

Please email the completed application and liability forms to the Environmental Services Secretary at environmentalservicesdept@rdek.bc.ca or bring them to the RDEK office. You may also call 250-489-6900 with questions.

Section 1 – Applicant Information

Applicant Name:		Date:	
Organization / Group:			
Mailing Address:			
City, Province:		Postal Code:	
Home Phone:		Cell Phone:	
Work Phone:		Email:	
Alternate Contact Name:		Home Phone:	
Cell Phone:		Email:	

Section 2A – Facility Information (Available Sites)

Diamond #1 (Softball) South East Field	Diamond #2 (Softball) North East Field	Diamond #3 (Softball) North West Field	Diamond #4 (Baseball) South West Field
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Section 2B – Facility Booking

Day of Week	Date	Hours Requested	Facility Requested	Additional Notes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Is this a repeated event?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Example: Ballfield 2 every Wednesday and Thursday from 3 PM to 5 PM				
If yes, indicate the first and last date of the repeated event. Note additional bookings may interrupt some dates. An effort will be made to move these to			Start Date	
			End Date	

another time. Availability of sites can be found at www.rdek.bc.ca		Total Weeks	
Additional Dates or Specific Requests:			
Section 3 – Event Information			
Name of Event:			
Event Description:			
Number of Event Participants:			
<i>Note: If event is for 500 people or more, a Special Event License (issued by RDEK Corporate Services) is required at least 60 days prior to the start of the event.</i>			
Will there be public advertising of any type at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:			
Will additional toilet facilities be provided?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:			
Will overnight camping be part of the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:			
Will alcohol be onsite at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, a Special Event Permit (issued by the BC Liquor Branch) is required for the event. You can apply for the Permit online. https://specialevents.bcldb.com/</i> <i>Insurance is also required if Alcohol is onsite. See Section 4-Insurance for additional information.</i>			
Will cannabis be onsite at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, approval is required from the Regional District of East Kootenay Environmental Services Manager or delegate.</i>			
Will youth aged 17 and under be participating in the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:			
Will First aid attendants be required for the event.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Indicate the number and level of qualification:			
Will there be concession vendors during the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:			
Will security be required for the event		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe the type and number of security to be present.			

Will traffic control be required for the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe.			
Describe any music or loud sounds that will/may be produced from the event/activity:			
Describe how garbage and other waste generated will be removed/disposed of.			

Section 4 – Insurance

All permittees must hold a general liability insurance policy for a minimum of \$2,000,000 including bodily injury, property damage coverage, and where applicable, coverage for alcohol-related incidents and with the Regional District of East Kootenay (the “RDEK”) named as additional insured. Proof of insurance must be provided to the RDEK prior to the first use of the Crossroads Ball Park. Failure to provide proof of insurance will result in cancellation of the Facility Use Permit.

Note: In certain cases, the insurance requirement may be waived (see #14 in Regulations for Use).

Section 5 – Fees (Wycliffe Exhibition Grounds Only)

As per Bylaw 2833, fees for the Crossroad Ball Park include:

Facility / Use	Rate	Quantity	Fee
Adult League Teams	\$420.00 /team/season		
Youth Leagues	\$6.00 /child/season		
Daily Use of Ball Fields	\$50.00 /field/day		
Concession Rental Fee for Special Events	\$100.00 /day		
High School Programs	No charge		
Total Fees:			
Non-Refundable Deposit (25% of Fees):			
Fees Included with Application:			

The Permittee must pay the assigned Fee prior to using the facility.

Failure of the Permittee to pay the assigned Fee will result in cancellation of the booking request.

No refunds will be issued due to cancellation(s) caused by an act of God unless the RDEK is given sufficient notice of intent to cancel or fields or facilities have been closed by decision of the RDEK

Section 6 – Indemnification

By signing below I hereby certify that I am authorized to act on behalf of the above named organization or group and that I have read, understand, and agree to comply with all of the provisions of RDEK Bylaw No. 2833 – Regulations and Fee Bylaw for parks and trails and the Facility Use Permit. I hereby make application for use of the Crossroads Ball Park and represent that I and the above named organization or group will and do assume responsibility to supervise and be responsible for the proper conduct of individuals attending the event and for any violations as they may pertain to the Facility Use Permit and use of the Crossroads Ball Park. I and the above named organization or group accept all liability and hereby agree to indemnify, defend, and hold harmless the RDEK, its directors, officers, agents, and all employees and volunteers, from any and all claims, debts, demands, costs, expenses, damages, and/or claims for bodily injury, personal injury, and/or property damage in connection with the use of the Crossroads Ball Park.

Signature of Applicant:**Date:**

Personal Information contained on this form is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the registration form. For questions or additional information, contact the Regional District of East Kootenay, FOI Coordinator at 250-489-2791.