

Email completed form to: bookings@coquitlam.ca

The purpose of this checklist is to provide Coquitlam Parks, Recreation and Culture Services with all of your tournament's needs. All requests need to be approved by City staff and reflected on your contract.

Instructions: If more information is required than a field allows for, please attach additional pages.

Section 1: Contact Information

Event Name: _____

Organization Name: _____

Contact Person: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Cell: _____

Email: _____

Organization or Event Website: _____

Section 2: Tournament Information

Is your tournament or sport activity: Returning New

Was it held in Coquitlam in previous years? Yes No If yes, what year? _____

Type of Tournament: Sports Event/Tournament Private/Community Event

Other: _____

Participants are: Adult Youth Both # of Participants: _____ # of Teams: _____

Coquitlam Residents: _____ # of Females: _____ # of Males: _____

Description of Tournament | Sports Activity

Is the event open to the public? Yes No

Will you charge admission or participant fee? Yes No

If yes, please specify: _____

Section 3: Requested Date(s), Time(s) & Location(s)

Season: Fall/Winter Spring/Summer

Tournament Length: 1 day 2 or more days Other, please specify: _____

Requested date(s): _____ Requested time (24hr | e.g. 12 – 15:00*): _____

Requested set-up date: _____ Requested set-up time*: _____

Requested take down date: _____ Requested take down time*: _____

Requested location: _____

No.	Field Space e.g. Town Centre Park > Percy Perry Stadium	Date	Time e.g. 8:00 – 17:00
1			
2			
3			
4			
5			

(Reference: [Town Centre Park Map](#))

Section 4: Attendance and Tournament Details

Expected Attendance (include players, coaches, parents/guardians): _____

Number of Volunteers: _____

Please check all onsite activities:

- Amplified Sound Extreme Sports Food Service or Food Vendors Inflatables Lighting Live Entertainment
 Merchandise Sales Sports or games such as running, races or relays Staging Temporary Structures (tents)
 Vendor Displays

Please provide a description of activities and list any other activities not indicated above.

Section 5: Risk Management

Event Insurance

A minimum of \$2 million liability insurance naming the City of Coquitlam as an additional insured is required. Events with liquor licence applications must provide \$5 million liability insurance. You may also be required to have your suppliers provide a certificate of insurance in the amount of \$2 million liability naming the event and the City of Coquitlam. Suppliers such as electrical services, staging, tenting, lighting/sound, heavy equipment rentals and high risk activities like climbing walls and sporting demos may require insurance.

Permits

- Written permission from Park, Recreation and Culture is required before any permits can be issued
- An electrical permit may be required from BC Safety Authority

Liquor Served? Yes No Written permission from Parks, Recreation and Culture is required before any permits can be issued.

Food Served? Yes No If yes, a permit may be required by the Fraser Health Authority.

Will you be constructing any structures over 1200 sq. ft. (i.e. tents, stages, etc.) Yes No

The City requires temporary building permit which will include engineering drawings for any structures over 1200 sq. ft.

Please specify types and sizes of temporary large structures and note approximate sizes (e.g. tents, stages, etc.)

What is the plan for first aid? St. Johns Ambulance Paramedics on Bikes Certified First Aid Attendant Onsite

Will an external security company be used for your tournament/sport activity? Yes No

If yes, please provide the security company name: _____

Please provide dates and times when security will be onsite:

Section 6: Equipment and Waste Management

Indicate which equipment you will need for your event. Please note, the City has a small amount of event equipment available. The equipment is not guaranteed and is based on availability; delivery charges may apply.

Waste/Garbage Removal: Garbage Bags Plastic Event Garbage Cans

Organizers are responsible for litter pick up, sorting of recyclables and removal of all waste created.

Please provide details of your plan:

Section 7: Collection and Use of Personal Information

By checking "I consent" you are consenting to the voluntarily collection and use of your personal information in accordance with Section 26(d) of the Freedom of Information and Protection of Privacy Act. The information provided by you will be used solely for the purpose of hosting an outdoor sports event. Your information will not be used for any other purpose. If you have any questions about the collection, storage, correction and/or use of your personal information please contact Kevin Powell, Outdoor Sports Coordinator, City of Coquitlam Parks, Recreation and Culture at 604-927-6295.

I consent yes no