



# Facility Use Permit Application

## Wycliffe Exhibition Grounds – Day Use Only

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

Section 2A – Facility Information (Available Sites)
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Dressage Ring

Pony Track

Cross Country and Mountain Trails

Users can check the availability of the grounds by looking at the Wycliffe Exhibition Grounds Calendar located at: <https://www.rdek.bc.ca/departments/environmentalservices/parksandrec/wycliffeexhibitiongrounds/>

The grounds will only be considered unavailable is listed as “WEG CLOSED”

Section 2B – Facility Booking	
<b>Dates Requested:</b>	
<b>Hours Requested:</b>	
<b>Facilities Requested:</b>	

Section 3 – Insurance
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\*\*\*It is recommended that equestrian users at the Wycliffe Exhibition Grounds also have a membership with the Horse Council of BC (HCBC) which include general insurance for each rider.

**Section 4 – Fees**

Facility / Use	Rate	Quantity	Fee
Rider Drop-In – Individual Pass	\$10.00 /event/day		
Rider Drop-In – Annual Pass	\$100.00 /year		
Instructors Fee – 1 horse/1 rider (+ Rider Drop-In fee)	\$5.00 /hour		
Instructors Fee – 2 horses/2 riders (+ Rider Drop-In fee)	\$10.00 /hour		
Yardage Fee – open	\$10.00 /animal/night		
Yardage Fee – open (registered clubs only)	\$5.00 /animal/month		
Yardage Fee –Stables <sup>1</sup>	\$20.00 /animal/night		
<b>Total Fees:</b>			
<b>Fees Included with Application:</b>			

<sup>1</sup> For Yardage Fees charged in accordance with Section 1 (n) above, where the stable is rented, \$5.00 of the \$20.00/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. The site supervisor must inspect the stable prior to the permittee leaving the grounds. The RDEK will then issue a cheque for the refund.

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 5 – 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 Wycliffe Exhibition Grounds 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 Wycliffe Exhibition Grounds.

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 Wycliffe Exhibition Grounds.

**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