



City of Maple Ridge

**THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY** and is a consolidation of the following:

1. Maple Ridge Parks and Recreation Facilities Regulation Bylaw No. 7085-2014.
2. Maple Ridge Parks and Recreation Facilities Regulation Amending Bylaw No. 7206-2016.

Individual copies of any of the above bylaws can be obtained by contacting the Clerk's Department.

**Maple Ridge Parks and Recreation Facilities Regulation  
Bylaw No. 7085-2014**

Effective Date:

December 9, 2014

City of Maple Ridge

Maple Ridge Parks and Recreation Facilities Regulation Bylaw No.7085-2014

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## City of Maple Ridge

### Maple Ridge Parks and Recreation Facilities Regulation Bylaw No.7085-2014

A Bylaw to regulate park property and recreational facilities in the City

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**WHEREAS** subsection 8(3) of the *Community Charter* authorizes the Council of the City of Maple Ridge to adopt bylaws to, regulate, prohibit and impose requirements in relation to municipal services and public places;

**AND WHEREAS** subsection 154(1) of the *Community Charter* authorizes the Council of the City of Maple Ridge to adopt bylaws to delegate its powers, duties and functions to officers or employees of the municipality;

**AND WHEREAS;** Council deems it necessary and desirable that it exercise these authorities to establish regulations governing the management of property intended for recreation and community uses and to delegate certain powers to staff regarding the use of Parks and Recreation Facilities conduct therein:

**NOW THEREFORE**, the Council of the City of Maple Ridge enacts as follows:

#### **Part I Citation**

- 1.1 This Bylaw may be cited as the Maple Ridge Parks and Recreation Facilities Regulations Bylaw No.7085-2014

#### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, clause or phrase.

#### **Part 3 Previous Bylaw Repeal**

- 3.1 Maple Ridge Parks and Recreation Facilities Regulations Bylaw No. 3414-1984 and the following amending bylaws are hereby repealed:
1. Maple Ridge Parks Regulation By-law No. 3414-1984
  2. Maple Ridge Parks Regulation Amending By-law No. 4868-1993
  3. Maple Ridge Parks Regulation Amending By-law No. 4901-1993
  4. Maple Ridge Parks Regulation Amending By-law No. 4979-1993
  5. Maple Ridge Parks Regulation Amending By-law No. 5600-1997
  6. Maple Ridge Parks Regulation Amending By-law No. 6357-2005
  7. Maple Ridge Parks Regulation Amending By-law No. 6555-2008

#### **Part 4 Definitions**

- 4.1 In this bylaw:

**“Ancillary Activity”** means any activity that complements or enhances the primary function of a Park or Recreation Facility.

**“Chattel”** means a moveable item of personal property including, without limitation, a vehicle, a leased or rented dumpster or container, merchandise, fuel, wares of any nature, or signage.

**“City”** means the City of Maple Ridge.

**“Council”** means the elected members of the Municipal Council of the **City** of Maple Ridge.

**“Contaminant”** means any substance, whether gaseous, liquid or solid, whether dissolved or suspended, that;

- a) injures or is capable of injuring the health or safety of a person;
- b) injures or is capable of injuring property or any life form;
- c) causes or is capable of causing material physical discomfort to a person; or
- d) damages or is capable of damaging the environment.

**“Director, Parks and Facilities”** means a representative of the **City** of Maple Ridge that has been assigned responsibility for the management and operation of Maple Ridge **Parks and Recreation Facilities** or his designate.

**“Director, Recreation”** means a representative of the **City** of Maple Ridge that has been assigned responsibility for the management of the **Recreation Facilities** or his designate.

**“Drug Paraphernalia”** means any goods, products, equipment, things or materials of any kind primarily used or intended to be primarily used to produce, process, package, store, inject, ingest, inhale or otherwise introduce into the human body a controlled substance as defined in Schedules I, II, or III of the *Controlled Drugs and Substances Act* as may be amended from time to time.

**“Enforcement Officer”** means a Bylaw Enforcement Officer, a member of the RCMP, a member of the Maple Ridge Fire Department and any other person designated to enforce the provisions of this bylaw by the **Director, Parks and Facilities** or his designate, or the **Director, Recreation**, or his designate.

**“Natural Park Feature”** means a tree, shrub, herb, flower, grass, turf or plant of any kind and all soil, sand, silt, gravel, rock, mineral, wood, fallen timber or other natural material within a Park.

**“On-Site Refuse”** means all refuse, garbage, food remains and other waste generated by persons using a **Park** or **Recreation Facility** while they are within the **Park** or **Recreation Facility**.

**“Organized Activity”** means any activity which is pre-planned, involves a group larger than a single family unit and which limits general public access to a portion of the **Park** or **Recreation Facility** or any activity that involves instruction or training.

**“Organized Sport”** means any game or sport which is played by three or more persons who play and/or practice together regularly as a team in a league or association.

**“Park”** means and includes any real or personal property within the Municipality used for public park and recreation purposes and includes all buildings and structures situated

thereon and shall include any other parcel of land improved, maintained, developed or administered by the Parks and Leisure Services Department such as school grounds, pursuant to direction from the Municipal **Council**.

**“Posted Notice”** means a sign or written notice which has been posted or affixed to a wall, post or notice board in a **Park** or **Recreation Facility** or which has been set out in a brochure or map relating to the **Park** or **Recreation Facility**.

**“Public Place”** means any real or personal property or portions thereof owned by the Municipality of Maple Ridge to which the public is ordinarily invited or permitted to be in or on, and includes but is not limited to, the grounds of public facilities or buildings, public greenways and public parkades or parking lots.

**“Recreation Facility”** means a building, recreation facility or other land improvement, including, but not limited to, recreation centres, pools, arenas, sports fields, ball diamonds, gymnasium, and other recreation facilities located in a **Park** or on any other land which the **City** owns or controls by means of a lease, license or other legal instrument, that is intended for athletic, social or recreational use by members of the community.

**“Special Event”** means any event or activity conducted within a **Park** or **Recreation Facility** which attracts or is intended to attract participants or spectators and, without limiting that definition, includes any Organized Sport, festival, sports event, competition or tournament, group picnic, dog show or other animal event.

**“Special Event Permit”** means a licence issued for the use of **Parks** or **Recreation Facilities** or portion thereof.

7206-2016

**“Temporary Shelter”** means the use of structures, improvements or overhead shelter, including a tent, lean-to, tarpaulin, plastic, cardboard or other form of shelter.

**“Trail”** means any footpath, pathway, trail or pedestrian access route in a **Park** or on **City** land.

**“Vehicle”** means all conveyances propelled either by motor or muscular power.

**“Wildlife”** means any wild animal, bird, reptile, insect, fish, and marine animal or other indigenous creature.

## Part 5 Duty of Administration and Enforcement

- 5.1 The grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

## Part 6 Delegation of Powers

- 6.1 The **Director, Parks and Facilities** or his designate, and the **Director, Recreation**, or his designate are hereby authorized to grant or refuse any request for a **Special Events Permit** for the conduct of any **Organized Sport, Organized Activity, or Ancillary Activity** which requires a **Special Events Permit** under the provisions of this bylaw.
- 6.2 The **Director, Parks and Facilities** or his designate and the **Director, Recreation**, or his designate are hereby authorized to establish rules for behaviour and conduct in **Parks** and **Recreation Facilities**, provided that such rules are not inconsistent with this bylaw or other

regulations and to establish and enforce the consequences of violating said rules of behaviour.

## **Part 7 Park Hours**

- 7.1 Parks will be closed to the public between the hours of 10:00 at night and 6:00 the next morning except to persons authorized in writing by the **Director, Parks and Facilities** or his designate.
- 7.2 The **Director, Parks and Facilities** or his designate may, at any time deemed necessary, temporarily close a **Park** or **Recreation Facility** or any portion thereof to the public use.

## **Part 8 General Park and Recreation Facility Prohibitions**

- 8.1 No person, when in a **Park** or **Recreation Facility**, shall:
- 8.1.1 Enter or remain in a **Park** or **Recreation Facility** when it is closed to the public.
  - 8.1.2 Fail to comply with any sign or **posted notice**;
  - 8.1.3 Deposit refuse except in waste receptacles provided for such purposes by the **City**;
  - 8.1.4 Carry, transport or deposit any off site refuse of any kind or deposit off site refuse into waste receptacles;
  - 8.1.5 Carry or discharge any firearm, air gun, sling shot, catapult, bows and arrows, or other weapon or dangerous toy;
  - 8.1.6 Cut, break, bend or in any way injure or deface any turf, tree, shrub, hedge, plant, flower or park ornament;
  - 8.1.7 Climb upon, deface or in any way damage any building, wall fence, gate, sign, seat, bench, exhibit, cage or any ornament;
  - 8.1.8 Plug, tamper with or in any way damage any plumbing, lighting, heating, or other fixture;
  - 8.1.9 Start any fire or permit any person under his control to start any fire except in fireplaces provided therein for that purpose; and except where written permission is given by the **Director, Parks and Facilities** or his/her designate;
  - 8.1.10 Fail to obey any sign or signal lawfully erected for the control of pedestrian or vehicle traffic;
  - 8.1.11 Distribute any handbills or circulars or post, place or display any placard, notice, paper, advertising device, or publicity matter of any kind without the written consent of the **Director, Parks and Facilities** or his designate, or the **Director, Recreation**, or his designate.
  - 8.1.12 Use or permit the use of any advertising vehicle without the written consent of the **Director, Parks and Facilities** or his designate;
  - 8.1.13 Tease, molest, or injure any animal or throw any substance at or near such creatures

in such a way to cause them alarm or possible injury;

8.1.14 Possess any **drug paraphernalia**;

8.1.15 Offer for sale any article or food, drink, or merchandise or carry on any business unless such person has been licenced to do so by the Municipality and has received written consent of the **Director, Parks and Facilities** or his designate;

8.1.16 Use any blasphemous, obscene or vulgar language;

8.1.17 Conduct oneself in a disorderly or offensive manner;

8.1.18 Expose their genitals except when:

18.1.18.1 in a change room or washroom in a **Park or Recreation Facility**;  
or

18.1.18.2 participating in an approved art and drawing program

8.1.19 Excavate in a Park;

8.1.20 Move any **Natural Park Feature**;

8.1.21 Hold a procession, march, drill, parade, political or religious gathering or other public meeting except with the written consent of the **Director, Parks and Facilities** or his designate;

8.1.22 Operate a mechanically powered boat on any lake, pond or outdoor water facility within the boundaries of any **park** unless the written consent of the **Director, Parks and Facilities** or his designate, has first been obtained;

8.1.23 Use tobacco within 7.5 meters (25 feet) of any sport field, athletic surface, children's playground or water play-park;

8.1.24 Discharge any fireworks without a valid permit issued in strict accordance with requirements established by the City of Maple Ridge Fire Works Bylaw 6279-2004;

8.1.25 Plant trees or shrubs in any **park** except with the written consent of the **Director, Parks and Facilities** or his designate;

8.1.26 Possess or consume liquor or alcoholic beverages without valid and legally required permits;

8.1.27 Use any device which constitutes a hazard to any person;

8.1.28 Erect, build, or locate, or cause to be erected, built or located, any structure, trailer tent, shelter or other building of any kind except with the written consent of the **Director, Parks and Facilities** or his designate, or the **Director, Recreation** or his designate;

8.1.29 Interfere with or obstruct:

8.1.29.1.1 any employee of the **City** in the performance of their duty;  
or

8.1.29.1.2 contractor while carrying out work authorized by the **City**.

- 8.1.30 Use or operate any device in such a manner as to disturb the enjoyment of the **park** by other persons;
- 8.1.31 Urinate or defecate except in a provided public or private toilet facility;
- 8.1.32 Swim any lake, pond, stream or pool or other body of water unless expressly permitted; or
- 8.1.33 Skate on lake, pond, stream or pool or other body of water unless expressly permitted.

## **Part 9 Traffic in Parks**

- 9.1 Except as permitted by the **Director, Parks and Facilities** or his designate, no person shall:
  - 9.1.1 Transport goods or **chattels** over or place or leave **chattels** upon any boulevard within a **Park** unless the turf of such boulevard is first protected from damage;
  - 9.1.2 Ride or drive a horse, or other animal or drive or keep, propel or permit to be driven or propelled, any **vehicle** or other mode of off road conveyance on any boulevard, grass plot or other area within any **Park** other than on the respective driveways made and provided for such purpose;
  - 9.1.3 Drive any animal on any path or other roadway allotted for pedestrian traffic; or
  - 9.1.4 Drive or propel any **vehicle** in excess of any speed limit that may be posted within **park** boundaries.

## **Part 10 Impoundment and Disposal**

- 10.1 The **Director, Parks and Facilities** or his designate, or an Enforcement Officer may seize, remove and impound any **Chattel** located in a Park or Recreation Facility in contravention of this bylaw.
- 10.2 Where a **Chattel** is impounded that has, in the opinion of the person exercising the power set out in Section 10.1, a value of less than \$100.00, that person may dispose of the **Chattel** in a manner deemed fit by that person.
- 10.3 Where a **Chattel** is impounded which has, in the opinion of the person exercising the power set out in Section 10.1, a value over \$100.00 that person shall make reasonable attempts to notify the owner of the **Chattel**.
- 10.4 Where a **Chattel** is claimed by the owner, the **Chattel** shall be released to the owner upon:
  - 10.4.1 the provision of proof of ownership satisfactory to the **Director, Parks and Facilities** or his designate; and
  - 10.4.2 the payment of the costs of fees, costs, and expenses for the seizure, removal, impounding and storage of the **Chattel** as set out in Schedule B of the Maple Ridge Highway and Traffic Bylaw No. 6704-2009



- 10.5 After the expiration of 31 days from the date of seizure of a **Chattel** to which Section 10.3 applies and where no person has claimed the **Chattel**, the **Director, Parks and Facilities** or his designate, is authorized to sell the object by auction and the proceeds of the sale shall be the property of the **City**.
- 10.6 Where, in the opinion of the **Director, Parks and Facilities**, it is impractical to dispose of a **Chattel** to which section 10.3 applies by public auction, the **Director, Parks and Facilities**, or his designate, may dispose of the **Chattel** in a manner deemed fit by that person.
- 10.7 Where a **Chattel** has been disposed of pursuant to Section 10.5 where the sale of the **chattel** does not cover the fees, costs, and expenses for seizure, removal, impounding, storage and sale of the **Chattel** the **City** may recover those amounts from the owner of the **Chattel** in a court of competent jurisdiction.

## **Part 11 Animals in Parks**

- 11.1 No person shall:
- 11.1.1 Enter a **Park** with an unleashed dog or other animal, unless it is a designated off leash area;
  - 11.1.2 Permit a dog or other animal to enter a **Park** or any area of **Park** where such entry of that animal is prohibited;
  - 11.1.3 Permit a dog or other animal on playing fields, sports surfaces, children's play grounds, sports courts or water play parks;
  - 11.1.4 Enter a **Park** with a horse unless the **park** is designated for horses;
  - 11.1.5 Permit a dog within 5 meters of a playing field, sport surface or playground;

## **Part 12 Sports Grounds**

- 12.1 No person shall:
- 12.1.1 Play any game or engage in any recreation within a **Park** not designated for that purpose;
  - 12.1.2 Play any game on any tennis court or bowling green unless the person is:
    - 12.1.2.1 wearing light coloured rubber soled shoes with low heels; and
    - 12.1.2.2 is suitably equipped with the normal equipment for such game.
  - 12.1.3 Play on any tennis court or bowling green in contravention of the rules and regulations for that facility.

## **Part 13 Loss of Access Rights**

- 13.1 Where an **Enforcement Officer** has reasonable grounds to believe that a person, while in a **Park** or **Recreation Facility**, is in contravention of any provision of this bylaw the **Enforcement Officer** may:

- 13.1.1 Direct the person to comply with the bylaw;
  - 13.1.2 Direct the person to leave the **Park or Recreation Facility**; or,
  - 13.1.3 Issue a Banning Notice as set out in Schedule A to that person.
- 13.2 A person who is directed to leave the **Park or Recreation Facility** or to whom a Banning Notice is issued must:
- 13.2.1 Immediately leave the **Park or Recreation Facility**; and
  - 13.2.2 Refrain from entering the **Park or Recreation Facility** unless the provisions of Section 212.3 have been satisfied.
- 13.3 A Banning Notice may be rescinded by **Enforcement Officer** who made the direction or the **Director, Parks and Facilities** or his designate.

#### **Part 14 Commercial Services and Activities**

- 14.1 No person shall conduct any business or commercial activity in a **Park or Recreation Facility** without the written authorization of the **Director, Parks and Facilities** or his designate, or the **Director, Recreation** or his designate.

#### **Part 15 Special Event Permit**

- 15.1 The **Director, Parks and Facilities** or the **Director, Recreation** or their designates may, upon application, issue a **Special Event Permit** (Schedule B) upon receipt of the applicable fee and information required and may, in the **Special Event Permit**:
- 15.1.1 Set out terms and conditions for the event, and
  - 15.1.2 Require the applicant to insure the event or activity in an amount and form satisfactory to the **City of Maple Ridge**
- 15.2 Unless a **Special Event Permit** has been issued for the specific activity: no person, when in a **Park or Recreation Facility**, shall:
- 15.2.1 Carry out any **Organized Sport, Organized Activity, Special Event, or Ancillary Activity**;
  - 15.2.2 Engage in activities involving high speed projectiles, including golf, war games, radio controlled aircraft or cars, unless specifically authorized by a **Special Event Permit**;
  - 15.2.3 Camp overnight unless specifically authorized by a **Special Event Permit** and then only in accordance with the **Special Event Permit**; or
  - 15.2.4 Enter a Park not designated for horses with a horse.
- 15.3 Every person using a **Park or Recreation Facility** under the authority of **Special Event Permit** shall:
- 15.3.1 Comply with any terms and conditions set out on the **Special Event Permit**; and,
  - 15.3.2 Acquire and maintain insurance as required by the **Special Event Permit**.

**Part 16 Temporary Shelter – Public and Park Land**

- 16.1 No person shall place, secure, erect, use or maintain a temporary shelter between 9:00 am and 7:00 pm on any public or park land within the City.
- 16.2 Notwithstanding Section 16.1, no person shall place, secure, erect, use or maintain a temporary shelter at any time in The Civic Centre/Memorial Park, Nokai Park or Raymond Park or in, on or within: playgrounds, spray parks or pools; horticultural display areas or ornamental gardens; skateboard bowls, tennis courts or other sports courts; sports fields, stadiums or dugouts; stages or bleachers; washroom facilities, picnic shelters, or gazebos; areas of a Park that have otherwise been issued a permit pursuant to this Bylaw; recreation facilities; cemeteries; golf courses; or pathways, bridges, docks or wharves within the City.
- 16.3 Temporary shelter found to be placed, secured, erected, used or maintained between the hours of 9:00 am and 7:00 pm on any public or park land within the City shall be unlawful and subject to enforcement and removal, including any possessions, wastes and other incidental materials.

**Part 17 Offences and Penalty**

- 17.1 Every person who contravenes a provision of this bylaw is guilty of an offence and is liable on summary conviction to a fine not exceeding \$10,000.00.
- 17.2 Each day the offence continues is considered a separate offence.

**READ** a first time this 22<sup>nd</sup> day of July, 2014.

**READ** a second time this 22<sup>nd</sup> day of July, 2014.

**READ** a third time this 22<sup>nd</sup> day of July, 2014.

**FIRST, SECOND AND THIRD READINGS** rescinded on November 25, 2014.

**RE-READ A FIRST TIME** this 25<sup>th</sup> day of November, 2014.

**RE-READ A SECOND TIME** this 25<sup>th</sup> day of November, 2014.

**RE-READ A THIRD TIME** this 25<sup>th</sup> day of November, 2014.

**ADOPTED** by Council this 9<sup>th</sup> day of December, 2014.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

**Maple Ridge Parks and Recreation Facilities Regulations Bylaw No.7085-2014**

**Schedule A**



Date Notice Served: \_\_\_\_\_

Witness Name: \_\_\_\_\_  
(Please print name)

Witness Signature: \_\_\_\_\_

**Date**

**Municipal File #**

**RCMP File #**

**ATTENTION:**

Dear:

RE:

Please be advised that your recent inappropriate behaviour and unprovoked altercations with facility staff at the Maple Ridge Leisure Centre on \*DATE\* is unacceptable. \*Describe Behaviour\* against staff or patrons and as such contravenes the Maple Ridge Parks Regulation Bylaw No. 7085-2014 which regulates acceptable behaviour in all parks and public facilities.

Section 8.1.14 of the bylaw states:

“NO PERSON SHALL use any blasphemous, obscene or vulgar language nor conduct himself in a disorderly or offensive manner or molest or injure any other person or loiter or obstruct for free use and enjoyment of the park by any other person.”

Paragraph 11 in Pitt Meadows Parks Regulation Bylaw No. 2651-2014 states:

“No person shall use any obscene or vulgar language nor conduct himself in a disorderly or offensive manner, or molest or injure another person, or loiter or take up a temporary abode over night on any portion of any park, or obstruct the free use and enjoyment of any park by any other person, or violate any bylaw, rule, regulation or command of the Municipality, the Director of Operations or any other person in control of or maintaining, superintending or supervising any park or other property of or under the control custody and management of the Municipality; and any person conducting himself as aforesaid may be removed or otherwise dealt with as in this bylaw provided. (Amending Bylaw No. 1593)”

The bylaw further restricts any activity which may cause damage to a park or other public facility.

\*Describe incidents and any attempts to redirect behaviour\*

**Please be advised you are no longer welcome to utilize any Maple Ridge or Pitt Meadows Parks and Leisure Services or Facilities for a period of 1 year.** Should there be any violations of this order we reserve the right to extend the period of expulsion for an appropriate length of time and to expand the facilities to which it applies. Before we review when you will be allowed back on municipal property we require you to complete the following list below:

- \*List any requirements before returning to facilities/programs\*

The facilities and areas to which this order applies are listed below:

In the Maple Ridge Area:

• MR Municipal Tower/Library	• Municipal Hall /Memorial Peace Park	• Leisure Centre/MR Arts Centre
• Greg Moore Youth Centre	• Surrounding Parking Areas	• Haney Bus Exchange -Edge St.

In the Pitt Meadows Area:

• PM Family Recreation Centre	• PM Skateboard Park	• PM Library
• PM Municipal Hall	• Surrounding Parking Areas	• PM Recreation Hall

If you are found within the confines of these areas the Police will be notified immediately, and a ticket in the amount of \$250.00 will be issued. We would appreciate your compliance with regards to the above guidelines.

For your own reference we are willing to reconsider our position only when there is appropriate action taken on your part to deal with your behaviour. Should you have any questions or require further information, please do not hesitate to contact the undersigned at \*telephone number\*.

Sincerely,

\_\_\_\_\_

\*Name\*

\*Title\*

Maple Ridge Parks and Recreation Facilities Regulations Bylaw No.7085-2014

Schedule B



Maple Ridge and Pitt Meadows
SPECIAL EVENTS APPLICATION

This application is to be completed, signed at least 60 days prior to the first day of the event and forwarded to:

Pitt Meadows Events:

Pitt Meadows City Hall, Bylaws department
12007 Harris Road, Pitt Meadows, BC 604-465-2445
Email: lelchuk@pittmeadows.bc.ca

Maple Ridge Events:

Maple Ridge Leisure Centre, Festival and Volunteer Office
11995 Haney Place, Maple Ridge, BC 604-467-7325
Email: kbaird@mapleridge.ca

Organizers are encouraged to not advertise the event until preliminary approval is obtained from the District of Maple Ridge and/or City of Pitt Meadows.

It is the responsibility of the applicant to provide any and all permits, licenses and certificates that are required for this special event to the appropriate address provided above.

SPECIAL EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

- Event Type: [ ] Parade [ ] Festival [ ] Athletic Event [ ] Fundraiser
[ ] Beer Garden [ ] Fair or Exhibit [ ] Fireworks [ ] Music/Concert
[ ] Other (please specify) \_\_\_\_\_

Event Location: \_\_\_\_\_

Event to take place in: [ ] Pitt Meadows [ ] Maple Ridge

Facilities to be used: [ ] Park [ ] Street [ ] Sidewalk [ ] Indoor Facility

Purpose of Event: \_\_\_\_\_

Event Crowd Size: Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Volunteers/staff \_\_\_\_\_

Has the event been produced previously: Yes [ ] No [ ]

Any changes from previous events? Yes [ ] (please list changes) No [ ]

**APPLICANT'S INFORMATION:**

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**ACTIVITY PERMITS AND ADDITIONAL INFORMATION:**

**Food Service:**

If you plan on selling or serving any food or beverages to the public at your event, please contact Fraser Health Authority at 604-476-7000 for a temporary food permit.

**Beer Garden:**

If you plan to have a beer garden at your event, a Special Occasion License application form must be completed, reviewed and approved by the RCMP and Liquor Control. Forms are available by visiting the BC Liquor Store nearest you.

**Fireworks:**

Contact Maple Ridge Fire Department at 604-476-3053 and/or City of Pitt Meadows Fire Department at 604-465-2401.

**Portable Washrooms:**

Event organizers must make arrangements for portable washroom facilities, if required. Event organizers should not rely solely on any adjacent washroom facilities.

**Electricity and Water Requirements:**

Please list any activities requiring electrical power and water: \_\_\_\_\_

\_\_\_\_\_

**Public Relations:**

Have local neighbourhood groups/businesses approved of your event concept? Yes  No

**Parade/March/Run/Walk/Cycle/Gathering/Festival**

Event hosted on public space (street or sidewalk), a Highway Use Permit is required. Provide a site map showing how you propose to manage the event and control the traffic. Contact the Engineering Department for a Highway Use Permit application.





**Indemnification:**

On behalf of the above-named event organization, I hereby agree to indemnify and save harmless the City of Pitt Meadows, the District of Maple Ridge, School District # 42 and the Maple Ridge-Pitt Meadows Parks and Leisure Services Commission from and against claims or demands arising from the event described in this application and I agree to obtain liability insurance that is satisfactory to the District of Maple Ridge and/or City of Pitt Meadows.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Today's Date

**Pre-Approved by:**

\_\_\_\_\_

**Pre-Approval Date:**

\_\_\_\_\_

**Event Approved by:**

\_\_\_\_\_

**Event Approval Date:**

\_\_\_\_\_

*NOTICE: Personal information requested on this Special Events Application is collected under the authority of the Freedom of Information and Privacy Act, R.S.B.C. 1996, c. 165, as amended. Unless otherwise specified, the information gathered will be used by Maple Ridge and Pitt Meadows Parks and Leisure Services for processing the event approval. Questions about the collection, use, and disclosure of this information should be directed to the FOI Head, Clerks Department, District of Maple Ridge, 11995 Haney Place, Maple Ridge, BC V2X 6A9, 604-467-7482 or to the City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC, V3Y 2B5, 604-465-2433.*