



Department of Parks

SPECIAL PERMIT

SPECIAL PERMIT NUMBER: \_\_\_\_\_

Special Event Permits, for activities held on Government park lands, are regulated by the Bermuda National Parks Act 1986 and the Bermuda National Parks Regulations 1988. Permits are issued a minimum of five (5) working days in advance of the activity / event.

ALL SPECIAL PERMITS EXPIRE AT MIDNIGHT ON THE DAY OF WHICH THE ACTIVITY / EVENT IS BOOKED ( UNLESS SPECIFIED ).

Applicant's Name: \_\_\_\_\_ Driver's License or Form of Official Photo ID: \_\_\_\_\_
Organization: \_\_\_\_\_ Charity #: \_\_\_\_\_
Address: \_\_\_\_\_
Telephone No.: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_
Email: \_\_\_\_\_

Number of People in Attendance: \_\_\_\_\_

Any event that requires review by the Ministry, the National Parks Commission, or special consideration by the Director will require additional large permit terms and conditions. This may include a Memorandum of Understanding, a deposit, and additional charges.

Attendance Fee: All fees listed below are per day

Table with 2 columns: ATTENDANCE, NON-REFUNDABLE FEE. Rows include attendance ranges (1-19 to 201+) and fees (\$50.00 to \$550.00). Includes notes for Impromptu or Exceptional Circumstances and Department of Parks Staff Hired.

Please complete the following sections in full.

Form with fields: Park Name, Location in Park, Type of Activity / Event, Start Time, End Time, Activity / Event Date. Includes a table for equipment usage: Alcohol, Barbeque, Fun Castle, Amplified Music, Event Tent(s), Horse(s), Train Rides, Raffle(s), Generator, Laser Tag, Archery, Staging, Catering, Sign(s), Drone(s), Bonfire, Vendor(s), Other.

Gate Opening Times section. Includes text: Gate Opening Times: May 1st to Oct 31st ( between 10:00am & 5:30pm ), Nov 1st to April 30th ( between 9:00am & 4:30pm ). Form with fields: Do you require gate opening(s)?, Please specify which gate(s), Requested opening time, Requested reopening time, Provide reason for gate request(s).

Applicant Signature: \_\_\_\_\_
(Signing the Special Permit signifies that you have read and understood this first page and the information you provided is correct.)

Date: ( Day / Month / Year ): \_\_\_\_\_

**SPECIAL PERMIT NUMBER:** \_\_\_\_\_

**SPECIAL EVENT PERMIT - TERMS & CONDITIONS**

1. Special Event Permits do not give exclusive rights to a particular spot; they merely grant permission to have an organized event. All special event permits expire at **MIDNIGHT** on the day for which they are approved.
2. Special Event Permits for events such as beach parties, barbeques etc. are issued on a first come, first serve basis. A specific area within a beach/park may not be reserved except when the Parks Officer has provided his permission to do so prior to the date of the function (i.e. weddings and large events etc.).
3. We cannot guarantee exclusive use of Port Royal Cove ( behind Horseshoe Bay Restaurant ) or Jobson’s Cove, during the peak season April – October.
4. The removal of litter produced from the event is the responsibility of the permit holder. All refuse must be disposed of in a proper manner.
5. **All barbequing **MUST** be done with proper metal barbeque equipment. Coals and ashes must be extinguished and properly disposed of. Please do not bury hot coals in the sand or throw them in the ocean.**
6. **All campfires / bonfires **MUST** be in or on a metal apparatus ( Refer to Bonfire Policy Form ). Under no circumstances should open fires be burnt / built directly on the sand.**
7. Bonfires are **NOT** permitted at John Smith’s Bay Park, Port Royal Cove, and West Whale Bay Park.
8. If radios are used they must be played at a reasonable volume, as to not disturb other visitors to the park or beaches and / or the tranquility of the site.
9. **No generators are to be used and no live bands are permitted. ( Fun castles are an exception ).**
10. Fun Castles are **NOT** permitted at West Whale Bay Park.
11. **No trading without permission from the Director of Parks in accordance with Section 8 of the Bermuda National Parks Regulations 1988 (e.g. selling of alcohol and food)**
12. Laser Tag is **ONLY** permitted at Ferry Point, Admiralty House Park, Scaur Hill Fort Park and Hog Bay Park.
13. Park Rangers may at any time during the event examine your site and will inspect the site the following day to ensure that procedures are being followed and that the area has been left in compliance with the Special Permit terms and conditions.
14. Park Rangers and all authorized Officers, are permitted to perform the following under the authority of the Bermuda National Parks Act 1986 and the Bermuda National Parks Regulations 1988, without a warrant and upon asking:
  - a. Examine and take copies of any permit or other document required.
  - b. Examine anything being used in connection with an activity/event within a protected area.
  - c. Be given the name and address of any person who they believe may be involved in the commission of an offence against the Act or any regulations made under it.
15. Your consideration of other park users will help to ensure that Bermuda’s National Parks remain a place of recreation and enjoyment for everyone.
16. Failure to comply with the Bermuda National Parks Act 1986 and the Bermuda National Park Regulations 1988 may result in legal action being taken against the applicants.
17. **All** refunds will now be directly deposited into your bank account as per the new policy of the Bermuda Government and the Accountant General’s Department. Please make sure that your banking information is correct when given in. **( NB: Refunds will no longer be given out in check form ).**

**I HAVE READ AND UNDERSTAND THE ABOVE SPECIAL PERMIT TERMS & CONDITIONS AND AGREE TO BE BOUND BY THEM.**

**Applicant ( Print Name ):** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

**Date: ( Day / Month / Year ):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Department of Parks Employee ( Print Name ):** \_\_\_\_\_

**Department of Parks Employee ( Signature ):** \_\_\_\_\_

**Date: ( Day / Month / Year ):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<b>Receipt #</b>	
<b>Attendance Fee</b>	
<b>Staff Hired Fees</b>	
<b>Total Fees</b>	
<b>Cash</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Credit/ Debit Type</b>	
<b>Cheque #</b>	

**For Park Ranger Patrols contact one of the following: 599-5152 / 599-5865 / 599-5866 / 533-2337**

**For further information call the Department of Parks Office on 236-5902 Monday to Friday 8:30 am – 5:00 pm.**