



CONTACT INFORMATION

Facility Use Application

Contact Name: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Province/State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

EVENT INFORMATION

Date(s) requesting:

Event/Group Name:

Event Description:

Estimated Attendance:

Select the PARK you wish to book?

Lost Lake:  Rainbow:  Rebagliati:   
 Meadow Park:  Other:  Alpha:   
 Meadow Fields: Field #1  Field #2   
 Spruce Grove: Field #3  Field #4  Field #5   
 Ball Diamond Lower Fields Lower Fields

Select the FIELD you wish to book?

Myrtle Philip: Field #6  Field #7  Field #8   
 Upper Fields Upper Fields  
 Field #9  Field #10   
 High School: Field #11  Field #12   
 Spring Creek: Field #13

Using our trails for a Ride/Run/Walk/Race? Yes  No

Route map submitted with application? Yes  No  Trail Network Using:

Your Timing and Permitted Hours:

- The **Set-up start** time reflect the time you or any one of your service providers enters the park to begin setting up for your event i.e. but not limited to delivery of port-o-potties, caterer, tent, equipment providers.
- The **Set-up finish** time reflect the time you have completed your set-up. (Your Set-up Finish and Event Start times are always the same).
- The **Event Start** time reflects when the event is scheduled to begin.
- The **Event Finish** time reflects when the event is scheduled to end and Tear-Down begins. (Your Event Finish and Tear-Down Start times are usually the same. They will differ for multi day bookings).
- The **Tear-Down Start** reflects the end of the event and start of the Tear-Down (Note: For overnight bookings that ended at 11pm the night before will start booking the park at 6 a.m. the next day for Tear-Down.)
- The **Tear-Down Finish** time reflects the time you or your service provider has completed tearing down your event by removing everything that has been brought on-site for your event.
- All alcohol served and consumed ends at 10 p.m.
- All sound/noise is off by 10:30 pm.
- All guests are out of park/facility by 10:45 p.m.
- All bookings end at 11 p.m. The parks are irrigated every night thus all equipment and supplies that cannot get wet are to be removed from the park during scheduled tear down hours.

**EVENT INFORMATION – Complete ALL sections**

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**TIMING MUST INCLUDE ALL SET-UP AND TEAR-DOWN TIMES.**

**Date:**

<b>Start &amp; Finish Times:</b>	<b>SET-UP</b>	<b>Start:</b>	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<b>Finish:</b>	<input type="checkbox"/> PM
			<input type="checkbox"/> PM			<input type="checkbox"/> PM
	<b>EVENT</b>	<b>Start:</b>	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<b>Finish:</b>	<input type="checkbox"/> AM
			<input type="checkbox"/> PM			<input type="checkbox"/> PM
	<b>TEAR-DOWN</b>	<b>Start:</b>	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<b>Finish:</b>	<input type="checkbox"/> AM
			<input type="checkbox"/> PM			<input type="checkbox"/> PM

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			<input type="checkbox"/> PM			<input type="checkbox"/> PM
	<b>EVENT</b>	<b>Start:</b>	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<b>Finish:</b>	<input type="checkbox"/> AM
			<input type="checkbox"/> PM			<input type="checkbox"/> PM
	<b>TEAR-DOWN</b>	<b>Start:</b>	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<b>Finish:</b>	<input type="checkbox"/> AM
			<input type="checkbox"/> PM			<input type="checkbox"/> PM

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			<input type="checkbox"/> PM			<input type="checkbox"/> PM
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			<input type="checkbox"/> PM			<input type="checkbox"/> PM
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			<input type="checkbox"/> PM			<input type="checkbox"/> PM

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			<input type="checkbox"/> PM			<input type="checkbox"/> PM
	<b>EVENT</b>	<b>Start:</b>	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<b>Finish:</b>	<input type="checkbox"/> AM
			<input type="checkbox"/> PM			<input type="checkbox"/> PM
	<b>TEAR-DOWN</b>	<b>Start:</b>	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<b>Finish:</b>	<input type="checkbox"/> AM
			<input type="checkbox"/> PM			<input type="checkbox"/> PM

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**EVENT DETAILS — continued from page 2**

**PARKING & TRANSPORTATION OF PARTICIPANTS AND OPERATIONS**

**NOTE: The parking lot at Lost Lake Park is closed from July 1 until Labour Day weekend.**

How are the participants accessing the event? \_\_\_\_\_

Have plans been made for a pick up and drop off location at venue? Yes  No

If yes, please describe locations: \_\_\_\_\_

Do you require parking passes? Yes  No  If YES, please provide names/company details for each pass:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Name Company Name Company

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Name Company Name Company

**A MAXIMUM of four parking passes are permitted per event & they must be requested on this checklist in order to be issued. User group representative will be responsible for picking up the passes prior to the event as per your facility permit**

**PORTABLE WASHROOMS:**

**(All user groups require 1 port-o-pottie/50 people)**

- User group is responsible for communicating to participants the Port-o-Potties are for private functions and the public washrooms are for the general public use.
- The portable trailer washroom product on the market that is being used by some user groups.
- The installation of this product requires a vehicle to drive into the park for installation.
- There is a way to manage the installation, which requires written permission from the RMOW and some coordination.
- Installation approval is based a few things:
  1. The time of installation and removal. **All install and removal must be completed by 9:00am**
  2. A plywood road must be laid down on the turf for the installation vehicle to drive on to install and remove the product.
  3. The product must be placed on flooring to protect the turf. This can be plywood or another product approved by the Municipality i.e. something you may have in stock that is more esthetically pleasing.
  4. Vehicles entering the park with RMOW permission must be guided in and out of the park with a person leading and following the vehicle at all times.

**EVENT DETAILS**

<b>Provider:</b>	<b>Work phone:</b>	<b>Mobile:</b>
_____	_____	_____
<b>Regular Port-o-Potties:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____
<b>Trailer Port-o-Potties:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____
<b>Install: (Prior to 9am)</b>	Date: _____	Time: _____
_____	_____	_____
<b>Removal: (Prior to 9am)</b>	Date: _____	Time: _____
_____	_____	_____

**ACCESS TO FIELD AND/OR PARK**

Will you require load-in access to the event area? Yes  No

If YES, please provide detailed info regarding times, reason for access, names of persons/company requiring access, etc.

**SIGNAGE / SPONSORS / SAMPLING / BANNERS**

Will you be requesting to provide/display any on-site at your event? Yes  No  List specific requests: \_\_\_\_\_

**EVENT DETAILS – continued from page 3**

**TENTS**

Will there be tent(s)? Yes  No

If YES, purpose: \_\_\_\_\_

Tent provider: Own  Company

Number of tents: \_\_\_\_\_

Tent size(s): \_\_\_\_\_

Type: Pop-up  Assembled on site

Secured BY: Sand-weight  Staked-In to ground   
(MUST SELCECT ONE)  
 Water-Barrel  Other  List: \_\_\_\_\_

- **ALL tents/all types must be weighted down**

**Providing Food and/or Beverages?**

Are you providing your own? Yes  No

Is the event being catered? Yes  No

If Yes, Name the Caterer: \_\_\_\_\_

Are you bringing a BBQ on-site? Yes  No

Who is providing BBQ? Yes  No

- **All BBQ's must have a fire extinguisher on-site.**
- **The caterer must have an orientation of park bylaws prior to the event.**
- **Be aware that the disposal of ice and/or grey water is not permitted on our grass or in our parks.**
- **All BBQ's must have aa piece of plywood or grease trap underneath.**
- **A wash station must be set up beside the BBQ (soap, paper towels, hot water container and water catchment vesse!)**
- **All BBQ's must have minimum 3 Metre clearance from vegetation, overhanging branches, buildings and other combustibile materials.**

**ALCOHOL**

Are you serving alcohol? Yes  No

**If YES, a Special Occasion License is required.** Read Information on obtaining a Special Occasion Liquor License sent with application. All events with alcohol must have a valid liquor license displayed on-site as per RCMP guidelines.

**POWER REQUIREMENTS**

Purpose of power: \_\_\_\_\_

Amount required: \_\_\_\_\_

Power source: \*RMOW  \*\*Generator

Generator provider: \_\_\_\_\_

- \* **RMOW power only available at Lost Lake Park.**

**AMPLIFICATION**

Will there be amplified sound? Yes  No

If YES, check all that apply: \_\_\_\_\_

Pre-recorded music (i.e. CD's)  Speeches

Live band  Dancing at site

Band Name: \_\_\_\_\_ Music Type: \_\_\_\_\_

Are you bringing in Sound Equipment? Yes  No

**EQUIPMENT/SUPPLIES:**

Tables: Yes  No  How many: \_\_\_\_\_

Chairs: Yes  No  How many: \_\_\_\_\_

Other (List): \_\_\_\_\_

**ENTERTAINMENT AND SUPPLIES**

Type of Entertainment: \_\_\_\_\_

Will there be a stage? Yes  No

Stage provider: \_\_\_\_\_

Size of stage: \_\_\_\_\_

Location of stage: \_\_\_\_\_

Flooring: Yes  No

Flooring Provider: \_\_\_\_\_

Other: (List all): \_\_\_\_\_

**FENCING**

**Fencing is mandatory if serving or consuming alcohol outside by Royal Canadian Mounted Police Guidelines. (If having alcohol tick yes for fencing)**

Will the event require fencing? Yes  No

If YES, fencing provider: RMOW Green  RMOW Orange

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

**SERVICE/ EVENT/ RENTAL PROVIDERS**

Are you using service providers (any type)? Yes  No

If YES, please list all service providers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSURANCE – continued from page 4**

All events that are conducted on municipal property require insurance. You can either; (A) contact an insurance provider, purchase insurance and provide us with a copy of your Certificate of Insurance OR (B) purchase the insurance through the RMOW. You must select (A) OR (B)

If providing your own insurance the applicant must provide a Certificate of Insurance (C.O.I) covering the following requirements:

1. Inclusive liability of \$2 million minimum in Canadian funds (certain events will require higher coverage)
2. Document must include a cross liability clause.
  - o Resort Municipality of Whistler (all events)
  - o Whistler Village Land Company (for Village events only)
  - o Tourism Whistler (for Village events only)
  - o School District 48 (only for events conducted on school property)
  - o “Owners of property of Strata Plan LMS 1847” (for Village events using Village Common.)
  - o Jaffsons Properties Inc. (for Village events using Village Common)
  - o LARCO Investments Ltd. (for Village events using Village Common)
  - o “Her Majesty the Queen in Right of the Province of British Columbia”
  - o “Ministry of Agriculture and Land”  
(for events taking place on any portion of Provincial Land).
3. Confirmation that Liquor Liability is included in the coverage is to be submitted at the same time as the Certificate of Insurance.

Has such liability insurance been secured? ..... Yes  No

A. If YES, has a copy of the certificate of insurance been included? ..... Yes  No

B. If NO, do wish to purchase the required insurance through the RMOW? .....

(NOTE: When B is selected, a quote is provided on the permit based on the information on this form. Option A may be selected and a refund provided if a C.O.I. is received and approved pre-event.) Yes  No

**PAYMENT AND CANCELLATION POLICY**

<b>Method of Payment:</b> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/>
<b>NOTES:</b>
• Full payment is required at the time of booking
• Submit any requests to have fees waived with this Event Application. Include your Society or Non Profit Number and/or the Organization receiving the proceeds from the event. Only registered Non-Profit groups will be approved. All other applications will be referred to staff and/or Council for approval.
• RMOW events staff must receive written notice of cancellation at least 14 days prior to the event for a refund of fees less the 25% non-refundable booking fee.
• Events cancelled within the 14 days of your booking will not receive a refund.
• There are no refunds due to poor weather.

**SIGNATURE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date