Parks/Facilities Permit Application

This form is for events on City Park property only. Please call 807-625-2941 for more information. If your event exceeds 500 people and/or involves any type of road closure, you will require a Special Events Permit and must contact Special Events at 807-629-7098. Visit the City Events Website: thunderbay.ca/eventservices

EVENT NAME:			
Description of Event:			
Dates of Event (if multiple dates, please specify times): _____ to _____			
Set-up Starts Date: _____ Time:	**Event Begins** Date: _____ Time:	**Event Ends** Date: _____ Time:	**Tear Down/Clean-up Ends** Date: _____ Time:

CONTACT INFORMATION

Organization/Company			
Contact/Person In Charge			
Mailing Address			
	City/Prov:		Postal Code:
Telephone Number(s)	Res:	Bus:	Cell:
E-Mail:			
Alternate Contact			
Telephone Number(s)	Res:	Bus:	Cell:
E-Mail:			

Type of Organization: ☐ Charitable, Incorporated Organization ☐ Incorporated Not-for-Profit Organization
☐ Unincorporated Not-for-profit Organization ☐ Municipality ☐ Business ☐ Private Citizen ☐ Other: _____

TYPE OF EVENT: ☐ Wedding ☐ Walk/Race ☐ BBQ/Picnic ☐ Other (Please Specify):

ANTICIPATED ATTENDANCE:

ADMISSION TO BE CHARGED? $ /person

Marina Park:
- ☐ Festival Area
- ☐ Tai Chi Park
- ☐ Spirit Garden - Celebration Circle
- ☐ Spirit Garden - Fire Pit Area
- ☐ Rec Trails
- ☐ Viewing Circle (Pier 2)
- ☐ Other: _____ (Subject to Parking Cost)

Boulevard Lake:
- ☐ Main Field (Lakeview Beach)
- ☐ Trails around Lake
- ☐ Current River Park
- ☐ Birch Point & Picnic Area
- ☐ Rita Street Picnic Area
- ☐ Evergreen Picnic Area

Other Park, Building or Trail:
- ☐ Conservatory
- ☐ Waverly Park
- ☐ Vickers
- ☐ Other*: _____
- ☐ International Friendship Gardens*

***Specific area of Park:** _____

Chippewa Park Fields:
- ☐ Picnic Field #1
- ☐ Picnic Field #3
- ☐ Picnic Field #4
- ☐ Picnic Field #5

Chippewa Park Pavilion Rentals:
- ☐ Coffee House
- ☐ Dance Hall

Chippewa Campground:

Modern Cabin #1 ☐ **#2** ☐ **#3** ☐ **#4** ☐ **#5** ☐ **#6** ☐ **#7** ☐

RV/Tent Sites _____

Pavilion Rentals:

Tables _____ **Chairs** _____ **Pews** _____

Parks & Open Spaces Section Requests (Delivery Fees apply)	Barricades #_____ Picnic Tables #_____ *SUBJECT TO AVAILABILITY Garbage Cans # _____ Others Requests? ** Organizers are to provide bags and remove garbage from temporary garbage cans at event site. Delivery is subject to staff availability.
Recycling Services	**Request for Recycling Blue Barrels (no charge):** Pickup is required **Organizers to contact Community Services for arrangements

PLEASE COMPLETE ALL PARTS OF THIS FORM

CHECKLIST FOR ALL EVENTS HELD ON CITY PROPERTY

**** Please check all that apply with Yes or No. Mark not applicable items as 'NA'***

Description	Requirement	Yes, No or NA
Alcohol to be served	**Organizers must adhere to City of Thunder Bay Municipal Alcohol Policy and Alcohol & Gaming Commission of Ontario regulations.** NOTE: only specific parks allow alcohol, check with Parks Coordinator 1. Request City of Thunder Bay permission to serve alcohol 2. Inform applicable City Departments in writing 3. Obtain a Special Occasion Permit from LCBO & Ensure all servers have completed SMART Serve Training	
Barbecues/Fryers or Cooking Appliances	You are allowed to set up barbecues for your own personal use. If you are operating the barbecue fo	

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