



City of Langley
Recreation, Culture and Community Services Department

20399 Douglas Crescent Langley, BC V3A 4B3
 Phone: 604-514-2902 Fax: 604-530-8596
 Email: events@langleycity.ca

EVENT REQUEST APPLICATION FORM

Event Request Application Deadlines:

Events - January 1 to March 31 (October 31 of the previous year)

Events - April 1 to August 31 (January 31 of the current year)

Events - September 1 to December 31 (March 31 of the current year)

To book an event, the Event Request Application Form must be submitted each year.

Event Requests may be submitted after the deadline at a minimum of one month prior to the event date; please note: events may not be approved after the deadline.

EVENT CONTACT INFORMATION

Event Name:	Organization Name:
Event Coordinator:	Type of Organization:
Home Phone:	Event Date(s):
Work Phone:	Event Opening Time(s):
Mobile Phone:	Event Closing Time(s):
Email:	Total Hours of Operation:
Mailing Address:	

EVENT DETAILS

EVENT TYPE

<input type="checkbox"/> Artistic	<input type="checkbox"/> Cultural	<input type="checkbox"/> Parade
<input type="checkbox"/> Block Party	<input type="checkbox"/> Exhibit (i.e. Car Show)	<input type="checkbox"/> Run/Walk/Marathon
<input type="checkbox"/> Concert	<input type="checkbox"/> Festival	<input type="checkbox"/> Tournament
<input type="checkbox"/> Commemorative	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Theatrical
<input type="checkbox"/> Other (please specify):		

EXPECTED EVENT ATTENDANCE *(Please circle one)*

<small><50</small>	<small>50-100</small>	<small>101-200</small>	<small>201-500</small>	<small>501-1000</small>	<small>1001-2500</small>	<small>2501-5000</small>	<small>5001-10,000</small>	<small>10,000+</small>
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EVENT PURPOSE

FACILITY REQUEST *(Please check all that apply)*

OFFICE USE ONLY - Facility Booking #: _____

- | | |
|--|--|
| <input type="checkbox"/> Al Anderson Memorial Pool | <input type="checkbox"/> Dog Off Leash Park |
| <input type="checkbox"/> Al Anderson Memorial Pool - Multipurpose Room | <input type="checkbox"/> Douglas Recreation Centre - Main Hall |
| <input type="checkbox"/> Brydon Park - Grass Field - Softball | <input type="checkbox"/> Douglas Recreation Centre - East Hall Only |
| <input type="checkbox"/> Buckley Park - All Weather Gravel Field | <input type="checkbox"/> Douglas Recreation Centre - West Hall Only |
| <input type="checkbox"/> City of Langley Community Stage | <input type="checkbox"/> Douglas Recreation Centre - Multipurpose Room |
| <input type="checkbox"/> City Park - Picnic Shelter | <input type="checkbox"/> Douglas Recreation Centre - Games Room |
| <input type="checkbox"/> City Park - Gazebo Shelter | <input type="checkbox"/> Douglas Recreation Centre - Preschool Room |
| <input type="checkbox"/> City Park - Lacrosse Box | <input type="checkbox"/> Linwood Park - Grass Field - Baseball/Soccer |
| <input type="checkbox"/> City Park - Sand-based Game Field | <input type="checkbox"/> McBurney Lane - Closed Pedestrian Space Only |
| <input type="checkbox"/> City Park - Practice Field | <input type="checkbox"/> Penzer Park - Bike Park |
| <input type="checkbox"/> City Park - Open Field Space | <input type="checkbox"/> Penzer Park - Field |
| <input type="checkbox"/> City Park - Barbour Diamond | <input type="checkbox"/> Rotary Centennial Park: Grass Field - Baseball/Soccer |
| <input type="checkbox"/> City Park - Cooke Diamond | <input type="checkbox"/> Sendall Gardens Park |
| <input type="checkbox"/> City Park - Robin Jaalaid Diamond | <input type="checkbox"/> Trails - Brydon Lagoon Path |
| <input type="checkbox"/> City Park - T-Ball Diamond | <input type="checkbox"/> Trails - Connection to Hi Knoll Park |
| <input type="checkbox"/> Condor Park - Grass Field - Baseball/Soccer | <input type="checkbox"/> Trails - Hydro Right of Way Train |
| <input type="checkbox"/> Douglas Park - Park Space | <input type="checkbox"/> Trails - Nature Trail |
| <input type="checkbox"/> Douglas Park - Spirit Square Band Shell | <input type="checkbox"/> Trails - Nicomekl Flood Plain Trail |
| <input type="checkbox"/> Douglas Park - Cenotaph | |

ROAD CLOSURE REQUEST

OFFICE USE ONLY: Event Highway Use Permit Application #: _____

This is required if you plan on using a street or sidewalk for your event. *Please fill out the separate City of Langley Event Highway Use Application Form and attach it to this application form, along with a route map, for submission.

INSURANCE *(Please check one)*

- City Sponsored Event or** _____ Department event function
- Co-Sponsored Event.** *(Please complete the following)*
 - Community Grant Fund (available online at <http://city.langley.bc.ca/grants.htm>)
 - Application Submission Date: _____
 - Attach to this application a copy of your liability insurance certificate listing the City of Langley as an additional insured in the amount of \$2,000,000.00 or \$5,000,000.00
- Community Event**
 - Attach to this application a copy of your liability insurance certificate listing the City of Langley as an additional insured in the amount of \$2,000,000.00 or \$5,000,000.00

Event Details *(Please check all that apply)*

Dependent upon the activity you may be required to provide further documentation before your event permit may be issued.

Sound and Lighting

- Amplified Music Performances
- Non-Amplified Music Performances
- PA Only
- Lighting at Barbour Diamond
- Lighting at Buckley

Food

- Concession
- Refrigeration Trucks
- BBQ
- Other (please specify): _____

On-Site Activities

- Amusement Rides
- Carnival Games
- Dunk Tank
- Inflatable (i.e. activity bouncer)
- Petting Zoo
- Reserved Parking
- Sports Activity (i.e. soccer, baseball)
- Other (please specify): _____

Fundraising

- 50/50 Draw
- On-site fundraiser
- Merchandise Sales
- Raffle Draw
- Other (please specify): _____

Event Support Items *(Please check all that apply)*

Below is a list of items that may be available for use through the City of Langley for your event; please note that an additional fee may be required for the use of some of these items.

General Items (in addition to what is on site)

- | | | |
|--|--------------|-------|
| <input type="checkbox"/> Tables | # Required = | _____ |
| <input type="checkbox"/> Chairs | # Required = | _____ |
| <input type="checkbox"/> 10 x 10 Tents | # Required = | _____ |
| <input type="checkbox"/> 10 x 20 Tents | # Required = | _____ |
| <input type="checkbox"/> Garbage Cans | # Required = | _____ |
| <input type="checkbox"/> Garbage Bags | # Required = | _____ |
| <input type="checkbox"/> Recycling Bins | # Required = | _____ |
| <input type="checkbox"/> Bleachers | # Required = | _____ |
| <input type="checkbox"/> Other (please specify): | | _____ |
| | | _____ |
| | | _____ |

Traffic Control

- | | | |
|--|--------------|-------|
| <input type="checkbox"/> Cones | # Required = | _____ |
| <input type="checkbox"/> Delineators | # Required = | _____ |
| <input type="checkbox"/> No Parking Signs | # Required = | _____ |
| <input type="checkbox"/> Barricades | # Required = | _____ |
| <input type="checkbox"/> Road Closed Signs | # Required = | _____ |
| <input type="checkbox"/> Safety Vests | # Required = | _____ |
| <input type="checkbox"/> Other (please specify): | | _____ |
| | | _____ |
| | | _____ |

Event Requests, Questions or Concerns

Please provide a detailed list below of any additional items for request, questions, or concerns regarding your event.