



# PARKS USE PERMIT APPLICATION

TOWN OF COMOX

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Information collected on this application becomes part of the public record and may be released to the public in accordance with the Freedom of Information and Protection of Privacy Act. Business contact information is not considered personal information.

## PART A - PARKS USE PERMIT APPLICATION

Applicant Name/Permit Holder:		
Address:	Email:	
	Phone/Cell:	
Organization or Business Name (if applicable):		
Organization or Business Address:		Email:
		Phone/Cell:
On-site Contact Name:	Email:	Phone/Cell:
Permit requested for the following pursuant to Section 3(5)(k) of the Comox Parks Use Bylaw No. 1881, 2018:		
Park Name(s): _____ Permit Type: Single Location: <input type="checkbox"/> Multi Location: <input type="checkbox"/>		
<input type="checkbox"/> Operate amplification system or loud speaker	<input type="checkbox"/> Take part in procession, ceremony or gathering	
<input type="checkbox"/> Build structure	<input type="checkbox"/> Discharge firearm or explode material	
<input type="checkbox"/> Post, paint or distribute information	<input type="checkbox"/> Sell, possess or consume liquor	
<input type="checkbox"/> Exclusive use of all or portion (identify portion): _____	<input type="checkbox"/> Conduct commercial activity: <input type="checkbox"/> Annual	
	<input type="checkbox"/> Monthly _____ <input type="checkbox"/> Daily _____	
<b>Details:</b> Describe use, including intended audience, expected number of participants and observers, and or any fees to be charged for attendance.		
<b>Equipment:</b> Brief description of equipment, apparatus, gear, material or paraphernalia to be brought into the park as part of the special use. Confirm if additional toilets, garbage cans, signage or traffic control devices will be brought in.		

The Applicant/Permit Holder agrees to use the Park for which this Permit is issued at its own risk, and agrees to indemnify and save harmless the Town of Comox and its elected and appointed officials, employees, contractors and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Town of Comox or any of its elected and appointed officials, employees contractors or agents may sustain, incur, suffer, or be put to at any time, either before or after this Parks Use Permit expires, which are based upon, arise out of or occur, directly or indirectly in connection with the use of the Park by the Permit Holder. All statements made in this application are true and correct. I have read the Conditions of this Permit (reverse) and will comply with them. Further, I will comply with all applicable bylaws in the Town of Comox.

Signature of Applicant/Permit Holder: \_\_\_\_\_ Date: \_\_\_\_\_

## PARKS USE PERMIT

Approved By: _____	Issued: _____
Permit Number: _____	Valid to: _____

## **PART B CONDITIONS OF PARKS USE PERMIT**

1. This Permit must be APPROVED and VALIDATED before the persons or organizations named on this Permit may use the park for the purpose indicated on the Permit.
2. The Permit Holder must carry the original VALIDATED Permit, and must produce it when requested by the Town of Comox or the RCMP. Duplication of this Permit will be subject to a charge of \$10.00.
3. The Permit Holder must abide by the conditions as set out in Section 5 of the Comox Parks Use Bylaw No. 1881, 2018. Additional conditions, established by the Parks Superintendent, are as follows:  

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4. The Permit Holder agrees to use the Park for which this Permit is issued at its own risk, and agrees to indemnify and save harmless the Town of Comox and its elected and appointed officials, officers, employees, contractors and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Town of Comox or any of its elected officials, officers, employees, contractors or agents may sustain, incur, suffer, or be put to at any time, either before or after this Parks Use Permit expires, which are based upon, arise out of or occur, directly or indirectly in connection with the use of the Park by the Permit Holder.
5. The Permit Holder will maintain commercial general liability insurance coverage, with a company satisfactory to the Town, which shall:
  - (a) name the Town as an additional insured;
  - (b) be written on a comprehensive basis with inclusive limits of not less than \$2 million;
  - (c) be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
  - (d) be primary and non-contributing with respect to any policies carried by the Town and include a clause that any coverage carried by the Town is excess coverage;
  - (e) not be cancelled without the insurer providing the Town with 30 clear days written notice stating when such cancellation is to be effective; and
  - (f) include a Cross Liability and a Separation of Insureds clause.
6. The Permit Holder will maintain Automobile Liability Insurance to a limit of liability of not less than \$2 million in any one accident, covering all licensed motor vehicles owned by the Permit Holder and used in connection with its mobile food vending business.
7. The Permit Holder will provide the Town of Comox an executed copy of a Certificate of Insurance as evidence of the coverage.
8. The Permit Holder
  - (a) may use only the Park(s) named in this Permit, and may only use/operate in one park at any given time;
  - (b) must exercise the greatest care in using the Park;
  - (c) must immediately report to the Parks Superintendent all damages to the Park that the Permit Holder causes;
  - (d) must compensate the Town of Comox for all damages that the Permit Holder causes to the Park;
  - (e) must leave the Park in a clean and tidy condition after using it, or compensate the Town of Comox for the cost of doing so;
  - (f) may place an object in or on a grass field only after consulting with the Parks Superintendent for the purpose of avoiding damage to underground irrigation systems;
  - (g) must notify the Town of Comox to cancel this Permit if the Permit Holder does not intend to use the Park for which this Permit is issued;
  - (h) may allow liquor to be present at a Park for which this Permit is issued only if permitted by a permit issued under the Liquor Control and Licensing Act, as amended from time to time, and must provide a copy of that permit to the Town of Comox;
  - (i) must receive approval from Island Health for the preparing and serving of food and the operation of a food concession, must comply with the Health Act, and must provide a copy of that approval to the Town of Comox.
9. The Town of Comox does not make any warranties or representations about the suitability, for the Permit Holder's purposes, or about the condition of the Park for which this Permit is issued. In particular, the Town's sports fields do not receive daily care or inspection. It is the Permit Holder's responsibility to inspect all sports fields that are part of the Park permitted for which this Permit is issued and to ensure that those fields are suitable and safe for the Permit Holder's purposes.
10. If this Permit is to conduct commercial activity in a park, then the requirements in your Mobile Vending Agreement with the Town also form conditions of this Permit.
11. The Permit Holder understands that the Town of Comox may revoke or cancel the Permit with cause.