

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:

Event 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:

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 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. Additional entities may be required to be listed as additional insured - [see event requirements](#). A copy of the insurance certificate 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 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 fees and requirements for more information](#) and pricing. **Acknowledged:**

EVENT REQUIREMENTS

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. Bags will be provided. Event organizer is responsible for the removal of event garbage.</i>
How many recycling bins?	#:	<i>Cost \$11.70 each. Bags will be provided. Event organizer is responsible for the removal of event recycling.</i>
How many compost bins?	#:	<i>Cost \$11.70 each. Bags will be provided. Event organizer is responsible for the removal of event compost. Large compost bin is located in the parking lot of Vernon Curling Club.</i>

Event organizer is responsible for the removal of bags of garbage, recycling and compost from the event site or charges will apply.

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 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 (per key) 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. No staking into the ground. 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 & Cones <24 is \$88.45 + GST. Barricades and Cones >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 #4890 – Good Neighbour Bylaw.</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 – Click here.</i>
7. Will there be display booths?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>City of Vernon special event business license is required. See p.4.</i>
8. Will there be sale goods or merchandise?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>City of Vernon special event business license is required. See p.4.</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>
13. Will there be posters for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Posters must be removed promptly after event is over. Parks & Public Places Bylaw #5057.</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 of First Aid 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. – Click here.</p> <p>Road Use Permit Application is due prior to event advertising. Submit your event application to buildingcounter@vernon.ca</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.</p> <p>See permit applications for more info.</p>		

SPECIAL EVENT BUSINESS LICENSE

The event organizer must obtain a special event business license for the event. The cost is \$50 + GST per day.

- The special event business license includes the vendors that will be a part of the outdoor event.
- Please contact buslicense@vernon.ca to obtain business license. Click here for [City of Vernon Business License Info Page](#)
- A copy of the special event business license must be sent to the City of Vernon Recreation Events Coordinator – events@vernon.ca
- Should the event include mobile food vendors, the event organizer must ensure that mobile food vendors must have a City of Vernon mobile food vending business license and valid inspection decal from City of Vernon Fire Rescue Services.

FOOD AT SPECIAL EVENTS

Interior Health Authority approval is required for all food services. [Refer to event planning webpage.](#) Acknowledged:

Having a BBQ or serving food: Yes No

Temporary Food Permits:

- Information and applications for Temporary Food Service can be found on the [Interior Health website](#). Applications emailed EHCentral@interiorhealth.ca
- 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.
- For BBQ's, please put a BBQ mat underneath to catch grease. No grease stains allowed grass or concrete.
- Certified compostable food utensils, plates and napkins are encouraged at all events.

Will there be mobile food vending: Yes No

- Mobile food vendors are only allowed if approved as part of the event application and there are designated locations for mobile food vendors in each City of Vernon outdoor facility or park.
- Should the event include mobile food vendors, the event organizer must ensure that mobile food vendors must have a City of Vernon mobile food vending business license and valid inspection decal from City of Vernon Fire Rescue Services.

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](#). Approval from the City of Vernon and RCMP is required.

Do you plan to have alcohol at your event? Yes No If Yes, apply: [BC Liquor Licensing website](#).

What hours is alcohol being served or sold during each day of the event: _____

What will be served: Beer Wine Cider Spirits

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). Approval is required by City of Vernon Parks department.

Describe your fencing details: _____

Creating a security plan – see event planning for more information.

Please describe: _____

A copy of the insurance certificate and liquor permit is required to be sent to events@vernon.ca Acknowledged:

SUBMIT EVENT APPLICATION

Email application form to events@vernon.ca 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: _____

For Office Use Only – Applicable Departments:

<i>Parks</i>	<i>Fire and Rescue Dept.</i>	<i>Building & Licensing</i>	<i>Vernon Tourism</i>
<i>Public Works</i>	<i>Transportation Dept.</i>	<i>RCMP</i>	<i>Bylaw Compliance</i>