



FIELD REQUEST FORM

(Completion of this form is not a confirmation of a date; it is only a request)

CONTACT INFORMATION:

Today's Date: _____

(Privacy Statement - Personal information is collected for the administration of Parks, Recreation and Culture programs only, as authorized under Section 26 of the Freedom of Information and Protection of Privacy Act. The City of Abbotsford does not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law. The City of Abbotsford retains personal information only as long as necessary for the purposes of this program and as required under the Act. If you have any questions about the collection and use of your personal information, contact the Information & Privacy Co-ordinator at 604-864-5575, City of Abbotsford, 32315 South Fraser Way, Abbotsford, BC V2T 1W7.)

**All sections of the Field Request Form must be completed. Incomplete Forms will delay your request or may not be accepted*

Name of Group/Organization or Person:		
Main Contact Person:		
Group/Organization Mailing Address:		
City:	Postal Code:	
E-mail:	Fax:	
Phone: (home)	(bus)	(cell)

REQUEST:

Name of the Park:	Name of the Field:	
Date(s) From:	To:	
What days? (circle)		
Monday	Tuesday	Wednesday Thursday Friday Saturday Sunday
Event set up time:	Event take down time:	
Event start time:	Event end time:	
Category:	Non-Profit Society No.	Private Commercial
Who will field be used for (please provide no)?	Youth (17 & under)	Adult (18 plus)
Projected no. of Participants: (including coaches & officials)		
What will field be used for?	Game Practice	Tournament Other(specify)
Name and event details including the purpose, activities:		
Change Room (one per field, applicable):	Yes	No
Will you be serving or selling food:	Yes (if yes, contact Fraser Health for food permit)	No
Will you be serving Alcohol:	Yes (if yes, special permit required)	No
Will you be bringing any inflatables:	Yes (separate insurance requires)	No
Will you be charging admission:	Yes	No
Will you be playing live or recorded music:	Yes	No

All groups using the fields for games, practices and/or tournaments are required to provide the Parks, Recreation & Culture Department with a current Certificate of Insurance for a minimum amount of \$2 million Public Liability Insurance, with the City of Abbotsford and School District No. 34 named as additional insured's. User groups who do not have a private policy may be able to purchase liability insurance through the Parks, Recreation & Culture Department. This is NOT accident insurance.

I will be supplying a Certificate of Insurance from a private company. Yes No

I would like to purchase liability insurance through the Parks, Recreation & Culture. Yes No