

Special Events Application Procedures for 2024

Applications are now being accepted from organizations and individuals wishing to hold special events at City-owned venues or on City streets; review process starts January 31. Annual events will be given priority provided the request is received by January 31, after which time applications will be addressed as first-time events on a first-come, first-served basis, based on availability. After January 31, applications must be received at least thirty days prior to the event and will be subject to the same terms and conditions as those applications received prior to January 31, 2024.

City locations are listed here:

- Parksville Civic and Technology Centre grounds (100 Jensen Avenue East)
- Parksville Community Park
 - Picnic shelter
 - Waterfront Walkway gazebo
 - Arbutus Point (Labyrinth area)
 - Beach volleyball courts
 - Kite field
 - Skateboard Park
- Springwood Park
- Foster Park (gazebo and picnic shelter)
- Memorial Plaza
- Off-leash dog park (Despard Avenue)
- Individual parks
- City streets for walks, marathons, cycling events and/or parades

PLEASE NOTE: Copies of the City's special events policy and relevant application forms may be obtained from the City's [website](http://parksville.ca). For more information, contact the operations department at 250 248-5412 or events@parksville.ca.

- *For use of the sports fields, lacrosse box, pickleball and tennis courts, contact Regional District of Nanaimo's Recreation and Parks Department at fieldbooking@rdn.bc.ca.*
- *For Parksville Outdoor Stage bookings, contact the Parksville Beach Festival Society at ldwerry@gmail.com; 250 954-7188.*
- *For rental of Shelly Road Centre, contact shellyhallrental@shaw.ca or 250 927-0641.*

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For more information:

Deb Tardiff, Manager of Communications
communications@parksville.ca; 250 954-3073

*The City of Parksville is located on the traditional territory of the Coast Salish Nations,
home to the Snaw-Naw-As First Nation and the Qualicum First Nation.*