



City of Richmond
Parks & Recreation Services
TOURNAMENT APPLICATION

This application must be completed, signed and forwarded to the City of Richmond Rentals Office (5599 Lynas Lane, Fax 604-233-3340) at least ninety (90) days prior to the first day of the event.

Any misrepresentation in this application or deviation from the final agreed upon facility use described herein may result in the immediate revocation of the permit.

Organizers are encouraged not to advertise the event until preliminary approval is obtained from the City.

It is the responsibility of the applicant to provide any and all permits, licences and certificates that are required for this special event/tournament. Please type or print information clearly and attach additional sheets as necessary.

Event Name: _____			
Event Type: (specify) _____			
Event Date(s): _____	Day(s) of the week: _____	Time(s): _____	
Event Location: _____			
Set-up Date/Times:	Begin:	Date: _____	Time _____ a.m./p.m.
Take-down Date/Times:	Dismantle:	Date: _____	Time _____ a.m./p.m.
Event Crowd Size: Participants: _____ Spectators: _____ Volunteer/Personnel: _____			
Has the event been held in Richmond previously? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what were the dates of the event? _____			
Any change from previous events? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please list: _____			

APPLICATION INFORMATION

Organization Name: _____	
Mailing Address and Postal Code: _____	

Applicant's Full Name and Title: _____	
Phone Number: _____	E Mail: _____
Tournament Contact Person (or alternate contact from Applicant): _____	
Phone Number: _____	E Mail: _____

INSURANCE INFORMATION

<p>As a condition of being granted permission to hold a special event, applicants are required to show proof of liability insurance coverage, which meets the following requirements:</p> <p>(a) Minimum limit of \$2,000,000 against third party bodily injury and property damage losses;</p> <p>(b) Cross liability clause;</p> <p>(c) Additional insured endorsement; "The City of Richmond and Richmond School Board, their respective employees, officers, agents and volunteers are added as additional insured for liability which arises out of the activities of the named insured".</p> <p>A copy of your "Certificate of Insurance" is required 30 days in advance of the planned event to the Rentals Office.</p> <p><i>Tournament Permission will not be issued until insurance has been approved.</i></p>

LITTER CONTROL PLAN

Please provide a litter control plan for your event. This is to include litter control during and after your event. Please describe: _____

SPECIAL SET-UPS REQUESTED

Complete the appropriate category; include details of numbers, size and type. Leave blank, if not applicable.

Alcohol:	Will alcohol be served or available? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, you must complete a <i>Special Events Application Form</i> .
Food:	Will food be sold on site? <input type="checkbox"/> YES <input type="checkbox"/> NO	It is the organizers responsibility to assure that proper food permits have been obtained from the Vancouver Coastal Health 604-233-3304
Vendors:	How many vendors?	Where:
Commercial Signs:	How many?	Size:
Electricity Source:	Generators:	How many? Size:
Portable Washrooms:	How many?	Handicapped Accessible:
Temporary Structures: i.e. Tents/Canopies	How many?	Size:
Water:	Potable?	Non-Potable?

PUBLIC SAFETY

Attach a clear/legible site or map with the following indicated:

- North, indicated by directional arrow (↑)
- Names of surrounding streets, with one way streets marked
- Any other details you think are helpful
- Maps of most parks can be found at <http://www.richmond.ca/asp/parks/reports.asp?ID=1>

Outline your parking plans for participants and spectators. _____ _____ _____ _____ _____ _____ _____	What are your plans for emergency response? _____ _____ _____ _____ _____ _____
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On behalf of the above-named organizer, I hereby agree to indemnify and save harmless the City of Richmond and Richmond School Board from and against claims or demands arising from the event described in this application and I agree to obtain appropriate liability insurance that is satisfactory to the City of Richmond

Applicant's Signature

Print Applicants Name

Today's Date