

**WELCOME TO VERNON – LET’S ACTIVATE YOUR SPECIAL EVENT!**

- The purpose of the event application form and event planning process is to help guide event organizers plan a successful event in the City of Vernon.
- The event planning process helps to ensure that all event information and requirements are met and City of Vernon approvals can be facilitated in order for an event to proceed safely and effectively.
- The rental contract is the permit approval process for hosting special events.
- It is the responsibility of the event organizer to follow all applicable laws and regulations; adhere to all event planning requirements, coordinate rental, set-up and take down of all event equipment, including but not limited to tents and fencing; pay all applicable fees associated with park rental and additional services.
- Applications are reviewed by the City of Vernon, Recreation Events Coordinator and please allow 7 business days for application processing.
- The application form is for 50+ participants and must be **submitted a minimum 60 days prior** to the event.

**ORGANIZATION & CONTACT INFORMATION**

Name of Organization:

 Non-Profit Organization: Yes  No 

 Registered Society: Yes  No  If yes, Society Number:

Event Contact Person:

Title (Signing Authority):

Mailing Address (including City &amp; Postal Code):

Cell Phone:

Organization Phone Number:

Email:

**EVENT INFORMATION**

Name of Event:

Proposed Date(s) of Event:

Event Description (purpose, theme, race, reunion, walk):

 Type of Event: Fundraiser  Community Event  Commercial Event  Non-Profit Event  Other: \_\_\_\_\_

Event Location(s): \_\_\_\_\_

Cost of Entry:

 Will the park be closed to the public: Yes  No 

Estimated Number of Participants:

Estimated number of Spectators:

*Please ensure to include adequate set up and take down times (outdoor spaces are typically open sunrise to sunset).*

*Please discuss and review set up/take down times with the Recreation Events Coordinator.*

Onsite Setup Date (mm/dd/yy)	Setup Start Time:	Setup Finish Time:
Date of Event 1: (mm/dd/yy)	Event Start Time:	Event Finish Time:
Date of Event 2: (if required) (mm/dd/yy)	Event Start Time:	Event Finish Time:
Date of Event 3: (if required) (mm/dd/yy)	Event Start Time:	Event Finish Time:
Date of Event 4: (if required) (mm/dd/yy)	Event Start Time:	Event Finish Time:
Date of Event 5: (if required) (mm/dd/yy)	Event Start Time:	Event Start Time:
Tear Down Date: (mm/dd/yy)	Teardown Start Time:	Teardown Finish Time:

**EVENT REQUIREMENTS**

**EVENT APPLICATION PROCESSING FEE:** \$100 + GST is due at time of application. The fee is non-refundable. This fee will be used toward the total payment of the rental contract. Should the event organizer choose not to go forward with the event, the application fee is non-refundable. Call 250-550-3678 to make your payment over the phone by credit card. Acknowledged:

**INSURANCE:** All events require insurance. The event organizer must provide \$2 million dollars in comprehensive general liability insurance listing the City of Vernon (3400 30<sup>th</sup> Street, Vernon, BC V1T 5E6) as an additional insured. The City of Vernon reserves the right to require \$5 million dollars in general liability insurance, depending on the scale of the event. Additional entities may be required to be listed as additional – see event planning guidelines. A copy of the insurance certificate must be emailed to [bookings@vernon.ca](mailto:bookings@vernon.ca), a minimum 14 days prior to the event. Acknowledged:

**DAMAGE DEPOSIT:** A damage deposit **up to \$2500.00** will be required for outdoor events. The City of Vernon reserves the right to assess and assign a higher damage deposit amount for large, high impact events. The damage deposit is due prior to the start of the event and the damage deposit will be credited back to the event organization, once all cleanup / tear down requirements are completed and there is no damage to the rented space. Acknowledged:

**PAYMENT TERMS & CANCELATION POLICY**

A 20% non-refundable payment is due when the contract is sent to the applicant. The remaining balance is due 30 days prior to the event. Failure to pay within this timeframe, the event will be cancelled and deposit will not be refunded. Acknowledged:

**SITE MAP**

As part of the event application, a detailed event site map is required. Include the location of tents, vendors, porta-toilets, garbage bins, recycling bins, dumpsters, electrical (if applicable), etc. Refer to event planning guidelines for more information and pricing. Acknowledged:

**EVENT SITE ITEMS**

Access to onsite washrooms (only open seasonally).		<i>Additional stocking and cleans may be required throughout the event. Cost \$52.65 + GST.</i>
How many porta-toilets are you requiring?	#:	<i>\$94.20 + GST per toilet. Most events will require additional porta-toilets.</i>
How many garbage bins?	#:	<i>Cost \$11.70 each. Event organizer is responsible for removing garbage from the event site or charges will apply.</i>
How many recycling bins?	#:	<i>Cost \$11.70 each. Event organizer is responsible for removing recycling from event sit or charges will apply.</i>
Are you renting dumpster(s)?	#:	<i>Dumpster(s) rental is at the cost to the event organizer. Dumpster(s) must be removed from site promptly post event.</i>

Do you require access to potable water: Yes  No

Do you have any overnight structures/displays that require sprinklers to be turned off? Yes  No

If Yes, Date & Time: \_\_\_\_\_

Do you require power? Yes  No  If Yes, Operating Electrical Entertainment Permit may be required if more than 5 KW of power are required. See event guidelines for additional information.

Most facilities require a key for gate, electrical or water. Keys can be picked up from the Vernon Recreation Centre (3310 37th Ave) 24 hours in advance of the event and must be returned promptly after the event. A key deposit of \$200 fee is required.

**ONSITE EQUIPMENT, TENTS AND STRUCTURES**

Are you including tents at your event set up?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If Yes, # of Tents: _____ Size of Tents: _____ Indicate location of tents on site plan and details of how they are secured. <b>No staking into the ground.</b> Refer to event guidelines.</i>
Are you setting up fencing at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If Yes, describe fencing: _____ Fencing is required for beer gardens and/or for controlling access points into events. Expense to the event organizer.</i>
Are you driving vehicles in the park for set up and take down?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, please list type of vehicles and include on site plan.</i>
Are you displaying vehicles at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, please list type of vehicles and include on site plan.</i>
Are you including staging at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, please describe: _____ Must include stage area on site plan.</i>
Are you requiring bleachers at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, #: _____ Fees apply for Bleachers - \$176.90 + GST.</i>
Are you requiring barricades?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, #: _____ Fees apply for Barricades &amp; Cones &lt;24 is \$88.45 + GST. Barricades and Cones &gt;24 is \$176.90 + GST. Includes rental and delivery.</i>
Are you using generators?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Review City of Vernon Bylaws #4850.</i>

ACTIVITIES AT YOUR EVENT		
1. Are you planning on having animals on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, please describe: _____ See event guidelines for more info. Contact Interior Health Services for animal requirements.</i>
2. Are you including mechanical rides?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Detailed information and insurance will be required.</i>
3. Will there be water-based events or demonstrations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>See event guidelines. Detailed information will be required.</i>
4. Is there fitness equipment or a Trampoline?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>See event guidelines. Detailed information will be required.</i>
5. Will there be any Inflatable structure/slide/play features?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Detailed information and insurance will be required.</i>
6. Will there be raffles or gambling games?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Gambling event licence will be required – <a href="#">Click here.</a></i>
7. Will there be display booths?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>City of Vernon business license may be required.</i>
8. Will there be sale goods or merchandise?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>City of Vernon business license required. See below.</i>
9. Will there be fireworks?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Please describe. Fireworks permit must be obtained. City of Vernon Fire Department authorization is required.</i>
10. Will there be performance(s) involving fire?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Please describe. City of Vernon Fire Department authorization is required.</i>
11. Are you planning on using barbeque(s) at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Bylaw #5635. City of Vernon approval is required. Please complete food services section below.</i>
12. Will there be Music Entertainment – Live or Recorded?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Please describe. City of Vernon authorization is required.</i>
EMERGENCY / SAFETY / SECURITY		
<p>Emergency and Safety plan – a written plan for the event is required. Items required to be included risk identification, access, security, first aid, and emergency procedures. Please refer to event planning guidelines for more details. The Emergency and Safety Plan, must be reviewed with the City of Vernon in advance of the approval the event. Organizer(s) will be required to pay additional policing costs if deemed necessary. Acknowledged: <input type="checkbox"/></p> <p>Security may be required as part of the event, please discuss requirements with the City of Vernon Recreation Events Coordinator. Other City of Vernon departments including Parks, Bylaw and RCMP will be required to review event application. Security or policing costs is at expense of the event organizer.</p> <p>Security personnel on site: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, will they monitor overnight: _____ Company: _____</p> <p>Contact Name: _____ Phone number: _____</p> <p><i>*Must be a bonded security company.</i></p>		
<p>First Aid Attendant(s) on site: Yes <input type="checkbox"/> No <input type="checkbox"/> (Mark location on site map)</p> <p>Company: _____</p> <p>Contact Name: _____ Phone number: _____</p>		
<p>Will you have a staffed medical centre on site: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide location and more details: _____</p>		
ROADWAYS, TRAFFIC CONTROL AND PARKING		
<p>Road Closure(s) required: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Application for road closures, parades, transit delay, etc. <a href="#">Click here.</a></p> <p>Road Use Permit Application is due prior to event advertising.</p>		
<p>Parking – How many cars are expected at the event? #: _____</p> <p>Parking Plan – Depending on size and scope of event, shuttle service or transportation plan may be required.</p>		
<p>Are you renting parking stalls? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, a parking hoarding permit will be required. See event guidelines for more info.</p>		

<b>ALCOHOL AND LIQUOR PERMITTING</b>			
Event Organizers wanting to serve or sell liquor to be consumed at an event on City property, proper liquor permitting must be obtained from the <a href="#">BC Liquor and Cannabis Branch</a> . Approval from the City of Vernon and RCMP is required.			
Do you plan to have alcohol at your event? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, apply: <a href="#">BC Liquor Licensing website</a> .			
What hours is alcohol being served or sold during each day of the event: _____		What will be served: Beer <input type="checkbox"/> Wine <input type="checkbox"/> Spirits <input type="checkbox"/>	
Perimeter fencing - If liquor service is provided throughout the whole event site, the whole event site must be surrounded by a barrier (Cost to the event organizer). Describe your fencing details: _____ Approval is required by City of Vernon Parks department.			
Creating a security plan – see event guidelines for more information Please describe: _____			
A copy of the insurance certificate and liquor permit is required to be sent to <a href="mailto:events@vernon.ca">events@vernon.ca</a> Acknowledged: <input type="checkbox"/>			
<b>FOOD SERVICES</b>			
<b>Interior Health Authority approval is required for all food services.</b> Refer to event planning guidelines. Acknowledged: <input type="checkbox"/>			
Will there be mobile food trucks: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Mobile Food Vendors <ul style="list-style-type: none"> <li>Information and application for Mobile Food Vendor permits can be found the <a href="#">Interior Health website</a>.</li> <li>Mobile vendors are required to have a City of Vernon approval letter or a Permit to Operate</li> <li>A copy must be provided to the event organizer and the Recreation Events Coordinator</li> <li>Mobile food vendors must have a valid inspection decal from Vernon Fire Rescue Services displayed in a visible location. To obtain a fire inspection, <a href="#">vendors must submit a mobile vendor inspection request</a>. This must be completed a minimum 30 days prior to event.</li> <li>A valid Business license for Mobile Food Vending is also required from the City of Vernon – see business license section</li> </ul>			
Temporary Food Permits <ul style="list-style-type: none"> <li>Information and applications for Temporary Food Service can be found on the <a href="#">Interior Health website</a>. Applications emailed <a href="mailto:EHCentral@interiorhealth.ca">EHCentral@interiorhealth.ca</a></li> <li>Submit your information to Environmental Public Health as early as possible (minimum 30 days in advance). City of Vernon also require a copy of temporary food permit when applying for a business license.</li> </ul>			
<b>BUSINESS LICENCE(S)</b>			
The event organizer and each respective vendor must have the required business licensing and vending permits for the City of Vernon. <a href="#">City of Vernon Business License Info Page</a> Business license(s) are required if the following occurs during the event: Selling/vending of food/retail or alcohol			
Mobile Vending Application Process: <ul style="list-style-type: none"> <li><a href="#">Review Information Package</a></li> <li><a href="#">Review Vending Policy</a></li> <li><a href="#">Complete Application</a></li> <li>Documentation that is required to be submitted with application includes: Fire Inspection, Interior Health and Insurance</li> <li>Processing a new license or renewal is a minimum 14-day business days</li> </ul>			
Event Licensing – see Event planning guidelines for more information.			
<b>SUBMIT EVENT APPLICATION</b>			
Email application form to <a href="mailto:events@vernon.ca">events@vernon.ca</a> Mail: KalTire Place, 3445 – 43rd, Vernon, B.C. V1T 8P5 Mail: KalTire Place, 3445 – 43rd, Vernon, B.C. V1T 8P5 Drop box at KalTire Place – mail dropbox located at exterior of building or interior front office door.			
Print Name: _____		Applicant’s Signature: _____	
Date: _____			
<b>For Office Use Only – Applicable Departments:</b>			
<i>Parks</i>	<i>Fire and Rescue Dept.</i>	<i>Building &amp; Licensing</i>	<i>Vernon Tourism</i>
<i>Public Works</i>	<i>Transportation Dept.</i>	<i>RCMP</i>	<i>Bylaw Compliance</i>