



COMMUNITY EVENT APPLICATION FORM

Recreation, Culture and Community Services Department
 20399 Douglas Crescent Langley, BC V3A 4B3
 Phone: 604 514 2902 Fax: 604 530 8596 Email: events@langleycity.ca

Application Deadlines

Events - January 1 to April 30 (September 30 of the previous year)
 Events - May 1 to August 31 (January 31 of the current year)
 Events - September 1 to December 31 (May 31 of the current year)
 Note: applications submitted after the deadline may not be approved. Minimum submission date is six weeks prior to event date.

Event Contact Information

Event Name:	_____
Contact Person:	_____
Phone:	_____
Email:	_____
Organization Name:	_____
Organization Type:	_____
Mailing Address:	_____
Email:	_____

Event Details

Event Date & Hours	Event Type
Event Date: _____	<input type="checkbox"/> Arts and Culture
Setup Start Time: _____	<input type="checkbox"/> Awareness
Event Start Time: _____	<input type="checkbox"/> Exhibit / Show
Event End Time: _____	<input type="checkbox"/> Festival
Cleanup End Time: _____	<input type="checkbox"/> Fundraiser
	<input type="checkbox"/> Parade
	<input type="checkbox"/> Run / Walk / Marathon
	<input type="checkbox"/> Other
Expected Attendance	Event Purpose
<input type="checkbox"/> <100	_____
<input type="checkbox"/> 101 - 250	_____
<input type="checkbox"/> 250 - 500	_____
<input type="checkbox"/> 501 - 1000	_____
<input type="checkbox"/> 1001 - 2500	_____
<input type="checkbox"/> 2501 - 5000	_____
<input type="checkbox"/> 5001 - 10,000	_____
<input type="checkbox"/> 10,000+	_____

Facility Request *(Please check all that apply)*

OFFICE USE ONLY - Facility Booking #: _____

Brydon Park

5353 198 Street

- Multipurpose Field

City Park

4949 207 Street

- Dog Off Leash Park
- Multipurpose Field - North
- Multipurpose Field - South
- Picnic Gazebo
- Picnic Shelter #1 *(limited availability)*
- Picnic Shelter #2 *(limited availability)*
- Picnic Shelter #3 *(limited availability)*
- Sand-based Field

Conder Park

19850 50 Avenue

- Multipurpose Field

Douglas Park

20550 Douglas Crescent

- Multipurpose Field - North
- Multipurpose Field - South
- Spirit Square

Douglas Recreation Centre

20550 Douglas Crescent

- Games Room
- Main Hall - East
- Main Hall - West
- Multipurpose Room

Dumais Park

208 Street & 57 Avenue

- Multipurpose Field #1
- Multipurpose Field #2

Innes Corner Plaza

20399 Fraser Highway

- Plaza

Linwood Park

5470 201 Street

- Multipurpose Field

McBurney Plaza

20518 Fraser Highway

- North Plaza - Closed Pedestrian Space
- South Plaza - Parking Lot

Portage Park

5147 204 Street

- Multipurpose Field
- Picnic Shelter

Rotary Centennial Park

20875 Fraser Highway

- Multipurpose Field

Sendall Gardens

20166 50 Avenue

- Legacy Gazebo

Uplands Dog Off Leash Park

4451 206 Street

- Dog Off Leash Park

Road Closure Request

OFFICE USE ONLY: Event Highway Use Permit Application #: _____

This is required if you plan on using a street or sidewalk for your event. *Please fill out the separate City of Langley Events Highway Use Application Form and attach it to this application form, along with a route map, for submission.

Event Details *(Please check all that apply)*

Dependent upon the activity you may be required to provide further documentation before your event permit may be issued.

Sound

- Amplified Music Performances
- Non-Amplified Music Performances
- PA Only

Food

- Concession
- Food Trucks
- BBQ

On-Site Activities

- Amusement Rides
- Carnival Games
- Dunk Tank
- Inflatable Bouncer
- Petting Zoo
- Reserved Parking
- Sports Activity

Fundraising

- 50/50 Draw
- On-site fundraiser
- Merchandise Sales
- Raffle Draw

Other
