



City of Langford

www.cityoflangford.ca

PARKS USE PERMIT

Date: _____

USER INFORMATION

Organization: _____ Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

Fax: _____

FACILITY REQUEST

Park Name: _____

Date Required: _____ to _____

Time Required: _____ to _____

Purpose of Request (Please provide all details of request, ie: type of equipment being used, serving food, etc)

The City of Langford requires \$5,000,000 liability insurance coverage be provided naming the City of Langford as an "Additional Insured" on the user/group's insurance policy. The City must be provided a copy of this document 2 weeks prior to the event.

Approved

Not Approved

Manager, Parks and Recreation Department



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Parks Use Guidelines

The City of Langford welcomes and encourages its residents to use city parks for a variety of events. The following guidelines are provided to assist park user groups to use the facilities in a responsible, respectful and healthy manner.

The following are excerpts from the **Parks Bylaw No. 1449**:

- 4.2.** No person other than an employee of the City acting in the course of his/her duties or a contractor authorized in writing by the Parks Manager, shall cut, break, injure, remove or in any way destroy or damage any tree shrub plant, turf, seat, bench, swing, playground equipment, sports equipment, or ornaments of any kind in any park, trail or on any beach.
- 4.3.** No person shall climb, walk, sit on any wall, fence, or other structure not intended for that purpose, or deface or destroy in any way any wall, fence, rock, tree or any other structure in or on any park, trail or beach.
- 4.4.** No person shall, whether or not with the use or aid of any animal, vehicle or other thing, perform or engage in any stunt or other activity within a park that is likely to distract, startle or interfere with other users of the park or cause damage to public or private property.
- 4.5.** No person shall, in a park, possess or consume liquor as defined in the Liquor Control and Licensing Act, except as is authorized under a Special Occasion Licence.
- 4.7.** No person shall deposit or dispose of any garbage in a park, trail, stream or lake or a receptacle in a park, or any garbage produced outside of the park.
- 4.8.** No person other than an employee or Contractor of the City acting in the course of his/her duties or a person authorized in writing by the Parks Manager shall remove any sand, soil, plants, tree, wood, log, or other matter from a park or excavate, dig, cut into or open up the natural terrain of any park, trail or beach.
- 4.9.** No person, without lawful excuse, other than a duly authorized officer acting in lawful capacity, without written permission from the Parks Manager, shall carry or discharge any firearm, use or explode any fireworks, or fire or explode any combustible or explosive material in any park, trail or beach.
- 4.10.** No person shall camp overnight in or on any portion of any park or beach.
- 4.11** No person shall construct or place in or on any portion of any park a tent or temporary building without first obtaining a written permit issued by the Parks Manager.

4.12. No person shall light, ignite or maintain a fire on any park, trail, or beach without first obtaining a written permit issued by the Fire Chief for the City.

4.13. No person shall sell or offer to sell refreshments, goods or services or conduct any business in any park, trail, or beach except with permission from the Parks Manager.

4.14. No person shall deposit on the ground any lighted match, cigar, cigarette or other burning substance within the limits of any park, trail or beach.

4.15. No person shall conduct himself in a disorderly or offensive manner by using profane swearing or indecent, obscene, blasphemous, or grossly insulting language or drunkenness or any other disturbances of the peace in any park, trail or beach.

4.16. No person without written permission from the Parks Manager shall produce any concert, musical show, band show, circus, exhibition and opera, or theatrical production, voice, use an amplification device, broadcasting or make other noise that disturbs or tends to disturb the free use and enjoyment of any park or any beach by any other person.

4.17. No person shall molest, disturb, frighten, injure, catch, trap or snare any bird or animal in any park, trail or beach.

Events with anticipated attendance over 20 people, sports events, or requiring party apparatus, ie: bouncy castles or other inflatable games require a PARKS USE PERMIT and 5 million dollar liability insurance, naming the City of Langford and VCMCMC (Victoria Contracting and Municipal Maintenance Corp) as "Additional Insured".

5.1. Any person wishing to use a park for an organized event must apply to the City for a Park Permit. They must also provide written proof of 5 million dollars liability insurance to the City.

5.2. Any person issued a park permit to hold an event in a municipal Park must be responsible for cleaning up the Park after the event. (Schedule B)

Please feel free to contact the Parks Assistant for further assistance or clarification on any of these guidelines or other questions related to using the City of Langford's Parks facilities.

Thank you,

Mike Leskiw
Parks Manager

I have read the above and agree to use the park as stipulated under the Parks Use Guidelines.

Signature

Date

Print Name