



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: _____

*\$100 Application Fee must be received with your application.

Name of Event: _____

Name of Organization: _____

Contact Name(s): _____

Mailing Address: _____

Postal Code _____ Phone: _____

Alt. Phone: _____ E-Mail: _____

Alternate Contact: _____ Phone: _____

Public Contact Info: _____

Would you like your event posted on our website? _____ If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: _____ Hours of Use: _____

Event Type: _____ Private Event _____ Free Public Event _____ Ticketed Event

Location Type: _____ Park/Trail _____ Roadway _____ Public Facility _____ Main Beach _____ Parking
_____ Gazebo Rental

Event Category: _____ Race/Walk/Cycle _____ Festival/Celebration _____ Private Event

_____ Outdoor Market _____ Parade _____ Concert/Performance

_____ Charity/Volunteer/Non-profit _____ Exhibits _____ Filming

Other (_____)

Estimated # of Participants: _____ Estimated # of Staff or Volunteers: _____

Estimated # of Spectators: _____ Event Details: _____

Road Closure Required? _____ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: _____

ADDITIONAL REQUESTS:

Washrooms opened early (before 7am): _____ Porta Potties: _____ Swim line removal: _____

Access to water: _____ Community Hall Rental: _____ Gate Access: _____

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: _____
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: _____ Date: _____

Office Use Only:



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Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: _____

Notes/Concerns for CAO: _____

Approved By CAO: _____

Date: _____

Cost of Rental: _____

Rental Fee/s: _____ Due by: _____

Fee/s Paid: _____

Date: _____

Special Event Bylaw Fees

| | | |
|---------------------------------------|---------------------|-----------------------------|
| Application fee | Non-Refundable | \$100.00 |
| Early Set-up Fee | Day of Event | \$75.00 |
| Late Take Down Fee | Day of Event | \$75.00 |
| Swim Line Removal and Replacement Fee | | \$500.00 |
| Garbage Bin Fee | Current Rental Rate | +\$50.00 admin fee |
| Beverage Garden Fee | If Approved | \$300.00 per day |
| Food Vendor Fee | If Approved | \$100.00 per vendor per day |
| Rental Fee 0-100 people | | \$100 per day |
| Rental Fee 101-200 people | | \$250 per day |
| Rental Fee 200+ | | \$500.00 per day |
| Security Deposit | Refundable | \$1000.00 |
| Other Areas within the Park | | TBD upon application |

Rental fees include washroom facilities and electricity at Gazebo(s)

0-100 use of Gazebo A

101-200 use of Gazebos A & B or A & C

200+ use of all Gazebos