



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

ATTENDANCE	NON-REFUNDABLE FEE
1 - 19	\$ 50.00
20 - 50	\$ 100.00
51-100	\$150.00
101-150	\$200.00
151-200	\$250.00
201 +	\$550.00
Impromptu or Exceptional Circumstances - \$ 500.00	
Department of Parks Staff Hired - \$ 65 per person per hour	

Please complete the following sections in full.

Park Name								
Location in Park								
Type of Activity / Event								
Start Time (includes set-up)				Activity / Event Date		____ / ____ / ____		
End Time (includes pack-up)						Day Month Year		
Please indicate if you plan to use / have any of the following:								
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
Other (if other please state)								
Gate Opening Times: May 1 st to Oct 31 st (between 10:00am & 5:30pm) Nov 1 st to April 30 th (between 9:00am & 4:30pm)								
Do you require gate opening(s)?		<input type="checkbox"/> YES (if 'YES' please complete next 4 rows) <input type="checkbox"/> NO						
Please specify which gate(s)								
Requested opening time		Approved <input type="checkbox"/> Denied <input type="checkbox"/>						
Requested reopening time		Approved <input type="checkbox"/> Denied <input type="checkbox"/>						
Provide reason for gate request(s)								
Gate openings are held strictly to 30 minutes maximum; arriving more than 15 minutes late can / will result in gates remaining locked.								

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. 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.
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. A maximum of 2 functions with amplified music will be considered per month and only permitted at Chaplain Bay, Coney Island, Ferry Reach and Admiralty House between April – November.
5. No generators are to be used and no live bands are permitted. (Fun castles are an exception).
6. No trading without permission from the Director of Parks in accordance with Section 8 of the National Parks Regulations 1988 (e.g. selling of alcohol and food).
7. 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.).
8. 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.
9. Bonfires are **NOT** permitted at John Smith’s Bay Park, Port Royal Cove, West Whale Bay Park, Jobson’s Cove and Elbow Beach.
10. 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.
11. 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.
12. Fun Castles are **NOT** permitted at West Whale Bay Park.
13. Laser Tag is **ONLY** permitted at Ferry Point, Admiralty House Park, Scaur Hill Fort Park and Hog Bay Park.
14. 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.
15. 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.
16. Your consideration of other park users will help to ensure that Bermuda’s National Parks remain a place of recreation and enjoyment for everyone.
17. 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.
18. **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): _____ / _____ / _____

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

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.

PERMIT NUMBER: _____

Gate Request **APPROVED** **DENIED**

Gate Request Time (if approved)

Fee Amount (if applicable)

Five Day Waiver **YES** **NO** **Fee to be Waived** **YES** **NO**
(Please comment why below if yes)

Post Event Inspection Date **Day / Month / Year**

Authorized Officer’s Comment(s) / Recommendation(s):

Authorized Officer Name: _____ **Date Signed:** _____

Authorized Officer Signature: _____ **Date Signed:** _____

Minister / Delegated officer: _____ **Date Signed:** _____