

Special Events Application Procedures

The City of Parksville invites applications from community organizations and private citizens wishing to hold special events at a variety of City-owned venues.

- Parksville Civic and Technology Centre grounds at 100 Jensen Avenue East
- Parksville Community Park
 - Picnic shelter
 - Waterfront Walkway gazebo
 - Beach volleyball courts
 - Kite field
 - Skateboard Park
- Springwood Park
- Foster Park (gazebo)
- Off Leash Dog Park (Despard Avenue)
- Individual City green spaces
- City streets for walks, marathons, cycling events and/or parades

For use of the baseball/soccer fields and lacrosse box, contact the Regional District of Nanaimo at 250 248-3252.

Interested parties may obtain copies of the City's Special Events Policy and relevant application forms from the Department of Engineering and Operations at 1116 Herring Gull Way, from City Hall at 100 Jensen Avenue East, Parksville, or download the policy and forms from the City's website at <http://parksville.ca/cms.asp?wpID=133>.

Applications for events to be held in 2014 will be accepted starting January 1, 2014, and the review process will begin January 31, 2014. As per policy, where conflicting dates occur, annual events will be given priority provided the request is received no later than the January 31 deadline, after which date the application will be addressed on the same basis as first time events. First time events will be handled on a first come, first served basis depending on venue availability.

Special event applications received after January 31 must be submitted at least 30 days prior to the event date and will be subject to the same terms and conditions as those applications received prior to January 31.

For more information, please call Engineering and Operations at 250 951-2484.