



City of Coquitlam Tournament Event Checklist

Fields Allocation Office
500 Mariner Way, Coquitlam, BC, V3K 7B6
Fax form back to: 604.927.6301 Phone: 604.927.6295
Email: fieldrequests@coquitlam.ca

Contract #: _____

The purpose of this checklist is to provide Coquitlam Leisure & Park Services of your event’s needs. All requests need to be approved by City staff and reflected on your event contract.

Instructions: If more information is required than a field allows for, please attach additional pages.

Section 1: Event & Contact Information

Organization Name: _____

Event Name: _____

Event Type: Sports Event/Tournament Festival/Cultural Event Private/Community Event Other

Expected attendance (including players, coaches, parents/guardians): _____

Contact person: _____

Address: _____ City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____ Cell: _____ Fax: _____

Email: _____

Section 2: Event Requirements – Booking Details

Date of Event Start Date: _____ End Date: _____

No.	Field/ Space i.e. Percy Perry Stadium	Date	Time i.e. 14:00 hrs – 21:00 hrs
1			-
2			-
3			-
4			-
5			-

Notes: _____

Set Time: Will you require set-up time? Yes No

No.	Field/ Space i.e. Percy Perry Stadium	Date	Time i.e. 14:00 hrs – 21:00 hrs
1			-
2			-

Notes: _____

Section 2: Event Requirements – Booking Details (continued)

Take Down: Will you require take-down time? Yes No

No.	Field/ Space i.e. Percy Perry Stadium	Date	Time i.e. 14:00 hrs – 21:00 hrs
1			-
2			-

Notes: _____

Section 2: Event Requirements – Facility Details (See Town Centre Park Map)

Admission ? Yes No (If, yes, specify admission pricing)

Single Ticket \$ _____ Day Pass \$ _____ Event Pass \$ _____ Other \$ _____

Percy Perry Stadium

- Artificial Turf Grandstand Media booth Sound System Scoreboard
 Jumping Pit Shot Put Cage Throwing Area (Javelin, Discus, Hammer)
 Track Oval - Closed track? Yes No

Notes: _____

Tournament Site

- East Turf West Turf Warm Up Turf Media Tower Plaza Area
 Gazebo Sound System Score clock

Notes: _____

Other Fields & Amenities

- Cunnings Turf Grass Fields: North South Baseball Diamonds: South North Mosquito

Notes: _____

Field House Amenities

Change Rooms: 1 2 3 4 Officials Other (Specify): _____

Common Areas

- Main Gates: North West South North/West
 Plaza Areas: North Node South Node West (west side field house-outside) East (east side field house-inside)
 Park Amenities: Spray Park Playground Ball Hockey Basketball Court Skate Park
 Sand Volleyball-Court # _____

Section 2: Event Requirements – Equipment Details

Please check "City" if you are requesting the equipment from the City of Coquitlam. All requests are subject to availability.

Event Equipment	No.#	City	Sports Fields	No.#	City
<input type="checkbox"/> Tables			<input type="checkbox"/> Corner Flags (Limited availability)		
<input type="checkbox"/> Chairs			<input type="checkbox"/> FLD LAX Nets (Only 6 available)		
<input type="checkbox"/> Dollies			<input type="checkbox"/> FLD HKY Nets (Only 6 available)		
<input type="checkbox"/> Tents** Refer to Temporary Structures		N/A	<input type="checkbox"/> Soccer Nets: <input type="checkbox"/> Full size <input type="checkbox"/> Super 8		
<input type="checkbox"/> Additional Waste Bins			<input type="checkbox"/> Uprights		

Section 2: Event Requirements – Equipment Details (Continued)

Fencing: *(Provide Details below)* City

Other #1: *(Provide Details below)* No.# _____ City

Other #2: *(Provide Details below)* No.# _____ City

Section 3: Permits, Licensing and Insurance

Event Insurance

Name of Insurance Carrier: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Please provide the City of Coquitlam with copies of all permits and insurances. Fax to: 604.927.6510 Attention: Field Area Coordinator

Liquor Served? Yes No If, yes, has the organization obtained a permit? Yes No

If "YES" please specify types:

Food Served? Yes No If, yes, has the organization obtained a permit? Yes No *(See Section 6)*

If "YES" please specify types:

Gaming (raffle)? Yes No If, yes, has the organization obtained a permit? Yes No

If "YES" please specify types:

Temporary Structures? *(i.e. tents, bouncing castles, etc)* Yes No * Is a permit required? Yes No

If "YES" please specify types:

Signage? *(i.e. Banners, Sandwich boards, etc)* Yes No

If "YES" please specify types:

Section 4: Food Services

Request to open the park's concession stand? Yes No If no, please list any food that is being served:

If food service is being provided by an outside company, please list each vendor and the appropriate information.

Vendor #1

Name of Vendor: _____ Contractor Volunteer
Contact Name: _____ Email: _____
Address: _____ City: _____ Postal Code: _____
Phone: _____ Cell: _____ Fax: _____

Vendor #2

Name of Vendor: _____ Contractor Volunteer
Contact Name: _____ Email: _____
Address: _____ City: _____ Postal Code: _____
Phone: _____ Cell: _____ Fax: _____

Vendor #3

Name of Vendor: _____ Contractor Volunteer
Contact Name: _____ Email: _____
Address: _____ City: _____ Postal Code: _____
Phone: _____ Cell: _____ Fax: _____

Do you need to hook up to potable water? Yes No

Power source: Electrical Natural Gas Propane Gas Gas Generators **NOT ALLOWED ON TURF FIELDS*
 Other: _____

Section 5: Security

Will an external security company be used for your event? Yes No If 'Yes', please provide information.

Name of Security Company: _____ Number of Guards: _____
Contact Name: _____ Email: _____
Address: _____ City: _____ Postal Code: _____
Phone: _____ Cell: _____ Fax: _____

Section 5: Security (Continued)

Please specify times the security company will be on-site. **Note:** This section is regarding the security company only.

Areas Monitored

No.	Field/ Space i.e. Percy Perry Stadium	Date	Time i.e. 14:00 hrs – 21:00 hrs
1			-
2			-

Notes:

Will there be security during set-up? Yes No

Will there be security during Take Down? Yes No

No.	Field/ Space i.e. Percy Perry Stadium	Date	Time i.e. 14:00 hrs – 21:00 hrs
1			-
2			-

Notes:

Overnight Security: Yes No Provide cell#: (if possible) _____

No.	Field/ Space i.e. Percy Perry Stadium	Date	Time i.e. 14:00 hrs – 21:00 hrs
1			-
2			-

Notes:

Section 6: Recycling and Waste

Waste/Garbage Removal: Event Organizers City (Additional charges may apply.)

Recycling: Will use on-site recycling bins Yes No

If no, organizers are responsible for bins, sorting & removal. Please provide details.

Additional Comments/Notes

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Tournament Event Checklist. Should you have any questions or concerns about the collection of your personal information please call Kevin Powell, Parks Recreation and Culture, at 604-927-6295.

For more information, go to www.coquitlam.ca

Have You Completed Everything?

Please ensure you have provided all of the necessary information in the required sections.

Section 1 - Completed Contact and Event Information provided

Section 2 – Event Requirements

- Booking Details: Event Dates, Set Up/Take Down
- Send Event/ Tournament schedule to City (*min. 10 business days before event*) Date: _____
- Event site plan
- Facility Details: Identified facilities/Amenities required
- Equipment Details: Identified all equipment requirements

Section 3 – Permits, Licensing and Insurance

- Faxed copies of all permits/licensing/ insurance to City @ (604) 927.6510
- Business License(s)
- Insurance Certificate
- Liquor License
- Temporary Structures License (over 1200 sq ft)
- Gaming License

Section 4 – Food Services – City Concession, Vendor Information

- Food Service Permit(s)

Section 5 – Security - Security information provided. Dates, contact and coverage

Section 6 – Waste/ Recycling

Additional Items

- Special request needs
- Emergency/First Aid plan & requirements

Name

Date

Signature

Town Centre Park Map

