



Recreation Services

3310 37th Avenue, Vernon, B.C. V1T 2Y5

250-550-3678

Return completed form to: bookings@vernon.ca

District of Coldstream Park Booking Request Form

Contract FA-_____

NOTE: The City of Vernon manages Special Event Applications and Park Rentals on behalf of the District of Coldstream.
City of Vernon staff will liaise with District staff to ensure that your application meets the needs of the District of Coldstream.

Contact Name:		Organization (if applicable):	
Full Address:		Number of people attending:	
		Purpose of Rental:	
Business Phone:	Cell Phone:	Home Phone:	
Email:			
Alternate Contact:		Phone:	
Rental Information:			
Park/Facility Requested	Date	Time (includes set up & tear down)	Alternate Date
Rental Requirements:			
Are you planning to set up any tents or other items?		Yes	No
Are you planning on having any activities? (If yes, please describe):		Yes	No
Do you need access to power? (if available)		Yes	No
Do you require any extra garbage cans or recycling bins? (fees apply)		Garbage Cans:	Recycle Bins:
Will there be any music or amplified sound? (If yes, please describe):		Yes	No
Are you planning to have food? (see food requirements below)		No	Picnic BBQ Food Truck
Special requests or additional rental notes:			

Rental Information:

- Staking is **NOT** allowed anywhere on parkland. Tents and equipment must be weighed down
- All BBQ's (propane only) must have a non-flammable mat underneath to catch drippings, a 10lb ABC fire extinguisher is required to be onsite for the duration of the rental and an Interior Health Temporary Food Permit may be required
 - <https://www.interiorhealth.ca/sites/default/files/PDFS/hp-fs-9002-temporary-food-services-guideline.pdf>
- Food trucks must provide the following: An Interior Health Permit, Business License, proof of insurance, and the location must be approved in advance
- All rentals are required to provide a certificate of insurance with a minimum of \$2 million coverage listing City of Vernon and the District of Coldstream as an additional insured. Insurance information will be provided when a contract is issued
- All events expecting over 100 people in attendance must fill out the [District of Coldstream Special Event Application – click here](#)