



VEHICLE ACCESS WITHIN ALL CITY OWNED PARKS & OPEN SPACES

Parks, Recreation & Culture would like to thank you for considering the use of the Urban Parks situated in the City of Prince Albert for your next event. As we want to help ensure the success of your event through a great booking experience and providing you with all the information that you may need, the City would like to remind all users of the following:

As of May 7th, 2018 – Council has approved an amendment to the *Recreation Facilities and Public Parks Bylaw No. 13 of 2018* that will allow for traffic enforcement within our parks system. Police and Bylaw services will have the ability to immobilize or seize vehicles found to be trespassing unlawfully during posted park hours of operation or at times when the park, is closed to the public, this Bylaw will be **strictly enforced** throughout the year.

We value our parks including the time and energy put into maintaining them and the costs associated with operating them. We want to ensure that the parks are available, in great condition and enjoyable for everyone no matter the size of the event.

The Parks, Recreation & Culture Department does **not** allow any **'Unauthorized Vehicles'** into any of our parks without acquiring written consent ahead of time. The only exception being that of City vehicles and staff who are there to perform and provide service.

Please take into consideration what types of access will be needed while planning your event. If vehicle access is required you will be responsible for communicating with Parks, Recreation & Culture ahead of time to make arrangements; please note that not all requests will be granted. If vehicle access has been approved, you will be provided with a letter with instructions as to where that vehicle will be allowed to travel and how long that vehicle is allowed to remain in the park. All applicants will be provided with communication as to their requests in a timely manner to not interfere with the planning of your event. Parks, Recreation & Culture requests two to four weeks' notice of the event so a timely review and response can be provided.

We would like to thank you for helping us in keeping our parks green and in great shape as well as accessible to all users. All the best with your planned event, and we hope that it is enjoyable and successful for everyone attending.

The Parks, Recreation & Culture Department
The City of Prince Albert



VEHICLE ACCESS APPLICATION

DATE(S) OF ACCESS: _____ TIME(S) OF ACCESS: _____

LOCATION(S) OF ACCESS: _____

REASON FOR ACCESS: _____

APPLICANT INFORMATION

APPLICANT NAME(S): _____

COMPANY NAME (IF APPLICABLE): _____

MAILING ADDRESS: _____

EMAIL: _____ PHONE NUMBER: _____

****By signing this document, I am confirming that I have read the provided information and agree to the access terms set out by the Parks, Recreation & culture Department. I understand that any, and all, damage incurred to the park space or trail(s) in relation to this request, including repair costs, will be the sole responsibility of the Applicant.***

SIGNATURE OF APPLICANT: _____ DATE: _____

VEHICLE(S) INFORMATION

OPERATOR NAME: _____ PHONE NUMBER: _____

VEHICLE MAKE, MODEL & COLOR: _____ PLATE #: _____

OPERATOR NAME: _____ PHONE NUMBER: _____

VEHICLE MAKE, MODEL & COLOR: _____ PLATE #: _____

****Please submit completed applications by email to cclayton@citypa.com**

FOR OFFICE USE ONLY

REQUEST APPROVED: YES / NO

DATE: _____

ADDITIONAL ACCESS INSTRUCTIONS: _____

PARKS & OPEN SPACES MANAGER OR DESIGNATE