

**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, pay all applicable fees associated with the rental, any additional services and staff overtime.
- 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 125+ 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  Music or Entertainment  Market  Non-Profit Event  Fundraising Event

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

Will the event be open to the public? Yes  No  Are tickets being sold in advance or at the door? 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.*

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**

- 1. EVENT APPLICATION PROCESSING FEE:** For brand new events, a \$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. **I UNDERSTAND & ACCEPT:**
- 2. 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. **I UNDERSTAND & ACCEPT:**
- 3. 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. A copy of the certificate of insurance must be emailed to events@vernon.ca a minimum 14 days prior to the event. **I UNDERSTAND & ACCEPT:**
- 4. DAMAGE DEPOSIT:** A damage deposit **UP TO the amount of \$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. **I UNDERSTAND & ACCEPT:**
- 5. FLOOR PLAN MAP:** As part of the indoor event application, a detailed **floor plan map** is required. Include the location of tables, chairs, stage, audio visual, vendors, entrances, exits, etc. A floor plan map is due a minimum 14 days in advance of the event date. [Refer to event planning webpage for more information.](#) **I UNDERSTAND & ACCEPT:**

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 applies per 100 tables/chairs.		
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 must be tested in advance.		
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. Only available at Vernon Rec Centre.		
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		
1. Will there be display booths or sale of goods?	Yes <input type="checkbox"/> No <input type="checkbox"/>	See below business licence info below.
2. Will there be music entertainment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Amplified sound must be within noise bylaws. Music licensing fees may apply.
3. Will there be raffles or gambling games?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Gambling event license will be required – <a href="#">Click here.</a>
4. Will there be any Inflatable structures?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Detailed information and insurance will be required.
5. Are there posters for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Posters are not allowed on public property including on light or traffic standards. Parks & Public Places Bylaw #5057 – see section 16c.
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: _____		
As part of your event application, please submit an emergency response plan. <a href="#">See event planning webpage for more info.</a>		
<b>I UNDERSTAND &amp; ACCEPT:</b> <input type="checkbox"/>		
Parking – How many cars are expected at the event? Approx. 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 <a href="#">BC Liquor and Cannabis Branch</a> , 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: <a href="#">BC Liquor Licensing website.</a> Security is required if alcohol is being served. A copy of the liquor permit and certificate of insurance is required to be sent to <a href="mailto:events@vernon.ca">events@vernon.ca</a> , a minimum 14 days in advance of the event. <b>I UNDERSTAND &amp; ACCEPT:</b> <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 <a href="#">Interior Health website.</a> <a href="#">See event planning webpage for more info.</a>		
Are you requesting to have mobile food vending located outside, as part of your indoor event? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, see below: <ul style="list-style-type: none"> <li>• Mobile food vendors are only allowed if approved as part of the event application.</li> <li>• There are <b>designated</b> locations at City of Vernon facilities and outdoor display fee(s) apply. Please confirm locations with the Recreation Event Coordinator in advance of the event. Site plan with location and list of mobile food vendors, will be required to be submitted.</li> <li>• All mobile food vendors hired for an event are required to have a valid <b>Interior Health approval certificate</b> and a current <b>Fire inspection certificate</b>. These documents must be provided to the event permit holder in advance of the event.</li> <li>• Mobile food vending outside of Kal Tire Place is not allowed when there is a concession lease holder in place.</li> </ul>		
BUSINESS LICENSE and SPECIAL EVENTS		
A City of Vernon Business license is NOT required for the sale of goods or merchandise <b>Indoors</b> at a City of Vernon Facility. A Special event business license only applies when the event is not on City of Vernon property. Contact <a href="mailto:buslicence@vernon.ca">buslicence@vernon.ca</a>		

## SUBMIT INDOOR EVENT APPLICATION

Send application form to [events@vernon.ca](mailto:events@vernon.ca)

Mail: Kal Tire Place, 3445 – 43rd, Vernon, B.C. V1T 8P5 or

Mail Drop box: located in the interior of Kal Tire Place at the front office door.

Print Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_