

Thank you for choosing Esquimalt Parks as the location for your upcoming event! Below is some information for you to look over regarding booking park spaces in the Township of Esquimalt.

## General Information about Park Bookings

### Reservation Requirements:

- **Notice:** We require at least **five (5) business days' notice** for all park reservations. More time may be needed for special events or sports activities.
- **Booking Fee:** The rate for reserving space will depend on the type of event.
  - **For booking an area for a picnic gathering the rate is \$28.97 per hour plus GST**, a minimum booking of two hours is required.
  - **For booking an area for a wedding ceremony the rate is \$83.82 per hour plus GST**, a minimum booking of two hours is required.
  - For other types of events like special events for the public and filming in the parks there are different rates. Please contact us for more information at [bookings@esquimalt.ca](mailto:bookings@esquimalt.ca)

**Picnic Tables:** During peak seasons, we encourage booking in advance to secure your preferred space.

**First-Come, First-Served:** If you do not have a reservation, park spaces are available on a **first-come, first-served** basis. However, if an area is reserved, individuals with a permit have priority use and may ask others to relocate.

**Exclusive Use:** While parks remain open to the public, specific areas such as picnic tables and sports fields can be reserved for private use. This is especially for organized activities like sports events or private gatherings.

**Expected attendance:** If your picnic has over 75 people in attendance, a special event application may be required. We will review your request and let you know.

**Trash & Recycling:** All park users are responsible for cleaning up after their events by collecting and removing all trash and recycling. Thank you for helping us keep the park clean!

### Additional Details:

- **Liability Insurance:** All bookings require liability insurance. Further information on obtaining insurance is provided on the park booking request form below.
- **Booking Schedule:** Park bookings are scheduled back-to-back, so be mindful of the timing.
- **Parking:** Please note that **parking is limited**.

### Other Conditions:

- **Tents and Arbor:** Tents must not exceed **10x10 feet** in size. Tents and arbors must be **weighted down** rather than staked into the ground to avoid damaging underground sprinklers. Tents and arbors require prior approval and may be subject to weather conditions and green space considerations. Please submit your request early for assessments and approvals.
- **Furniture:** The Township of Esquimalt does not provide tables and chairs. All furniture, including tables and chairs, must be **approved** by the Township of Esquimalt.
- **Public Access:** Parks remain open to the public at all times, even if specific areas are reserved.
- **Reservation Proof:** There are no reservation signs posted at the park. Ensure you have a copy of your booking contract on hand. If you encounter someone occupying a reserved space, you can politely ask them to vacate, as your reservation gives you the right to use the space during your booked time.

### Restrictions: The following are **not permitted** in our parks:

- Rice, confetti, flower petals, or bird seed
- Decorations on existing structures
- Percussion instruments or bagpipes
- Additional lighting
- Alcohol (sales, dispensing, or consumption)
- Smoking and vaping of any kind
- Signage, banners, or advertisements
- Fire, fireworks, or electrical installations
- BBQs – charcoal BBQs are not permitted and propane BBQs require a [Permit for Outdoor Burning](#)
- Stages or portable toilets

### Booking Advance:

- **Saxe Point Park** can be reserved up to **one** year in advance.
- **Esquimalt Gorge Park** can be reserved up to **three** months in advance. For specific details for the Gorge Park and Pavilion please contact [pavilion@esquimalt.ca](mailto:pavilion@esquimalt.ca)
- We do not book the Adventure Park. This park is first come first served. There are no lifeguard present.
- All other parks can be booked up to **one** year in advance.

If you have any further questions or need additional information, please reach out to Tatum Hillis at 250-412-8525 or [bookings@esquimalt.ca](mailto:bookings@esquimalt.ca)

## Frequently Asked Questions

- **Can I have alcohol at my event?** No, alcohol is not permitted in any Esquimalt parks.
- **Can I play music at my event?** Yes, you are allowed to play music, but please keep the volume at a reasonable level to avoid disturbing other park users and nearby residents. Amplified sound and P.A. systems are not permitted. If required, a special event application may be necessary.
- **Can I use a BBQ in the park?**
  - We do not provide briquette disposal, so charcoal BBQs are not allowed.
  - If you would like to use a propane BBQ for your event, you will need to fill out a [Permit Application for Outdoor Burning](#) and send us a copy of the permit once received
  - Do not place BBQs on park furniture or allow open flames near vegetation or trees.
- **Can I have a fire on the beach or in a park?** No, fires are not permitted in parks or on beaches due to our Fire Prevention Bylaw.
- **Are dogs allowed in parks?** In most parks, yes! Dogs must be under control and on a leash in designated areas. Some parks may have specific restrictions, so please check local regulations for more information on dogs in Esquimalt.
- **Do I need a permit to take photos at my wedding ceremony?** No, a permit is not required to take photos during a wedding ceremony.
- **Can I rope off the event area?** No, roping off any area is prohibited.
- **Can I drive or park a vehicle on the lawns?** No vehicles of any kind are allowed to be driven or parked on the lawns.
- **Who is responsible for cleaning up the area?** The licensee is responsible for cleaning up the rented area. Set-up and clean-up must be completed within the rental time frame.
- **How can I help keep our parks clean?** Please follow the "pack it in, pack it out" rule—take everything you bring to the park home with you, including trash, food containers, and animal waste. Here are some tips for a zero waste event:
  - Let guests know to bring their own items to take home.
  - Bring glass bowls with lids instead of takeout containers.
  - Provide reusable drinking glasses.
  - Use metal or compostable utensils.
  - Pack cloth napkins.
  - Use glass serving dishes.
  - Set up a recycling box and food bin for compostable items.
  - Dispose of any extra trash properly—never leave bags or loose garbage in the park.

**Our open spaces are smoke-free!** The Capital Regional District (CRD) prohibits smoking, vaping, or the use of marijuana products in the following areas: parks, playgrounds, parking lots, beaches in front of any park, public squares and within 7 metres of any bus stop, window, door, or air intake. For more information, please refer to the CRD Clean Air Bylaw.

## Park Booking Request Form

### Contact Details:

Please fill out the following information to request booking a park space with us:

Contact Person:	Type of event (picnic, wedding, BBQ, etc.):
Address:	City and Postal Code:
Phone Number:	E-mail address:
Name of Park: Section of Park (if applicable):	Event Date: Alternative Date:
Start and end time of event:	Set up and take down time:
Total no. of people attending?	Will you be placing any structures on the ground?
If booking is a wedding, please include couple who is getting married first and last name:	Do you plan to use a propane BBQ? (permit is required)

You will also be responsible for supplying Liability Insurance for your booking, info below.

### Insurance requirements for Park Use

All rentals are required to obtain liability insurance of no less than \$2,000,000. The liability insurance must list the "Township of Esquimalt" as additional insured and cover all rental dates. **If you do not have your own coverage you can go to [miabc.eventpolicy.ca](http://miabc.eventpolicy.ca)**

### Proof of Insurance

As a condition of your contract to book a park space, satisfactory evidence of insurance, in the form of a Standard Insurance Certificate completed by the insurance company, must be provided to us at least seven days before your event date.