



# Burns Lake Spirit Square - Application for Use

Individual Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Clean-up will be completed by: \_\_\_\_\_ a.m. / p.m.

Will you be requesting that the rental fees be waived for your Non-profit?  No  Yes

•As per the Village of Burns Lake Waiver of Spirit Square Fees Policy R3

Will admission be charged:  No  Yes

**Please check the Spirit Square Facilities you will require use of:**

- Performance Shelter
- Gazebo
- Power
- Extra Garbage Bins #of Bins \_\_\_\_\_
- Water (Outdoor Taps)
- Collapsible Tents - Additional Fee
- Additional barricades
- Washrooms- hours required \_\_\_\_\_ to \_\_\_\_\_

The following fees are required **one (1) week prior to the date of use.**

<p><b><u>Spirit Square Rental Rates (includes GST)</u></b></p> <p>•As per the current Village of Burns Lake Fees &amp; Charges Bylaw</p> <p>Full Day Rental: \$ 110.00/day</p> <p>Half Day Rental: \$ 55.00 for 4 hours</p> <p>Collapsible Tent Rental: \$ 55.00 per tent (4 available)</p> <p>•To be used on site only</p> <p>Collapsible Tent Setup and Dismantle Fee: \$ 110.00 per tent</p> <p>Power Usage Fee: \$ 27.50/day</p> <p>Refundable Key Deposit: \$ 25.00</p> <p>Refundable Damage Deposit \$ 500.00</p> <p>Sub-total: \$ _____</p> <p>Insurance (Refer to page 6): \$ _____</p> <p><b>Total Fees Due: \$ _____</b></p>	<p>Please provide a brief description of your event:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Who will be responsible for picking up and returning the keys: \_\_\_\_\_

Phone number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness (from the Village of Burns Lake): \_\_\_\_\_

CC: Village Public Works Department

## FOR MUNICIPAL STAFF USE ONLY

### Rental Approved By

Director of Public Works: \_\_\_\_\_

Date: \_\_\_\_\_

Village Recreation Department: \_\_\_\_\_

Date: \_\_\_\_\_

### Fees Waived as Per Waiver of Spirit Square Rental Fees Policy PR3

Chief Administrative Officer or Designate: \_\_\_\_\_

Date: \_\_\_\_\_

- Total fees and charges collected
- Damage and Key Deposit Received       Cash       Cheque
- Insurance purchased or copy of insurance coverage received
- Temporary Food Service Permit copies received (*if applicable*)
- Liquor License Copy received (*if applicable*)
- Rental date and time added to Spirit Square Book King Calendar (*include set-up time & special requirements*)
- Faxed to Burns Lake RCMP Detachment (*Fax #: 250-692-3869*)

### Damage Deposit Return

Burns Lake Spirit Square grounds, equipment, and building were found to be in equal or better condition that which existed prior to the event.

Village Staff: \_\_\_\_\_

Date: \_\_\_\_\_

### Key Deposit Return

All keys required for the use of the Burns Lake Spirit Square have been returned to the Village Office.

Keys Received By: \_\_\_\_\_

Date: \_\_\_\_\_

**Insurance is required by all users of the Burns Lake Spirit Square (*purchased from the Village of Burns Lake or private insurance provider*).**

### **Informal Fitness and Recreation Groups**

Informal fitness and recreation groups who wish to use Spirit Square for programs or games must have their own insurance. There is no guarantee that the park will be available for use unless a rental agreement is entered into with the Village of Burns Lake and payment is received.

### **The Village of Burns Lake agrees to allow the use of the Burns Lake Spirit Square under the following conditions:**

1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the Village of Burns Lake and all emergency service vehicles.
2. Provide all necessary policing, traffic controls, and necessary security on and around the site.
3. Ensure that all attendees adhere strictly to all rules and regulations posted and/or included in this application and to advise all attendees accordingly.
4. The applicants shall exercise the greatest care in the use and occupation of the Burns Lake Spirit Square and adjacent facilities and shall provide a competent and trustworthy adult who will personally undertake the responsibility for the due observance of the rules and regulations applicable to the Burns Lake Spirit Square.
5. Hold and save harmless the Village of Burns Lake from and against all claims and damages arising out of, or in any way connected with, the event.
6. Obtain and maintain during the term of this event a comprehensive general liability insurance policy providing coverage of not less than \$2,000,000.00, naming the Village of Burns Lake as an additional insured. A copy of such policy shall be delivered to the Village Office a **minimum of five (5) working days prior to the event**.
7. Maintain, and if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event within 48 hours of the completed event, to the satisfaction of the Village of Burns Lake. Failure to do so will result in forfeiture of damage deposit.
8. All damages must be reported to the Village of Burns Lake on the first business day after the event.
9. Ensure collection of litter from the event site, arranging with a waste disposal company for removal/dumping of bins following the event or make prior arrangements with the Village of Burns Lake Public Works Department.
10. Ensure that any vendors selling goods have a valid Village of Burns Lake Business License as per the current Business License Bylaw.
11. Ensure that all food vendors comply with Northern Health permitting processes and display [Temporary Food Service Permit\(s\)](#) on site. The Temporary Food Service Permit must be applied for directly to Northern Health a **minimum of twenty-one (21) days before the event**. You can obtain a copy of the Application for Permit at the Village Office.
12. A copy of the Temporary Food Service Permit must be provided to the Village **Office one (1) week prior to the date of use**.
13. If the event is making application for consumption of liquor, a copy of the Temporary Liquor License issued by the Liquor Control and Licensing Branch (applications can be obtained at the local BC Liquor Store) must be provided to the Village Office **one (1) week prior to the date of use**.
14. As per the current Anti-Noise Bylaw, no noise will be permitted **after 10:00 pm**. Event organizers must ensure that any act or noise that may result from the event does not constitute a nuisance to the occupiers of any lands or premises adjoining or nearby the Burns Lake Spirit Square.

15. Late night events (attendance after 10:00 pm) are required to submit a plan that outlines security and safety.
16. No open flame or fires of any type are permitted at the Burns Lake Spirit Square, public beach area, or children's park.
17. All posters and signs must be removed from the Burns Lake Spirit Square area immediately following the event. Please do not post signs directly onto the wood surface of the Spirit Square entrance ways as it causes damage.
18. The Village of Burns Lake retains the right to waive any fees associated with the use of the Burns Lake Spirit Square in the case of Non-Profit events. Such waiving of fees will only be considered if all criteria listed in Village of Burns Lake Policy PR3 is met and upon receipt of a complete Spirit Square Non-Profit Use Policy Application **twenty-one (21) days prior to the event**. A copy of the Sprit Square Non-Profit Use Policy Application is available from the Village of Burns Lake Office.
19. Groups that have the fees waived are still required to provide proof of insurance or purchase Village of Burns Lake insurance for their event.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness (for the Village of Burns Lake): \_\_\_\_\_



MUNICIPAL USERS  
SHORT FORM INSURANCE APPLICATION  
VILLAGE OF BURNS LAKE FACILITIES

**Choose Facility**

\_\_\_\_\_ Tom Forsyth Memorial Arena

\_\_\_\_\_ Burns Lake Spirit Square

1. Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_
4. Describe the activity to be insured: \_\_\_\_\_
5. Number of Participants: \_\_\_\_\_
6. Age of Participants: \_\_\_\_\_
7. Date and time of event: \_\_\_\_\_
8. Effective Date of insurance: \_\_\_\_\_
9. Expiry Date of insurance: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Amount Paid for insurance as per attached rate schedule \$ \_\_\_\_\_

**MUNICIPAL USER LIABILITY INSURANCE POLICY  
\$2,000,000.00 CGL**

**NON-SPORT ACTIVITIES (ONE DAY PERMITS)**

1.	Theater	Up to 250 participants	\$35.00
2.	Theater	From 251-500 participants	\$60.00
3.	Theater	From 501-1000 participants	\$115.00
4.	Weddings	Up to 250 participants	\$60.00
5	Weddings	From 251-500 participants	\$115.00
6.	Dances	Up to 250 participants	\$150.00
7.	Dances	From 251-500 participants	\$250.00
8.	Birthday Parties	(kids) Up to 25 participants	\$30.00
9.	Meeting	Room Rentals	
		1-100 Participants	1.50 per permit
		101-250 Participants	3.00 per permit
		251-500 Participants	6.00 per permit
10.	Festivals/Parades/Beer Gardens/Special Event		By quotation

**\$2 million limit**

<b>One Day Use</b>	<b>\$45.00</b>
<b>Up to 6 times</b>	<b>\$75.00</b>
<b>Season ( max 6 months)</b>	<b>\$150.00</b>