



**Ucluelet Parks & Recreation Dept.
Parks, Beaches & Trails EVENT APPLICATION**

P.O. Box 999
500 Matterson Drive
Ucluelet, B.C. V0R3A0
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www.ucluelet.ca

**Thank you for choosing
Ucluelet Parks & Recreation to host your
upcoming special event!**

How did you hear about us? _____

Organizer's Name: _____

Name of Host/Hostess: _____

Phone: _____ **Email:** _____

Mailing Address: _____

Event: ___ Wedding Ceremony ___ Funeral ___ Other: _____

Event Date: _____ **Time of event:** _____ **End time:** _____

Estimated Number of Guests: _____

Location: ___ Big Beach ___ Little Beach ___ Browns Beach ___ Wild Pacific Trail

Other: _____ (will require Management approval)

Additional Requests:

- Please note: Events on public beaches are welcome but please keep in mind that public access cannot be restricted, no structures or equipment may be erected. Private events are encouraged to minimize the disruption of public space and ensure that no waste is left behind.
- Nothing must be left on the beach after permit hours, including all garbage.

- Alcohol is not permitted.
- Additional restrictions may apply.

Gate Keys Required: ~~(Y/N)~~ – If yes, you will be able to sign out keys the day of your event. Please see Policies and Event Rules attached for more details. (Gate Access: BIG BEACH ONLY)
List Keys here (UCC staff): _____

Lost keys will result in \$25 deduction per key.

Reservation Permit Fee: \$50.00 plus GST, due upon booking – total \$52.50.

Cancellation Fee: Reservation cancellations are subject to an Admin. Fee of 20% if cancelled within 7 days of reservation date.

POLICIES / EVENT RULES

1. This contract is with the signee only; persons renting the facility may not sublet any portion of their time.
2. **INSURANCE** - Additional third party liability insurance is mandatory for all permits. (listing District of Ucluelet as third party). Please provide a copy prior to reservation date.
3. **CAPACITY** – Max 50 people on the Beach for the permit reservations. Additional capacity may be requested as per management approval.
4. **CHANGES** - The management reserves the right to cancel or alter permits should conditions arise which necessitate schedule or capacity changes.
5. **SET UP & TEAR DOWN** –Event set-up and break down must occur within permit time frame (ie: 10am-2pm, set up for event and break down of event must be within the 10am-2pm time frame). Please do not leave anything behind and leave our Beaches as you have found them.
6. **NO SKY LANTERNS** – Please do not use any form of sky lanterns.

In the event that refuse is not disposed of properly i.e. cigarette butts littered on the ground, a minimum \$50 fee will occur.

☐ I have read and agree to abide by all of the Policies/Event Rules stated above.

SIGNATURE: _____ Date _____