



MOUNTAINS OF OPPORTUNITY

**CRANBROOK**

# Park or Facility Booking Application

The Special Event Permit is issued pursuant to “City of Cranbrook Streets, Traffic and Parking Bylaw No. 4044, 2021. Please complete the application and the required documents and submit online at:

**Application must be obtained a minimum of 14 days prior to the activity commencing**

[www.cranbrook.ca/event-bookings](http://www.cranbrook.ca/event-bookings)

Enquires: [Event.Booking@cranbrook.ca](mailto:Event.Booking@cranbrook.ca) OR (250) 420-3185

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

## APPLICANT INFORMATION:

Applicant Name

Address:

Applicant Telephone:

Applicant Cell:

Applicant Email:

## SPECIFIC EVENT TYPE:

Private Function	Minimal or Low Risk Event	Medium to High Risk Event
Birthday Party	Organized Sporting Event (no contact, low impact)	Construction and Utility Related Works
Picnic	Farmers Market	Occupancy of Streets at Multiple Locations
Family Reunion	Small Events (no special set up, no alcohol, no modifications to premises)	Parade
Celebration of Life	Car Show	Competitive Walk/Run
	Walk-a-thon, non competitive run	Sidewalk Sales
	Corporate Function/Large meetings	Events/Festivals/Concerts (alcohol, inflatables, special set up, modifications to premises)
	Occupancy of streets at one single location	Winter Blitzville
	School Bookings	Gravel Grind
	Fitness Classes – Yoga, Zumba, etc.	
Other	Toboggan Hill	
No Insurance Required	<a href="https://miabc.eventpolicy.ca/">MIABC Facility User Insurance https://miabc.eventpolicy.ca/</a> Additional Information: <a href="#">MIABC Checklist of Event Types Link</a>	Certificate of Liability Insurance See Insurance Requirement Under Section 2 of this Application for further details

## PARK OR FACILITY REQUESTED:

Name of Park or Facility Requested	Preferred Area within the Park or Facility (Check all that apply)		
<b>Western Financial Place</b>	Ice	Meeting Room 1	
<b>Memorial Arena</b>	Ice	Upstairs Warm Viewing	
<b>Kinsmen Arena</b>	Ice		
<b>Idlewild Park</b>	Playground Pavilion at Playground Outdoor Classroom Peace Park	Lake Jogging Trail Pavilion at Lakeside Toboggan Hill	Riding Arena Amphitheatre Commemorative Disc Golf
<b>Rotary Park</b>	Band Shell Picnic Area	South End Spray Park	Street
<b>Kinsmen Park</b>	Quad 1 Quad 2	Quad 3 Quad 4	Quad Concession
<b>Moir Park</b>	Soccer Lower North Soccer Upper North Soccer Upper South	Ball #1 Upper Diamond Ball #2 Upper Diamond Ball #3 Lower Diamond Ball #4 Lower Diamond	Athletic Football McLaughlin Concession Meeting Space Picnic Space Swale
<b>Other (Please Specify)</b>			

Camping (or overnight parking for the purpose of overnight accommodation) in a City Park is not permitted unless permission is granted by the Director of Recreation & Culture. [Kirby.Korven@cranbrook.ca](mailto:Kirby.Korven@cranbrook.ca)

Park use is not permitted outside the hours of 11:00 pm to 6:00 am.