



GENERAL INFORMATION FOR PARK USE PERMIT APPLICANTS

Salt Spring Island Parks and Recreation manages all activities and uses within Salt Spring community parks, many of which require a park use permit. The goal of the park use permit system is to regulate and manage special uses within community parks to minimize the impact on the natural environment, park users, park operations and facilities.

A park use permit is required for the following:

- Anyone who intends to hold a commercial or non-commercial activity or event which attracts participants and spectators. This includes, but is not limited to, a festival, competition, tournament, show or outdoor ceremony within a community park or on a trail.
- Anyone who wishes to provide a commercial service within a community park or on a trail.
- Anyone who would like to reserve exclusive use of a gazebo in Centennial Park.
- Anyone who intends to carry out research work such as specimen collections, surveys, inventories and monitoring plots within a community park or on a trail.
- Anyone who wishes temporary land use/occupancy or access to a community park or trail for such purposes as accessing a private property, public utility corridor, or other works.
- Anyone who wishes to carry on, with the intent of monetary return, commercial filming using still or motion photography.

A park use permit application form must be submitted at least two weeks prior to the special event or activity date.

All activities and events taking place within community parks are subject to park rules, regulations and bylaws. Some **prohibited activities** include:

- excessive noise
- dogs on beaches and picnic areas between June 1 - September 15
- dogs off leash
- horses on beaches, picnic areas and hiking trails
- motor vehicles, including motor bikes, off paved roads and parking areas
- open fires and overnight camping
- vending
- carrying or discharging any firearms or other weapon
- alcoholic beverage consumption (*with the exception of a Special Occasion License*)
- *Smoking of tobacco, marijuana, e-cigarettes or any illegal substance is prohibited*

To apply for a park use permit, the following is required:

- Submission of a completed park use permit application form (copy attached).
- Submission of a signed copy of the release and indemnification form (copy attached).
- Submission of a proof of a comprehensive general liability insurance policy with the Capital Regional District (PARC) added as additional named insured (*see fee and insurance schedules attached*).

OR

Participation in the CRD Events Insurance Program (*Application for Sport or Non-Sport Insurance through <https://crd.instantriskcoverage.com/register>*).

A park use permit will be issued when:

- The above documentation has been received in its entirety.
- The permit application has been approved by the Manager of Parks and Recreation.
- The non-refundable permit fee has been received when applicable (see fee schedule attached).
- The refundable security deposit has been received when applicable (see fee schedule attached).
- Payment of site preparation costs, if required (labour and vehicle costs for one or more park officers to prepare a park or trail for special use and/or supervise special use as permitted by a park use permit).

Please complete the park use permit application form and submit with the required documentation to PARC and allow a minimum of **two weeks** for permit processing.



SALT SPRING PARKS AND RECREATION PARK USE PERMIT APPLICATION

#108-121 McPhillips Avenue, Salt Spring Island, BC V8K 2T6 Telephone: 250-537-4448

Website: www.crd.bc.ca/oarc Email: ssiparc@crd.bc.ca

PARC has in place a park use permit system and park regulations to properly manage all activities and uses within community parks. At all times we endeavour to ensure that any special use of a community park does not have a negative impact on the natural environment, other park patrons, park operations and facilities. All activities and uses within community parks are subject to park rules, regulations and bylaws.

NOTE:

- Incomplete information may result in delays in evaluating and disapproval of the park use permit application.
- Event organizer(s) shall not advertise the event or make financial commitments before obtaining park use permit approval.
- The person signing the application form is responsible for ensuring that all conditions are met and is expected to be on site during the event.
- There is a one hour minimum charge-out rate for all site preparation/clean-up done by PARC staff; including but not limited to: extra garbage pick-up, requested vehicle access, power, early gate access, etc.

PLEASE COMPLETE ALL SECTIONS THAT APPLY TO YOUR EVENT/ACTIVITY.

1. APPLICANT INFORMATION

COMPANY/SOCIETY/INDIVIDUAL:		Type of Organization: <input type="checkbox"/> Commercial <input type="checkbox"/> Registered Non-Profit <input type="checkbox"/> Government Affiliate <input type="checkbox"/> Private User <input type="checkbox"/> Recreational	
COMPANY REPRESENTATIVE:			
MAILING ADDRESS:			
PHONE:		EMAIL:	
ALTERNATE CONTACT PERSON:		PHONE:	

2. EVENT INFORMATION

EVENT/ACTIVITY NAME:		TYPE OF EVENT/ACTIVITY:	
EVENT/ACTIVITY DATE(S):		DAY(S) OF WEEK: TIMES:	
PROPOSED PARK/ FACILITY:		SITE LOCATION: <i>(Attach map if applicable)</i>	
SET-UP TIMES:	BEGIN:	AM/PM	DISMANTLE:
			AM/PM
EVENT TIME(S):	START:	AM/PM	FINISH:
			AM/PM
NUMBER OF PARTICIPANTS:		SPECTATORS: VOLUNTEERS/PERSONNEL:	
EVENT DESCRIPTION: <i>(Describe all activities you are planning during this event- Use additional paper if necessary)</i>			
HAS EVENT/ACTIVITY BEEN HELD PREVIOUSLY? (circle one) NO YES If YES, what were the dates of event:			
ANY CHANGES FROM PREVIOUS EVENTS? (circle one) NO YES If YES, please list changes for this year's request:			
WILL CLEANUP OCCUR IMMEDIATELY FOLLOWING THE EVENT? (circle one) NO YES If NO, when will clean up occur?			

OFFICE USE ONLY

Approved by the Manager of Parks and Recreation _____

3. FEES AND PROCEEDS

ARE YOU CHARGING A PARTICIPATION FEE? (circle one) **NO** **YES** IF YES, HOW MUCH PER PARTICIPANT? \$

4. PARC EQUIPMENT (see Fee Schedule for prices)

20 x 20 Tent (circle one) NO YES	
ELECTRICITY (circle one) Centennial Park Drummond Park Rotary Park Portlock Park Peace Park	

5. SPECIAL SET-UP PLANS (equipment you will be using.)

BOOTH(S):	HOW MANY:	LOCATION(S):	
SIGNS:	HOW MANY:	SIZE:	LOCATION(S):
ELECTRICITY SOURCE:	GENERATORS:	HOW MANY?	
PORTABLE RESTROOMS:	HOW MANY	TYPE:	LOCATION(S):
STAGING/SCAFFOLDING:	SIZE:	LOCATION:	
CONCESSIONS:	TYPE:	LOCATION:	
TENTS/CANOPIES:	HOW MANY	SIZE:	LOCATION(S):
VEHICLE ACCESS:	HOW MANY	TYPE(S):	
GATES UNLOCKED	GATE LOCATION(S):		TIME:
SOUND SYSTEM:	LOCATION:		
OTHER TYPES OF SITE PREPARATION PLANNED (PLEASE DESCRIBE IN DETAIL - USE ADDITIONAL PAPER IF NECESSARY):			

6. EVENT RELATED SALES

LIST ALL EVENT RELATED ITEMS (I.E.: T-SHIRTS, ITEMS WHICH INCLUDE THE EVENT NAME) TO BE SOLD AT THIS EVENT
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7. PUBLIC SAFETY

ATTACH A CLEAR/LEGIBLE SITE OR ROUTE MAP WITH THE FOLLOWING INDICATED:

TRAIL/ROADWAY ROUTES

NUMBER AND PLACEMENT OF TRAIL MARKERS TRAIL MARKINGS WITH A PERMANENT SUBSTANCE IS PROHIBITED

ANY OTHER DETAILS YOU THINK ARE HELPFUL

WHAT ARE YOUR PLANS FOR ON-SITE SECURITY/MONITORS/ROUTE CONTROL?
WHAT ARE YOUR PLANS FOR MEDICAL ASSISTANCE?
LIST ANY ADDITIONAL INFORMATION WHICH PARC MAY FIND REASONABLY NECESSARY FOR DETERMINATION OF PERMIT APPROVAL.

8. INSURANCE

PLEASE IDENTIFY YOUR INSURANCE (circle one) CRD SPECIAL EVENTS INSURANCE
OTHER, specify _____ (attach certificate)

I HEREBY CERTIFY THAT ALL THE **INFORMATION** PROVIDED FOR THIS **APPLICATION IS** TRUE AND CORRECT.

Signature: _____

DATE: _____

<p style="text-align: center;">PARK USE PERMIT RELEASE AND INDEMNIFICATION FORM</p>
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The Individual, Group or Organization, hereinafter called the Licensee, accepts and will use Salt Spring Parks and Recreation Commission lands and facilities, hereinafter called the PARC facilities, at its own risk and shall assume all risks and hazards incidental to use of the PARC facilities by the Licensee and agrees to release, absolve, save harmless and keep indemnified PARC, the Capital Regional District, its directors, officers, employees, officials, agents, servants, volunteers or representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury, loss or damage suffered or incurred by the Licensee.

No warranty is implied for use of the PARC facilities of the Capital Regional District and this agreement is to be binding on the Licensee, his/her heirs, executors, and assigns.

The Licensee is responsible for inspecting the PARC facilities prior to use to confirm they are suitable for their purpose. The Licensee agrees to accept the PARC facilities as is, and will use the property at their own risk.

The Licensee is responsible for ensuring the PARC facilities are appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the PARC facilities; and the special use does not interfere with other park users.

PARC reserves the right to cancel the permit for an activity for any reason and shall not be responsible for any associated costs or damages incurred by the Licensees or others.

SIGNED this _____ day of _____, 20____ .

Signature

Printed Name of Person Representing Group, Organization or the
Owner of the Business

Salt Spring Island Parks and Recreation Fees and Charges

Effective September 1, 2025

RECREATION CENTRES - General Admission Fees (Subject to applicable tax)					
	Single	10 x Pass (get 10 for 9)	20 x Pass (get 20 for 17)	1 Month Pass	Annual Pass
Adult (19 yrs and older)	\$ 6.75	\$ 60.55	\$ 114.35	\$ 67.40	\$ 459.45
Youth (13-18 yrs or valid student card)	\$ 5.05	\$ 45.45	\$ 85.80	\$ 50.55	\$ 344.60
Child (5-12 yrs)	\$ 4.05	\$ 36.35	\$ 68.60	\$ 40.45	\$ 275.65
Tot (4 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	\$ 13.50	\$ 121.10	\$ 228.70	\$ 134.80	\$ 918.90
Aquatic Fitness	\$ 8.40	\$ 75.45	\$ 142.50	\$ 75.95	\$ 644.35
Single admission rates apply to each entry per day. Showers and half price swim times are half price of single admission. \$5.00 roller skate rental fee / \$25.00 Annual Staff Pass					

Rainbow Recreation Centre – Rental Rates (Subject to applicable tax)		
Class of Organization	Per Lane/Hour	Entire Facility/Hour
Commercial	\$ 26.50	* \$ 159.10
Adult Non-Profit	\$ 19.90	* \$ 119.30
Youth Non-Profit	\$ 15.90	* \$ 95.45
Lifeguard/Instructor (additional staff)	\$ 34.90	
* Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.		

FACILITIES (Subject to applicable tax)			
Facility	Permit Fee (per hour) unless otherwise noted		
	Non- Profit		Commercial
	Youth	Adult	
Tennis Courts (per court/per booking)	\$5.00	\$5.00	\$ 7.40
Tennis Courts (Per Tournament)	\$ 28.80	\$ 28.80	See Park Use Fees
Ball Diamonds	\$2.50/hour	\$3.25/hour	
Ball Diamonds (Per Tournament)	\$ 28.80	\$ 28.80	
Main Field / Side Field– Portlock	\$2.50/hour	\$3.25/day	
Main or Side Field – Portlock (Per Tournament)	\$ 28.80	\$ 28.80	
Jogging Track	No Charge	No Charge	
Meeting Room / Dance Room	\$ 17.30 / \$ 22.45	\$ 21.60 / 28.10	\$ 28.80 / \$ 37.45
Gym Rental (Day fee based on five hours of use)	\$ 53.20 / hour \$ 266.10 / day (After School Group \$ 26.80)	\$ 66.50 / hour \$ 332.60 / day	\$ 88.70/ hour \$ 443.50 / day
Classroom Monthly (Small/Large)	\$ 371.15 / \$ 404.95	\$ 463.95 / \$ 506.15	\$ 618.60 / \$ 674.90
Storage Room Monthly (Small/Large)	\$ 49.85 / \$ 99.80	\$ 62.35 / \$ 124.75	\$ 83.10 / \$ 166.30

PARK USE (Subject to applicable tax)			
	Non-Profit		Commercial
	Youth	Adult	
Commercial Filming – minimal set up, less than 5 days			\$ 347.85 / day
Commercial Filming – Elaborate set up, less than 10 days			\$ 551.15 / day
Commercial Service or Activity			\$ 240.05 / day \$ 600.05 / week
Commercial Temporary One-Time Use			\$ 119.95 / hour
Research Activity – such as specimen collection, surveys, inventories, monitoring plots			\$ 36.05
Wedding Ceremony			\$ 277.15
Special Event or Activity Day fee based on five hours of use	\$ 10.35 / hour \$ 51.95 / day	\$ 13.00 / hour \$ 64.90 / day	\$ 17.30 / hour \$ 86.55 / day
Gazebos and Picnic Shelters Day fee based on five hours of use	\$ 7.55 / hour \$ 38.25 / day	\$ 9.45 / hour \$ 47.80 / day	\$ 12.60 / hour \$ 63.75 / day

MISCELLANEOUS FEES (Subject to applicable tax)		
	Tent Rental	\$ 48.45
	Road Sign at Portlock (commercial)	\$ 30.00 / weekly
	Clean Up Fee	\$ 45.30 / hour
	Maintenance Staff	\$ 45.30 / hour
	Table Rental (per table)	\$ 12.35 / day
	Chair Rental (per chair)	\$ 2.45 / day
	Refund Fee (No charge to leave credit on account)	\$ 5.40 (non-taxable)
	NSF Cheque Fee/Declined Credit Card	\$ 21.40 (non-taxable)
	Membership Card Replacement	\$ 5.40 (non-taxable)
	Locker (Small/Medium)	\$ 0.25 (non-taxable)
	Locker (Large)	\$ 0.50 (non-taxable)
	Damage Deposit (Major Event/Tournament)	20% of Contract
	Water/Wash Station (per booking)	\$52.05
	Power Access / Use (per booking)	\$37.65

Event or Activity Guidelines

General

An event in a community park shall be conducted in a manner and location such that it will minimize the impact on the natural environment, other park patrons, park operations and facilities.

A permit issued for an event or private function does not imply or allow exclusive use of the park. General public access to specific portions of the event may be regulated however, public access to the park shall not be prohibited.

An event should incorporate provisions for members of the public to benefit as spectators and/or participants whenever feasible or possible.

An event should provide a benefit to the public equal to or greater than that which could normally have been expected were the parkland or facilities not restricted for the event. Staff will give preference to general public use of parkland and will ensure that special events will not cause significant interference with public use of parkland.

An event or activity would normally be one day or less in order to minimize interference with regular park uses.

PARC reserves the right to request that the PARC name and logo are used on all pamphlets, flyers and other advertising materials. Proof copies of these materials must be approved by PARC prior to printing or distribution to the general public.

Permit Conditions

Applications are accepted on a first come, first served basis after annual or traditional events are considered.

Permit applications must be received by PARC 2 weeks prior to the event date.

All required fees must be paid prior to a special event permit being issued. Payment and proof of insurance should be provided at least 14 days prior to the date of the event. (See attached Schedule).

NO PAYMENT+ NO INSURANCE= NO PERMIT.

Event organizers whose events require a special event permit must not advertise the event or make financial commitments before receiving written approval from PARC. Those who do, run the risk of having their permit denied.

Large events with over 1000 people may require approval of the Parks and Recreation Commission.

Permit Holder Responsibilities

1. The permit holder is responsible for inspecting the event or activity area prior to use to confirm it is suitable for their purpose. The permit holder agrees to accept the special event or activity area as is, and the permit holder will use the area at their own risk.
2. The permit holder shall have total responsibility for the event setup and shall take all necessary steps to ensure that the event is properly supervised to prevent injury to participants, spectator, and park patrons.

3. No signs, event or course markers, or any other materials shall be nailed, tacked, or stapled to trees, other vegetation, or structures. Nothing may be duct-taped to landscaping.
4. The permit holder is responsible for ensuring the event or activity is conducted in a safe, orderly manner, is restricted to the park area identified in the permit, and does not interfere with other park users.
5. When required, permit holders shall be responsible for providing, at their own expense, temporary markers and/or personnel (for example, traffic control devices such as signs, barricades, cones, course marshals) which must in place for the duration of the special event.
6. When required, the permit holder shall provide adequate personnel who shall be stationed around the area to safeguard participants, spectators and park patrons.
7. All evidence of the event - signs, markers, temporary structures - must be removed by the permit holder prior to the posted closing time of the park. Should PARC be required to remove such materials, the permit holder shall be charged at the hourly charge out rate for cleanup.

Sponsorship - Signs

Each event sponsor may indicate their presence and support for the event with one reasonably size banner (i.e., 8'x3'). Inflatables bearing a sponsor's name or product are not permitted.

Temporary Structures

All temporary structures (tents, staging area facilities) require the approval of the PARC representatives; and should be specified on the application form.

Charge Outs

PARC labour costs required to manage a special event which goes beyond the scope of the permit shall be paid by the permit holder and will be charged out as per the PARC charge out rate. A detailed billing will be provided by PARC.

PARC will charge the permit holder for all clean-up costs as a result of a special event.

Any damage caused to or requiring replacement of PARC structures, landscaping or facilities shall be for the permit holder's account. A detailed billing will be provided by PARC.

Vehicles

Vehicles, including marked vehicles, unless a functional part of the event (i.e., the event headquarters, a sponsoring source of power, a first aid station), including media vehicles, **may not be parked on turf, paths or service roads.**

Event Related Sales

Event souvenirs, i.e., t-shirts and other event-related and marked items, may be sold (i.e., items which include the event name), subject to an advance listing and approval of all such items by PARC. Sponsor's products are not to be sold on the park site. Promotional sales will not be permitted.

Single samples of sponsor product may be displayed and/or given away, with the exception of alcohol, drug and cigarette products.

Restroom Facilities

At the request of the PARC, a permit holder may be required to provide additional temporary toilet facilities at special event sites.

PARK USE PERMIT INSURANCE SCHEDULE

The permit holder must maintain insurance for park use permits which authorize a use or activity where a potential risk to loss or damage to the permit holder's clients, other users, PARC, or the Capital Regional District is present.

Insurance is to be provided, maintained and paid for by the permit holder and shall include:

- Comprehensive General Liability Insurance in an amount not less than \$2,000,000 (two million dollars) inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under contract.
- PARC and the Capital Regional District are to be added as an additional named insured on this policy and the policy shall include a cross liability clause.
- The policy shall contain a clause providing that the insurer will give the PARC 30 (thirty) days prior written notice in the event of cancellation or material change to the insurance.
- The permit holder shall provide PARC with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance, prior to the issuance of the permit.

Insurance coverage is available under the Capital Regional District Special Events Insurance Program for a fee to:

- a) Those groups who do not already have an insurance policy/program in place.
- b) Those groups with an insurance policy/program in place, but who cannot provide a Certificate of Insurance prior to their event date.

If needed, please apply online at <https://crd.instantriskcoverage.com/register> to arrange for a price quote for your event.

Please DO NOT purchase the insurance until AFTER your Park Permit is approved.

PARK USE PERMIT CATEGORY	AMOUNT OF COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED
Commercial Filming - Motion Picture and Television - If subject to Policy and Regulations for Filming in parks"	\$2,000,000 \$5 000 000
Commercial Service or Activity	\$2,000 000
Picnic Shelter	\$2,000,000
Research Activity	\$2,000 000
Special Event or Activity (No Alcohol)	\$2,000,000
Special Occasion License (Example: beer garden)	NOT AVAILABLE
Temporary Service Access	\$2,000 000
Weddings	\$2,000,000
Temporary One-Time Commercial	\$3 000 000