



District of Lantzville
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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 fee is \$20 (+gst) to reserve the Huddlestone Park Pavilion, and donations are much appreciated and are used to help maintain the park.

(Please note: Submission of this application constitutes a request and does not guarantee event approval)

APPLICANT INFORMATION		
Name of Applicant:		
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)		
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 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 one business day prior to the event date.		
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 (a copy will be required upon signing of the agreement)		
Applicant's Signature:	Date of Application:	
TO BE COMPLETED BY THE DISTRICT OFFICE		
Payment Date:		
Approved:	Approval Date:	

Personal information collected on this form, or provided with this form, is collected, and protected in accordance with the *Freedom of Information and Privacy Act* and will only be used for the purposes of consideration of your application. Questions regarding the collection/use of this information should be directed to the Director of Corporate Administration at 250.933.8082.