

Please email the completed application and liability forms to the Environmental Services Secretary at [environmentalservicesdept@rdek.bc.ca](mailto: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)

Wycliffe Regional Park Facilities:	Wycliffe Exhibition Grounds Facilities:	Tie Lake Regional Park Facilities:	Elk Valley Regional Park Facilities:
Area 1	Entire Grounds	Site 1	Site 1
Ballfield 1	Main Arena and Stable	Site 2	Site 2
Area 2	Henderson Pavilion	Site 3	Site 3
Ballfield 2	Artha Rose Centre (Entire Building)	Site 4	Site 4
Area 3A	Artha Rose Centre (Kitchen Only)	Site 5	Site 5
Area 3B	Artha Rose Centre (Meeting Room)	Ballfield	Ballfield 1
Ballfield 3			Ballfield 2
Area 4			
Area 5A			
Area 5B			
Area 6A			
Area 6B			

***NOTE: There are fees associated with booking the Wycliffe Exhibition Grounds. See Section 5 - Fees for more information.***

**Section 2B – Facility Booking**

**Regional Park / Facility :**       Wycliffe Regional Park                       Wycliffe Exhibition Grounds  
     Tie Lake Regional Park                       Elk Valley Regional Park

Day of Week	Date	Hours Requested	Site or Facility Requested	Additional Notes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Is this a repeated event?**                                       Yes                                       No

Example: The Wycliffe Exhibition Grounds Arena 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 another time. Availability of sites can be found at [www.rdek.bc.ca](http://www.rdek.bc.ca)**

**Start Date**  
**End Date**  
**Total Weeks**

**Additional Dates or Specific Requests:**

**When booking, please put all times associated with the booking. Including when you will need access to a facility for set-up and clean-up. If you are setting up in the morning a day before your events you must book that day as it prevents other users from being able to use the site.**

**Example:**

**Regional Park / Facility :**       Wycliffe Regional Park                       Wycliffe Exhibition Grounds  
     Tie Lake Regional Park                       Elk Valley Regional Park

Day of Week	Date	Hours Requested	Site or Facility Requested	Additional Notes
Monday	2020-05-11	12 PM to CLOSE	Area 5A and 5B	Event Set-up
Tuesday	2020-05-12	OPEN to CLOSE	Area 5A and 5B	Event
Wednesday	2020-05-13	OPEN to 12 PM	Area 5A and 5B	Event Clean-Up
Thursday				
Friday				
Saturday				
Sunday				

**Section 3 – Event Information**

**Name of Event:**

**Event Description:**

**Number of Event Participants:**

*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.*

**Will there be public advertising of any type at the event?**  Yes  No

**If yes, describe:**

**Will additional toilet facilities be provided?**  Yes  No

**If yes, describe:**

**Will overnight camping be part of the event?**  Yes  No

**If yes, describe:**

**Will alcohol be onsite at the event?**  Yes  No

*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/>*

*Insurance is also required if Alcohol is onsite. See Section 4-Insurance for additional information.*

**Will cannabis be onsite at the event?**  Yes  No

*If yes, approval is required from the Regional District of East Kootenay Environmental Services Manager or delegate.*

**Will youth aged 17 and under be participating in the event?**  Yes  No

**If yes, describe:**

**Will First aid attendants be required for the event.**  Yes  No

**Indicate the number and level of qualification:**

**Will there be concession vendors during the event?**  Yes  No

**If yes, describe:**

**Will security be required for the event**  Yes  No

**Describe the type and number of security to be present.**

**Will traffic control be required for the event?**  Yes  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. A certificate of insurance, naming the RDEK as additional insured must be provided to the RDEK prior to the first use of the RDEK Facility. Failure to provide proof of insurance will result in cancellation of the Facility Use Permit.

\*\*\*It is recommended that equestrian users at the Wycliffe Exhibition Grounds also have a membership with the HCBC which include general insurance for each rider.

#### Section 5 – Fees (Wycliffe Exhibition Grounds Only)

**The fees will auto-calculate when you put in a value. If it is not calculating just click somewhere else in the form.**

Facility / Use	Rate	Quantity	Fee
Entire Grounds (including all facilities)	\$700.00 /event/day	Day(s)	\$
Main Arena and Stable – Day Rate	\$200.00 /event/day	Day(s)	\$
Main Arena and Stable – Hourly Rate	\$25.00 /hour	Hour(s)	\$
Henderson Pavilion (incl. smaller pavilion) – Day Rate	\$200.00 /event/day	Day(s)	\$
Henderson Pavilion (incl. smaller pavilion) – Hourly Rate	\$25.00 /hour	Hour(s)	\$
Artha Rose Centre – entire building – Day Rate	\$240.00 /event/day	Day(s)	\$
Artha Rose Centre – entire building – Hourly Rate	\$30.00 /hour	Hour(s)	\$
Artha Rose Centre – kitchen – Day Rate	\$160.00 /event/day	Day(s)	\$
Artha Rose Centre – kitchen – Hourly Rate	\$20.00 /hour	Hour(s)	\$
Artha Rose Centre – meeting room – Day Rate	\$100.00 /event/day	Day(s)	\$

Artha Rose Centre – meeting room – Hourly Rate	\$12.50	/hour		Hour(s)	\$
Rider Drop-In – Individual Pass	\$10.00	/event/day		Day(s)	\$
Rider Drop-In – Annual Pass	\$100.00	/year		Pass(es)	\$
Instructors Fee – 1 horse/1 rider	\$5.00*	/hour		Hour(s)	\$
Instructors Fee – 2 horses/2 riders	\$10.00*	/hour		Hour(s)	\$
Club Use Fee (regular use by registered club members)	\$20.00	/member/year		Member(s)	\$
Yardage Fee – open	\$10.00	/animal/night	Animal(s)	Night(s)	\$
Yardage Fee – open(registered clubs only)	\$5.00	/animal/month	Animal(s)	Month(s)	\$
Yardage Fee – stable1	\$20.00	/animal/night	Animal(s)	Night(s)	\$
Camping associated with yardage (see Section 6.6(4) of this Bylaw)	\$25.00	/unit/night	Unit(s)	Night(s)	\$
Camping – associated with booking the entire grounds	\$10.00	/unit/day	Unit(s)	Night(s)	\$
Grounds Set Up Fee (As provided by the RDEK)	Actual costs + 25%			<i>To be determined</i>	

\* This fee is only for the instructor. The rider must also pay Rider Drop-in Fee.

**Total Fees:** \$

**Non-Refundable Deposit 25%of Fees<sup>2</sup>:** \$

**Damage Deposit (\$200.00/day of event)<sup>3</sup>:** Day(s) \$

**Fees Included with Application:**

<sup>1</sup> Where the pens or covered stalls are rented, \$5 of the \$20/animal/night fee will be refunded if the stalls are cleaned and the waste is disposed of in the proper manner to the satisfaction of the RDEK.

<sup>2</sup> A non-refundable deposit of 25% of the fees (minimum \$25.00) must be paid at the time of application for a Facility Use Permit. The balance of the fees is due and payable two weeks prior to the date of commencement of the event. Failure to pay the required fees will result in cancellation of the Facility Use Permit.

<sup>3</sup> A damage deposit of \$200.00 per day of the event must be paid at least two weeks prior to the date of commencement of the event.

Unforeseen circumstances may result in cancellation of the booking request. When the cancellation is made by a decision of the Regional District of East Kootenay, a refund may occur.

## 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 Regional District of East Kootenay's park facilities 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 park's facilities.

I and/or 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 personal injury, death, property damage or third party of public liability arising out of, in connection with, or in any way related to the event and use of the park/park facilities.

**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.