

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

Date Application Received: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
(Office Use Only)

APPLICANT INFORMATION		
Organization Name:	Website Address:	
Contact Person:	Email Address:	
Business Address:		
City:	Postal Code:	
Telephone Number:	Alternate Number:	
Is Your Organization A Registered Non-Profit Society?	Yes	No
Are You A Surrey Based Group (More Than 60% Surrey Residents?)	Yes	No
Does Your Group Belong To A Larger Organization Or League?	Yes	No
If Yes, Please Provide Name:		
Is Your Organization:	Youth	Adult
Did You Hold This Tournament In Surrey Last Year?	Yes	No

TOURNAMENT INFORMATION						
Name of Tournament:	Access To Power:			Yes	No	
Sport Played:	Additional Parking Required:			Yes	No	
Date Request:	Advertising Banners or Signage:			Yes	No	
Alternate Date:	Fund Raising / Gaming (50/50, Raffle)			Yes	No	
Preferred Park:	Changerooms:			Yes	No	
Number of fields required	Litter / Garbage Removal:			Yes	No	
Time Required: From: To:	Access to Water:			Yes	No	
Will You Have Out Of Town Participants:	Yes	No	Additional Washroom Service:		Yes	No
Where Will Teams Come From:			Amplified Sound:		Yes	No
Expected Attendance Each Day:			Items for Sale / Vendors:		Yes	No
Participants:			First Aid:		Yes	No
Spectators:			Vehicle Access Into Park:		Yes	No
Alcoholic Beverages:	Yes	No	Overnight Security:		Yes	No
Food Service:	Yes	No	Would You Like To Rent The Community Sport Trailer For Your Event:		Yes	No
Stage or Temporary Structures:	Yes	No	Other Items You Plan on Bringing Into Park: (i.e. Bouncy Castle, Inflatables:		Yes	No
Tents:	Yes	No			Yes	No

TOURNAMENT APPROVAL PROCESS	
<p>Staff will review your tournament request. Please allow at least 6 weeks for processing. Upon conditional approval of your event, additional information, applications &amp; permits may be required from City of Surrey departments.</p> <p>Successful applicants will be sent a letter of Terms and Conditions and a Facility Use Permit that <u>must</u> be signed and returned to the above address before the facility can be used.</p>	
FEES AND CHARGES (GST EXCLUDED)	
Permit Processing Fee	\$35.86
<b>Adult Tournaments</b> Surrey Based Non-Profit Organizations Soccer Field/Ball Diamond/Game Courts/Tracks	\$101.62 per permit
<b>Adult Tournaments</b> Non-Surrey non-profit associations; commercial and private groups Soccer Field/Ball Diamond/Game Courts/Tracks	\$145.11 per facility per day
<i>Please contact the Athletic Services Office for additional fees associated with lit facilities</i>	
SYNTHETIC TURF TOURNAMENT RATES (per field)	
Surrey Based - Youth Tournaments	\$217.31/day
Surrey Based - Adult Tournaments	\$390.66/day
Non-Surrey Based/Private - Youth Tournaments	\$482.80/day
Non-Surrey Based/Private - Adult Tournaments	\$608.96/day
<i>A security deposit is required for all tournaments to be drawn upon if the facilities are not left litter and damage free</i>	
INSURANCE REQUIREMENTS	
<p>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 &amp; Culture Department prior to the use of any facilities covered under this permit.</p>	
CANCELLATION POLICY	
<p>Tournaments that are cancelled with less than 60 days prior notice will receive a credit or refund only if the reserved time can be resold. Cancelled tournaments also lose their 'historical' status and future applications are treated on a 'first come first serve' basis.</p> <p>*When an event is cancelled due to adverse/hazardous weather, a written/e-mail request for a credit or refund must be received by the City of Surrey no later than 48 hours after the cancellation of the booking*</p>	
<p><i>Personal information is collected for the purpose of processing your Tournament Application. 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.</i></p> <p><i>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.</i></p>	