

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 150+ 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: _____

Contact Person: _____ Title (Signing Authority): _____

Mailing Address (including City & Postal Code): _____

Cell Phone: _____ Organization Phone Number: _____

Email: _____

EVENT INFORMATION

Name of Event: _____ Proposed Date(s) of Event: _____

Have you held this event before: Yes No If yes, please provide previous rental contract number. _____

Type of Event: Meeting Conference Athletic Music Performance Entertainment Non-Profit Event
Other: _____

Event Description: _____ Event Location(s): _____

Will the event be open to the public? Yes No Will there be a cost of entry? Yes No Cost: _____

Estimated Number of Participants: _____

*Please ensure to include adequate set up and take down times (must be within building hours of operation).
Please discuss and review set up/take down times with the Recreation Events Coordinator.*

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|---|----------------------|-----------------------|
| 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: (mm/dd/yy) (if applicable) | Event Start Time: | Event Finish Time: |
| Date of Event 3: (mm/dd/yy) (if applicable) | Event Start Time: | Event Finish Time: |
| Tear Down Date:(mm/dd/yy) | Teardown Start Time: | Teardown Finish Time: |

EVENT REQUIREMENTS

EVENT APPLICATION PROCESSING FEE: \$100 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 30th 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. A copy of the certificate of insurance must be emailed to events@vernon.ca a minimum 14 days prior to the event. **Acknowledged:**

DAMAGE DEPOSIT: A damage deposit **up to** \$2500.00 will be required for indoor 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 COV 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:**

FLOOR PLAN MAP: As part of the event application, a detailed floor plan map is required. Include the location of tables, chairs, stage, audio visual, vendors, entrances, exits, etc. Refer to event guidelines for more information and pricing. **Acknowledged:**

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|---|--|---|------------------|
| EVENT ITEMS | | | |
| List number of tables & chairs required: Rectangle 6' tables: _____ Rectangle 8' tables: _____ Round 5' tables: _____ Chairs: _____ Are you setting up the tables? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, a set-up fee of \$53.61 + GST per 100 tables/chairs will apply. | | | |
| Indicate room set up: Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Banquet <input type="checkbox"/> Conference <input type="checkbox"/> U-shape <input type="checkbox"/> Hallow Square <input type="checkbox"/> Other: _____ | | | |
| Do you require Audio Visual? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe: _____ A/V testing will be required in advance of the event. | | | |
| Do you require access to regular power? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you potentially, require additional power? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Do you require a kitchen rental? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, kitchen rates apply. | | | |
| Do you require staging at your event? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe: _____ Size 4' x 8' and max. size is 18 pieces. Staging set up cost @ current staffing rate. Include location of staging on floor plan map. | | | |
| Are you requiring pipe & drape? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe: _____ Up to 200ft of pipe & drape and set up cost @ current staffing rate. Include location of pipe & drape on floor plan map. | | | |
| ACTIVITIES AT YOUR EVENT | | | |
| Will there be raffles or gambling games? | Yes <input type="checkbox"/> No <input type="checkbox"/> | <i>Gambling event license will be required – click here.</i> | |
| Will there be display booths? | Yes <input type="checkbox"/> No <input type="checkbox"/> | <i>COV business license may be required. See below.</i> | |
| Will there be sale goods or merchandise? | Yes <input type="checkbox"/> No <input type="checkbox"/> | <i>COV business license is required. See section below.</i> | |
| Will there be music entertainment? | Yes <input type="checkbox"/> No <input type="checkbox"/> | <i>Amplified sound must be within noise bylaws. Music licensing fees may apply.</i> | |
| Will there be any Inflatable structures/play features? | Yes <input type="checkbox"/> No <input type="checkbox"/> | <i>Detailed information and insurance will be required.</i> | |
| SECURITY, EMERGENCY PLAN & PARKING | | | |
| At the sole discretion of the City of Vernon, security may be required as part of the event. Please discuss requirements with the Recreation Events Coordinator. Security company must be bonded. Security or policing costs is at expense of the event organizer. Security personnel on site: Yes <input type="checkbox"/> No <input type="checkbox"/> Company: _____ Contact Name: _____ Phone number: _____ | | | |
| First Aid Attendant(s) on site: Yes <input type="checkbox"/> No <input type="checkbox"/> Company: _____ Contact Name: _____ Phone number: _____ | | | |
| Depending on size and scope of the event emergency plan may be required. Please refer to event planning guidelines for more details. The Emergency Plan must be reviewed with the City of Vernon in advance of the approval the event. Acknowledged: <input type="checkbox"/> | | | |
| Parking – How many cars are expected at the event? Number: _____ | | | |
| ALCOHOL AND LIQUOR PERMITTING | | | |
| 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 BC Liquor and Cannabis Branch , City of Vernon and RCMP approval is required. | | | |
| Do you plan to have alcohol at your event? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, apply: BC Liquor Licensing website . List hours of operation of service: _____ What will be served: Beer <input type="checkbox"/> Wine <input type="checkbox"/> Cider <input type="checkbox"/> Spirits <input type="checkbox"/> A copy of the liquor permit and certificate of insurance is required to be sent to events@vernon.ca. Acknowledged: <input type="checkbox"/> | | | |
| FOOD SERVICES | | | |
| Are you serving food? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Interior Health Authority approval is required for all food services. Temporary Food Permits information and applications can be found on the Interior Health website . See event planning guidelines for more info. | | | |
| Are you requesting to have mobile food vending outside in the parking lot as part of your event? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe: _____ <ul style="list-style-type: none"> Mobile food vendors are only allowed if approved as part of the event application and there are designated locations in each City of Vernon outdoor facility or park. Click here for City of Vernon Business License Info Page | | | |
| SPECIAL EVENT BUSINESS LICENCE | | | |
| Should any of your event include outdoor activities or mobile food vendors, a special event business license will be required. The cost is \$50 + GST per day. | | | |
| SUBMIT INDOOR EVENT APPLICATION | | | |
| Email application form to events@vernon.ca 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: _____ | | | |
| For Office Use Only – Applicable Departments: | | | |
| Parks | Fire and Rescue Dept. | Building & Licensing | Vernon Tourism |
| Public Works | Transportation Dept. | RCMP | Bylaw Compliance |