

## **EVENT ATTENDEE REGISTER**

For User Group Gatherings and Events Conducted on Municipal Properties

As part of the agreement for use of municipal facilities for an event, the organizer (listed below) must agree to collect attendee contact information.

By [Order of the Provincial Health Officer, July 27, 2020](#), Organizers of permitted Gatherings and Events are required to collect the contact information of all persons who attend their event. Where the Event Organizer is not the owner of the Gathering and Event site, **the Organizer must provide event attendee information to the site owner (City of Surrey)** to be retained for thirty days in case there is a need for contact tracing, in which case the information must be provided to the regional medical health officer.

<b>Date:</b>	<b>Park Location</b>	<b>Field#:</b>
<b>Club /User Group Name:</b>		
<b>Team Name:</b>		

The Organizer is to inform all persons attending the event that they must list their contact information on this Event Attendee Register, and that their personal information is being collected and provided to the City of Surrey where it will be retained for a period of 30 days and may be provided to the medical health officer for contact tracing purposes. The information collected will be used for no other purpose.

Personal information is collected for the purpose of contact tracing. The City of Surrey is collecting this information under s.26(c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection of personal information, please contact the Park Facilities Operation Manager at 6651 148 Street, Surrey, BC V3S 3C7, 604-501-5172

<b>Event Attendee First and Last Name</b>	<b>Contact information (telephone and/or e-mail address)</b>
1.	
2.	
3.	
4.	
5.	
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12.	

Event Attendee First and Last Name	Contact information (telephone and/or e-mail address)
13.	
14.	
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30.	

By signing below, I acknowledge that **(to the best of my ability)** this register lists all persons who have attended the above event, and that all persons listed on this form have been advised as to the purposes for which their personal information is being collected and have consented to the collection of their personal information and it's remittance to the City of Surrey.

<b>Organizer's Signature:</b>	
<b>Date:</b>	
<b>Name (Please Print):</b>	
<b>Contact Telephone:</b>	

Please scan and return this completed form to [contacttracinginfo@surrey.ca](mailto:contacttracinginfo@surrey.ca) within 24 hours following your event or gathering.

**Naming format:      Date - Park – Field # - Club – Team**