

Regional District of Central Okanagan

Regional Parks Special Event Application



APPLICATION SUBMISSION

All events in Regional Parks require a **Special Event Permit**. An application must be submitted to Parks Services **six (6) weeks prior** to the event for staff approval.

You may apply for a **Special Event Permit** for events that are:

- Not-for-profit events, fundraisers, races, runs, etc
- Maximum of **500** patrons per event
- Maximum of **4 (four) hours** in duration
- Application is submitted **6 weeks prior** to event for approval

Special Event Permit Fees (due at contract signing):

- Permit Fee
 - 76 – 250 patrons = \$200.00 / permit
 - 251 – 500 patrons = \$400.00 / permit
- Insurance Fees
 - 76 – 100 participants = \$75.00 / permit
 - 101 – 250 participants = \$100.00 / permit
 - 250 – 500 participants = price will be provided after application is reviewed
- Administrative Fee \$25.00

Application forms can be submitted pressing the 'submit' button at the end of the application once all fields are completely filled out.

A **site plan** must be attached with your application indicating the park area(s) requested for your event, portable toilet locations, first aid stations and/or emergency medical services.

Completed Special Event Permit Applications will be reviewed for approval by RDCO Parks Services staff within 10 (ten) business days of submission.

Additional documents or inquiries can be emailed to park.bookings@cord.bc.ca .

CONTACT INFORMATION

Date of Application: _____

Name / Organization: _____

Main Contact _____

Phone _____ Email _____

Mailing Address _____

City/Town _____ Postal Code _____ Province _____

Alternate Contact: _____

Phone _____ Email _____

EVENT INFORMATION

Location of Event: _____

Name of Event: _____

Date(s) of Event: _____

Timing for Event: _____

Event Liaison Person (onsite during event): _____

Event Liaison Person Contact (phone #): _____

SET-UP TIME		EVENT TIME		TAKE-DOWN TIME	
Start	Finish	Start	Finish	Start	Finish

Is it a community fundraising event? Yes No

Full Description of Event:

Will your event be open to public or private (by invitation)? Public Private

Are participants required to purchase tickets for this event? Yes No

If yes, please elaborate:

Number of participants: **Number of spectators:** **Total Attendance:**

Is it a Run, Walk, or Ride Event? Yes No

Please provide route details below (include a route map with the application):

Has this event occurred in an RDCO Park before?

Yes

No

If yes, provide details below (i.e. for how many years, and last permit #):

Will there be any change from previous events?

Yes

No

If yes, provide details below:

EVENT LOGISTICS

Temporary Structures

(tents, stage, generators, portable washrooms, etc.)

Yes

No

If yes, provide details below:

Food
(BBQ, potluck, pre-packaged snacks, bottled water, etc.)

Yes

No

If yes, provide details below:

Waste Management
(plan for event waste management, food packaging and waste, environment protection or recycling)

Yes

No

If yes, provide details below:

Sales of Any Kind
(raffle tickets, t-shirts, food, etc)

Yes

No

If yes, provide details below:

Amplified Sound
(music, announcements, etc.)

Yes

No

If yes, provide details below:

Portable Toilets
(1 unit for every 50 attendees)

Yes

No

If yes, provide details below:

Vehicle/Parking Requirements
(loading, event vehicles, parking needs, off-site parking plan, etc)

Yes

No

If yes, provide details below:

Estimated # of vehicles for event:

Event Safety Plan

Yes

No

(first aid attendants, emergency vehicles, evacuation routes)

If yes, provide details below:

Name of First Aid Attendant #1 _____ Phone No. _____

Name of First Aid Attendant #2 _____ Phone No. _____

Name of First Aid Attendant #3 _____ Phone No. _____

Other Proposed Activities or Additional Comments

INSURANCE

The renter/user:

Must obtain and maintain Commercial General Liability insurance coverage on terms satisfactory to the Regional District of Central Okanagan (the District).

The District must be included as an “Additional Insured” with respect to claims arising directly or indirectly out of the use or occupation of the premises, or the activities of the Permit Holder, renter and/or their attendees.

Policy shall provide inclusive limits of not less than \$5,000,000.00 per occurrence, including Bodily Injury and/or death, and Property Damage liability, or such higher limits as the District may require from time to time. Such policy will also provide Medical Payments coverage with limits of not less than \$2,500 per person and \$10,000 per occurrence.

The renter shall provide the District with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the District. Except in the case of event specific insurance (Special Events, Facility User), the Certificate shall contain a clause providing that the insurer will provide the District with thirty (30) days prior written notice of a cancellation or material reduction or restriction of coverage.

It is the sole responsibility of the renter to determine what additional insurance coverage, if any, including but not limited to Workers Compensation and Participants Insurance, is necessary and advisable for its own protection and/or to fulfill its obligations under the agreement. Any such additional insurance shall be maintained and provided at the expense of the renter.

A certificate of insurance must be received prior to final approval of an event or cancellation of the event may occur.

SPECIAL EVENT REGULATIONS

- Site plans must be submitted for approval. A site walk through may be required to finalize details prior to your event.
- Waste removal services including all garbage/recyclables generated by the event must be provided and removed from the event site.
- Portable toilets must be provided and removed from the event site.
- An Electrical Temporary Entertainment Operating Permit is a requirement under the BC Safety Authority Act. Contact Technical Safety BC <https://www.technicalsaftybc.ca/> for information on electrical permit requirements.
- All food service providers require proof of a food service permit from Interior Health Authority.
- No staking/ground penetration permitted for any temporary structures.
- A traffic management plan must be submitted addressing any parking, access / egress requirements.
- A safety plan must be submitted including emergency personnel on site, emergency exits and safety access areas.
- Provide a \$5 Million Liability Insurance Certificate for the event which includes listing the “Regional District of Central Okanagan” as additional insured.

Site Plan

Site plans must be submitted with the Special Event Permit Application. Applications submitted without a site plan or with an incomplete site plan, may result in a Special Event Permit application being delayed or denied. The site plan is a detailed map of your event that includes layout / set up information and includes the following:

- Boundaries of the planned event.
- Tent and canopy locations.
- Refuse container locations (including those for recyclables).
- Portable toilet locations; all hand-washing stations.
- Accessibility information. Please indicate how your event will accommodate persons with disabilities including: clear paths of travel, parking, restrooms, vending areas, first aid, etc.
- All proposed fencing - including temporary - for the event, including the location of all entrance and exit gates and identification of all emergency exit locations.
- Placement of signs or banners.
- Vendor locations and what will be sold.
- Location of first aid and other emergency services.
- Traffic plan, if applicable, indicating any traffic control points, detours, special routes and emergency exits.
- Safety plan including emergency personnel on site, emergency exits and safety access areas.

APPLICATION SUBMISSION

Special event applications are reviewed by RDCO Parks Services Staff. Fees may be applied to event requests that propose extensive exclusive use of a public park. Fees must be paid in full within 14 days following approval of the event. Fees are paid through the Facility Booking Clerk.

Pressing the '**submit**' button below will automatically attach this application to an email that will go to **park.bookings@cord.bc.ca**. Please also attach your site plan that indicates the park area(s) requested for your event, portable toilet locations, first aid stations and/or emergency medical services (note requirements above for site plan).