatherings providing it does not conflict with other community functions that may occur in the park at the same time. Although a group may book the pavilion, individual members of the community are free to use District parks during permitted hours. The non-refundable fee is \$20 (+GST) to reserve the Huddlestone Park Pavilion, and donations are much appreciated and are used to help maintain the park. Commercial activity is not permitted with this application and requires a separate agreement. **Limited parking available at the park. Refer attendees to park at the municipal lot at Lantzville School Road. No parking on Huddlestone Road as it may impede emergency vehicles.** (Please note: Submission of this application constitutes a request and does not guarantee event approval)

APPLICANT INFORMATION		
Name of Applicant:		
Complete Address:		
Phone:	Email:	
EVENT INFORMATION		
Name of Group or Club (If applicable):		
Date and time of gathering (Limit 5 hours including clean up):		
Type of gathering (i.e., birthday, picnic, reunion, wedding): No open burning, alcohol consumption or pets permitted		
Approximate number of attendees:		
OTHER INFORMATION		
Will you be using a bouncy castle or slide?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Insurance required
Will you be using a tent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Insurance required
Will you be setting up a stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Insurance required
Will there be any other non-routine park use activity planned? Describe:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Subject to risk assessment, insurance may be required
Do you require vehicle access to the pavilion?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Insurance and keys required
Will you be requiring access to water?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Keys required
Will you be requiring access to electrical outlets?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Keys required
Please note: The keys require a \$50 deposit to be returned after the event and will be available for pickup <u>one business day prior to the event date</u>. The deposit is payable by cash, cheque or debit (if paying the deposit by debit, a cheque will be issued for the refund and will take one week to be processed).		
INSURANCE OPTIONS		
1. Provide your own insurance certificate naming the District of Lantzville as an additional insured with a minimum \$5,000,000 liability (a copy will be required upon signing of the agreement)		
2. Purchase event insurance using the Municipal Insurance Association of BC website: https://miabc.eventpolicy.ca		
Applicant's Signature:	Date of Application:	
IN CASE OF EMERGENCY AT EVENT: Call 911 for ambulance to Huddlestone Park, 7080 Huddlestone Road, Lantzville		
AFTER YOUR EVENT: Please report any accidents, issues or maintenance requests to district@lantzville.ca or 250.390.4006		
TO BE COMPLETED BY THE DISTRICT OFFICE		
Payment Date:		
Comments by the Director of Public Works:		
Director of Corporate Administration Approval:	Approval Date:	