



Regional District Okanagan-Similkameen
Festival and Special Event Application

What park/space/amenity are you requesting to book? _____

Event Name: _____

Name and Address of Host Organization: _____

Contact Person: _____

Email address: _____

Phone Number: _____ Cell Number: _____

Date of request: _____ Event Date(s): _____

Arrival / Departure times: _____ # of Attendance: _____

Please provide a brief description of your booking/ event:

FACT SHEET

All parks and trails managed by Recreation Commissions are under the jurisdiction of the Regional District of Okanagan-Similkameen. As such all RDOS bylaws and policies are in effect, including and regarding animal control, open burning, park hours, vehicle restrictions for each park.

Small public gatherings (picnics) do not require permits, permission or additional insurance; these are considered public use. Larger events must be coordinated with the RDOS Park and Recreation Team.

PLEASE HELP US UNDERSTAND YOUR BOOKING BY CHECKING ALL THAT APPLY:

Tables and/or Chairs		Tents/temporary structures	
Extra Garbage Cans		Early/Late Gate access (Added Cost)	
Extra Recycle Bins		Extended Public Washroom Hours	
Alcohol (Special Event Permit required)		Food	
Is the Event open to the Public?		Fencing	
Merchandise or Food Selling		Tickets	
RDOS Staff support		Do you have a paid Event Organizer	
Electricity		Is this event only on RDOS land	
Water Cold		Other?	
Water Hot			

USER FEES:

Park/amenity user fees are site specific and require a deposit. Due to the current challenges associated with COVID measures, additional cleaning fees and requirements may apply.

Please note: groups charging admission or using a Park/amenity for profitable purposes are subject to additional fees on a per-event basis. These fees may be waived at the discretion of the Parks and Recreation staff at the RDOS.

No one will be given exclusive use, as these are public spaces. Your reservation is noted upon receipt of this completed Booking Form, and confirmation by a RDOS staff.

The 30% damage deposit will be held and returned to you once it has been confirmed that the facility/park/amenity has been left in the same condition that it was when you arrived.

The RDOS will consider a refund up to 75% with written cancellation notice two weeks prior to your event. In the case of closures due to COVID, full refunds may apply.

Please send completed Booking Form to:

rdosrec@rdos.bc.ca

Subject: Park/amenity Booking Request

Once your application has been submitted, RDOS staff will review the application and contact you if any additional details are required. Please understand that due to the current challenges related to COVID measures, there may be additional requirements to ensure that all bookings occur in a safe and appropriate manner. The RDOS' priority is community safety, and does have the right to reject any application if there are any perceived risks with the booking/event.