



# OUTDOOR FACILITY REQUEST FORM

Surrey Parks, Recreation & Culture  
 6651 – 148 Street, Surrey, B.C. V3S 3C7  
 Phone: 604-501-5174 Fax: 604-501-5177  
 Email: [bookafield@surrey.ca](mailto:bookafield@surrey.ca)

Permit Number: \_\_\_\_\_

### GROUP INFORMATION

Organization Name: \_\_\_\_\_ Sport Played: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Business Tel: \_\_\_\_\_ Alternate Tel: \_\_\_\_\_  
 Email: \_\_\_\_\_

### FIELD SCHEDULER INFORMATION

Name : \_\_\_\_\_  
 Business Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Surrey based group? (more than 60% Surrey residents) Yes  No

Are the participants Youth  Adult

Does your group belong to a larger organization or league? Yes  No

If Yes please provide the name: \_\_\_\_\_

### FACILITIES REQUIRED

Facility Requested	Booking Dates (Month & Date)			Time		Used Last Year?	
	Day of week	Start Date	End Date	From	To	Yes	No

**Successful applicants will be sent a Facility Use Permit that must be signed and returned to the above address before the facility can be used. Please allow at least four weeks for processing.**

I, \_\_\_\_\_ (please print) have read and understood the information included on this applications form. Signature of this application signifies acceptance of all responsibilities outlined on this application form and the City of Surrey Policies and By-laws.

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

Personal information is collected for the purpose of processing your Outdoor Facility Request. The City Of Surrey is collecting this information under s.26(c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection of personal information, please contact the Manager of Park Facility Operations, 6651 - 148 St. Surrey, BC V3S 3C7. Tel: 604-501-5172.

If you are sending your information electronically, there is a chance that the email you send to us could be intercepted in transit or sent to the wrong address. If you are concerned about the confidentiality of information (including your personal information) in transit, you should send it to us by a secure means.

**For fees, terms and conditions please see the other side of this application**

**Fees and Charges - GST Excluded (for additional fees not shown please contact the office)**

**Permit Processing Fee** - \$34.82 per permit

**Adult Rental Rates for Grass Fields and Ball Diamonds** - \$15.20/hour per field/diamond

**Commercial Sports Camps/Schools:** \$72.93 per facility – 4 hours or less  
\$145.85 per facility – more than 4 hours

**Lighted Outdoor Sportsfield Rental**

Youth (younger than 19 years) - \$7.60/hour per field/diamond

Adult - \$25.05/hour per field/diamond

**Lighted Gravel Fields and Grass Practice fields**

Youth (younger than 19 years) \$7.60/hour/field Adult - \$9.83/hour/field

**Synthetic Turf (does not include tournament rates)**

Surrey Based Youth (includes SD #36) - \$29.03/hour - prime time \$14.48/hour - non prime time -

Non-Surrey Based/Private Use Youth - \$56.36/hour - prime time \$28.22/hour - non prime time -

Surrey Based Adult - \$50.60/hour – prime time \$25.32/hour - non prime time -

Non-Surrey Based/Private Use Adult - \$98.53/hour – prime time \$49.31/hour – non prime time

\* **Prime time 5:30pm – 10:30pm weekdays and 8:00am – 6:00 pm weekends**

**Note**

1. **Refunds and credits** (for any bookings in which rental fees apply) will be issued if the City of Surrey is able to resell the cancelled time with no loss of revenue or if adverse/hazardous weather conditions result in the booking being cancelled.
2. Where a booking is cancelled due to adverse/hazardous weather, a written request for a refund must be received by the City no later than 48 hours after the cancellation of the booking.
3. Upon application to the City for use of the sports field, associations accept all responsibilities for sports field rental payment.
4. The Licensee is responsible for inspecting the Facilities prior to use to confirm they are suitable for their purpose. The Licensee agrees to accept the Facilities as is, and they will use the property at their own risk.
5. The Licensee is responsible for ensuring that the Facilities are appropriate for the activity, the activity is conducted in a safe, orderly manner, the activity is restricted to the Facilities and the event/activities do not interfere with other park users.
6. Any property damage which occurs during the permitted activity, set-up or take-down, is the responsibility of the Licensee. Damage to park property shall be reported immediately by the Licensee to the City. It will be assessed and repair costs billed to the Licensee.
7. The Licensee is responsible for leaving the fields and changerooms clean and litter free and may be billed for any subsequent cost incurred by the City of Surrey for clean-up.
8. All groups shall only use Sports field Whiting Compound (non-toxic) when marking Surrey Parks fields/diamonds.
9. The City of Surrey reserves the right to cancel an activity for any reason and shall not be responsible for any associated costs or damages incurred by the Licensee or others.
10. The Licensee shall obtain Comprehensive General Liability Insurance protecting the City of Surrey against liability for bodily injury, death or property damage, arising out of the activity. The minimum shall be \$5,000,000.00 inclusive per occurrence, maximum deductible \$500.00 per occurrence, with a cross liability clause. Acceptable proof of Insurance must be received by the Surrey Parks, Recreation & Culture Department prior to the use of any facilities covered under this permit.
11. If you wish to provide a concession at your tournament you must have permission from the Parks, Recreation and Culture Department including the following documents:
  - A copy of the concessionaire's insurance policy covering the operation of the concession with a minimum of \$3,000,000 liability coverage and naming the "City of Surrey" as an insured party.
  - A copy of the concessionaire's Fraser Health inspection. (Contact Fraser Health Authority at 604-930-5405)
12. No sale of alcoholic beverages will be permitted in any Surrey parks without obtaining a Beer Garden Permit. Beer Garden permits are limited. Any organization wishing to hold a beer garden must attend the Beer Garden workshop and submit a written application to the Park's Athletic Services Office.
13. No vehicles, tents, portable washrooms, overnight parking or other structures will be permitted in a park without written permission granted from the Parks, Recreation and Culture Department.
14. The sale of goods and/or the collection of an admission fee are prohibited unless permission is granted by the Parks, Recreation & Culture General Manager or designate.

**Permits will be revoked without payment of any compensation in the event of a breach of any laws, by-laws, or conditions set out herein or in force. Non-compliance may also result in additional charges.**

**For an explanation of penalties and discipline in relation to Surrey Outdoor Athletic Facilities please see the Outdoor Sportsfield Allocation & Management Policy.**