Parks and Environmental Services Division
Operations Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: parks@sooke.ca

Park Use Permit

PLEASE NOTE: Only complete applications will be accepted

Parks are open to the general public, but special and commercial uses may be permitted as per the Community Parks Regulation Bylaw No. 101.

☑ **Park Use Permit**:

- ☐ Special Use (Application must be submitted 20 business days prior to event) – *ex. **Non-Commercial** Festival, Competition or Outdoor Ceremony*
- ☐ Commercial (Application must be submitted 60 business days prior to event) – *Any event or special use that provides services for the purpose of gain or profit ex. Festival with Vendors*
- ☐ Low-impact/Low-risk commercial (Application must be submitted 60 business days prior to event) – *ex. Outdoor Guided Programs, Recreational Training*

Applicant Contact Information

Name: _____

Organization Name: _____

Email: _____ **Phone Number(s):** _____

Mailing Address: _____

_____ _____ _____

City *Province* *Postal Code*

Description of Park(s)

Park Name(s): _____

_____

Location(s) in Park: _____

(Example: picnic area, open field) _____

Description of Proposal *(attach a separate page if necessary)*

Date(s) Requested Including Year: _____

Time(s) Requested Including Start & End: _____

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.

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Type of Event:	
Is the Event Private or Open to the Public?	
What is the Expected Attendance?	
Commercial Uses (Retail, Promotion?)	
Do You Need Supplies Provided by the District (Electricity, Staff?)	
Will liquor be served? (If *yes*, please email *parks@sooke.ca* before submitting your application)	
Other Details	

Application Fee Schedule

A complete application includes payment of fees. The fees for development applications are outlined in the *District of Sooke Fees and Charges Bylaw*; please refer to this Bylaw for complete details.

	FEE	TOTAL
Special Use	$150 Application Fee	
	$40 Application Fee (Non-profit Applicant)	
	$500.00 Refundable Damage Deposit	
Commercial Use of Municipal Property Low Impact/Low Risk	$150 per Day	
	$200 per Three Month Period	
	$500 per Year	
	$500 Refundable Damage Deposit	
Commercial Use of Municipal Property	$250 per Day	
	$400 per Three Month Period	
	$1000 per Year	
	$1500 Refundable Damage Deposit	

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Staff Time (Applicable for any permit type)	Actual Cost	
Total Application Fee(s) Due		

**Not-for-profit organizations are exempt from commercial use fees as per the Community Parks Regulation Bylaw.*

Application Requirements Checklist

All required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

Complete application packages can be submitted by email to parks@sooke.ca. If the application cannot be submitted electronically, please contact the Parks and Environmental Services Division at parks@sooke.ca or (250) 642-1634 to make alternative arrangements for submission.

Additional information may be requested by the District of Sooke.

ATTACHMENT	DETAILS
☐ **Application Form**	Completed Application Form.
☐ **Insurance**	Documents Identifying the Person and/or Organization is Insured for Two Million Dollars and has Named the District of Sooke as Additional Insured for Two Million Dollars.
☐ **Site Plan**	☑ **Site Plan must include:** ☐ Park area to be used ☐ Parking ☐ Erect tents and structures ☐ Access Points
☐ Waste Management Plan	Provide a Waste Management Plan
☐ Parking Plan	Provide a Parking Plan
☐ Washroom Plan	Provide a Washroom Plan
☐ Liquor Licence	Provide Liquor Licence if Authorization has been granted by the Manager of Parks and Environmental Services
☐ Business Licence (if applicable)	Provide a copy of your Business Licence (if applicable)
☐ Non-Profit registration documents (if applicable)	Provide a copy of your Non-Profit registration documents (if applicable)

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Application Submission Acknowledgement

- ☐ I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.
- ☐ I hereby acknowledge that liquor is **not** permitted in District of Sooke Parks unless authorized in writing by the Manager of Parks and Environmental Services.
- ☐ I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.
- ☐ I assume all risks incidental to the use of the above park and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses, and demands with respect to death, injury, loss or damage to persons or property arising out of or in connection with the use of the park. I understand that this waiver and indemnity is binding to me, my heirs, executors and assigns.

Applicant's Signature	*Date*

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