



Cowichan Valley Regional District Parks & Trails Group Use Notification

The purpose of this Parks & Trails Group Use Notification is to provide the CVRD advance notice of smaller private events or activities planned for a CVRD park or trail that do not require the issuance of a CVRD Parks & Trails Special Event Permit. Smaller private events or activities are defined as those with less than 40 persons attending which are not open to the public, and typically are inclusive of birthday parties or small wedding ceremonies that require no set up.

This notification allows the CVRD to schedule park maintenance around your planned small event and to inform you of park construction projects, park closures, or other events that may be happening at the same time and location to provide you the opportunity to plan or adjust your event accordingly.

If any of the following conditions apply you will be required to apply for a **CVRD Parks & Trails Special Event Permit**:

- your event will have more than 40 attendees
 - your event is open to the public
 - your event requires set up of any kind (tables, chairs, tents, etc.)
 - proposed activities are outside of normal park use
-

Date Notification Submitted

Name

Contact Phone

Email

Type of Event

Name of Park

Event Date

Event Start Time

Event End Time

Number Attending

Planned Activities

Please submit your complete notification form to Parks.Events@cprd.bc.ca or in person to 175 Ingram St, Duncan, BC, V9L 1N8. To provide the notification information by phone, please call 250.746.2660.