



SPECIAL EVENT PERMIT APPLICATION

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Purpose

The purpose of this permit is to allow for the facilitation of a successful special event while, at the same time, minimizing the impact of a special event on community members and to ensuring the ability to provide emergency services to the public at all times.

This permit determines what requirements and regulations must be adhered to while conducting a special event so that approval may be granted for incidental or infrequent uses/events such as but not limited to, circuses, fairs, carnivals, festivals, and outdoor sales, that are commonly associated with a business or club which include but is not limited to civic, fraternal, charitable, religious, social and patriotic organizations.

This permit also applies to those seeking to facilitate parades, motorcycle/automobile runs, promotional demonstrations, and charitable/nonprofit events held within the City of Vernon and not on parkland or in regionally operated recreation facilities.

For a lawful special event to take place in the City of Vernon, approval by the City of Vernon through an authorized Special Event Permit is required. **It is the responsibility of the Special Event Permit applicant to conform to current laws, regulations and requirements; that all applicable fees are paid; and to ensure that an event remains in compliance throughout its entirety.**

Application should be submitted at least 30 days prior to event

Failure to comply with the requirements of the Special Event Permit Application can result in the inability for an event to take place with potential legal consequences. Law Officers can and will halt any special event if it's determined that any portion of the event is hazardous to any participant or the health, safety, and welfare of the public is jeopardized at any time.

Exceptions

It is not necessary to obtain a Special Event Permit for a private/public gathering of people that would not otherwise occur unless any of the following will take place:

- Selling/vending of food/retail
- Selling/vending of alcohol
- Dedicated safety resources (police, fire, ambulance) are necessary
- Tents or other structures are erected
- Event impacts traffic / vehicle flow and access

It is not necessary to obtain a Business License for Special Events if the event is taking place inside a municipally operated recreation facility, nor is it required for vendors to hold business licenses when vending in a municipally operated recreation facility.

Checklist

As the applicant, I have ensured that the following have been included in this application package:

- Site Plan.
- minimum \$2 million Liability Insurance for the event **listing The City of Vernon as additional insured.**
- A list of all food/beverage vendors, including contact information, with Interior Health approval.
- A description of planned entertainment, with the necessary approvals.
- A safety plan listing emergency personnel on site, emergency exits and safety access areas, and the location of first aid stations and/or emergency medical services.
- Business License for Special Event (requires proof of insurance and interior health approval)
- Verification of a property owner's permission to conduct a special event, if the event is to be held in part on property not under ownership or responsibility of the City of Vernon.
- Signatures of representatives from businesses or individual residences that will have their traffic/vehicle access interrupted or blocked by the special event, as acknowledgement of notification of the event.
- Special licensing and/or permits, including but not limited to liquor licenses and special burning permit

Final approval of this application may require a security deposit, at the discretion of the City of Vernon.

Site Plan

Applications submitted without a site plan or with an incomplete site plan, may result in a Special Event Permit application being delayed or denied. Site plans must be submitted with the Special Event Permit Application.

The site plan is a detailed map of your event that includes layout/set up information. Please include the following details on your site plan:

1. Boundaries of the planned event.
2. Tent and canopy locations.
3. All proposed fencing - including temporary - for the event, including the location of all entrance and exit gates and identification of all emergency exit locations.
4. All stage and riser locations if applicable.
5. Placement of signs or banners.
6. Refuse container locations (including those for recyclables).
7. Existing restroom locations. All proposed portable toilet locations; all hand-washing stations
8. Accessibility information. Please indicate how your event will accommodate persons with disabilities including: clear paths of travel, parking, restrooms, vending areas, first aid, etc.
9. A north arrow with all streets labeled.
10. Vendor locations and what will be sold.
11. Alcohol locations, if being sold or served.
12. Location of first aid and other emergency services.
13. Traffic plan, if applicable, indicating any traffic control points, detours, special routes and emergency exits.

Have you included your site plan? Yes
No

Do you plan to drive vehicles onto Parkland? Yes
No

Safety Resources / Emergency Services

Please attach a safety plan including but not limited to:

- Emergency personnel on site
- Staff rosters / timetables
- Event Program
- Emergency Evacuation Plan (emergency exits and safety access areas)
- Locations of first-aid stations and/or medical services.
- Extreme Weather Plan

The City of Vernon reserves the right to require that a certain number of Police Department personnel and / or Fire & Rescue Department personnel are present at a special event.

If it is deemed that additional staff and/or resources are needed to ensure the health, safety, and welfare of the public the permit holder will be required to pay all applicable fees.

Will fire be used at the event? **Yes**
No

If so, please describe:

Have you made any provisions for on-site security? **Yes**
No

If so, please describe:

Have you made any provisions for traffic control / flagging in high volume areas? **Yes**
No

If so, please describe:

Tents

If erecting a tent, a tent plan must be submitted to the City of Vernon Public Works Department 30 days prior to the event. Approval is required as per section 3.3.c in the attached Regulation Excerpts.

Approval of the use of a tent(s) requires a separate site plan showing total square footage, tent location(s) on site, occupant load, location of generators if going to be used, location of heating units if going to be used, location of lighting if going to be used, location of fire extinguishers, location of exits (exit signs), and location of emergency lighting. Tent securing method should be indicated.

Will you be erecting any structures (i.e. tents)? **Yes**
No

If so, have you included your tent plan? **Yes**
No

Declaration Statement

The undersigned ("Applicant") as the organizer and/or coordinator of the event described in the Special Event Application, does hereby declare that the event will be conducted in accordance with all applicable federal, provincial, and municipal laws, and the requirements, conditions, and recommendations made by the City of Vernon and their designees. The Applicant understands that any violation of Bylaws will not be permitted, and that this Special Event Permit, if approved, may be revoked at any time by law officers or the City of Vernon if any of the following occur: the event becomes a public nuisance; any violation of Bylaws are committed by any participant; or if any of the conditions imposed as part of the Special Event Permit Application are not met. The Applicant understands that any significant changes to the event (date, time, location, logistics, size, etc.) that occur after the date the event was approved and permitted will require that the Special Event Permit Application be resubmitted to the City of Vernon and/or that the changes be approved. The Applicant understands that the City of Vernon and its employees, officials and agents will not be responsible for changes made by the Applicant or participating entities prior to, during, or after the event.

Furthermore, the Applicant hereby releases and discharges the City of Vernon, the District of Coldstream, and the Regional District of North Okanagan and their respective officers, agents, and employees from any and all claims, damages, or losses, of any kind and nature whatsoever, which the Applicant, its members or participants may have, now or in the future, arising from or in connection with the event and/or activities occurring in connection with the event. The Applicant further agrees to indemnify, hold harmless, and defend the City of Vernon, the District of Coldstream, and the Regional District of North Okanagan and their respective officers, agents, and employees from any and all claims, damages and losses of any kind and nature whatsoever, arising from or in connection with, the event and/or activities occurring in connection with the event.

Notwithstanding, any services provided by the City of Vernon or its respective officers, agents, and employees in connection with the event, the Applicant assumes responsibility for the security, safety, disposal of any refuse, debris, or litter, and traffic control at the location of the event, for the duration of the event.

Applicant's Name: _____

Name of Person Signing (if different): _____

Title of Person Signing (if applicable): _____

Signature: _____

Date: _____

APPLICANT MUST HAVE WITNESSED SIGNATURE

Name of Person Signing as a witness to the above signature: _____

Title of Person Signing as witness to the above signature: _____

Original Copy

Applicant must maintain an original copy of approved application at event at all times. Please provide copies of this application and the appropriate approval sheets to the Police Department, the Fire and Rescue Department, Interior Health, the City of Vernon Building and Inspections Dept, the Vernon Visitors Centre, and the Public Works Department.

Excerpts from Parks Regulations (as codified in Greater Vernon Parks Regulations Bylaw No. 1958, 2006 and City of Vernon Bylaw No. 5263)

2. Definitions

“**Special Event**” means a group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving more than 20 people or a group activity involving less than 20 people for which specific space is requested to be reserved.

“**Director of Parks, Recreation and Culture**” means the person appointed to the position of Director of Parks, Recreation and Culture for the Greater Vernon Parks, Recreation and Culture service area (the Director), and shall include any person designated by the Regional District to act on behalf of the Director;

“**parks**” means any real property owned or subject to a right of occupation by the Regional District for the purposes of pleasure, recreation or community uses of the public including public parks, playgrounds, playing fields, trails, and other public places and all improvements and shall include beaches and other public areas adjacent to lakes or streams including foreshore or land covered by water, but does not include the travel portion of a highway;

“**person**” shall mean and include any individual, group of individuals, society, corporation, partnership, and the heirs, successors, administrators, or other legal representatives of the same;

“**Regional District**” means the Regional Board of the Regional District of the North Okanagan.

“**vehicle**” shall mean and include all conveyances for the carriage or transport of persons, passengers, goods or materials whether self-propelled or drawn or pulled by animals or any mechanical, muscular device or other motive power whatsoever, and shall include trailers, bicycles and tricycles;

3. General

- (1) This bylaw shall regulate and control the use of all parks within the Greater Vernon Parks, Recreation and Culture service area.
- (2) The hours of operation for parks shall be the daylight hours from dawn to dusk, except when special permission has been granted, or as otherwise posted.
- (3) The Regional District may:
 - a. designate certain areas of the park for a specific use and may prescribe certain rules and regulations for the use and may prescribe such times as desired by the Regional District for such use;
 - b. upon request, issue written permission for any procession, march, drill, performance, ceremony, concert, gathering or meeting and may charge rent for the use of any park or portion thereof as set by the Regional District;
 - c. upon request, issue a special event or special occasion permit for such use, and such persons and vehicles as the Regional District permits, to enter or be in a specific park while or during such times as the park is closed, such permit shall be displayed in such vehicle, face up on the dash on the driver’s side and visible from the exterior of the vehicle, and the person or persons shall carry on their person such access permit and shall present same on request to any Bylaw Enforcement Officer.
- (4) The Regional District or the City of Vernon may require supervision by fire department apparatus and personnel at a rate of \$300 per hour for apparatus and \$100 per hour per firefighter.
- (5) The Director of Parks, Recreation and Culture may temporarily close a park or any part thereof to the public use.

4. Prohibitions – General Use...

- (3) No persons shall without prior written approval from the Director of Parks, Recreation and Culture, and having obtained the necessary permits or applicable business license:
 - a. Place or erect any signs or billboards;
 - b. Distribute any handbills or circulars;
 - c. Use any audible advertising device;
 - d. Sell or offer for sale any refreshments or any goods or services for a fee....
- (4) No person shall erect, construct or build any tent, building, shelter, pavilion or other construction whatsoever, or penetrate the ground with any object including stakes or posts, without prior written approval of the Regional District
- (5) No person shall be in possession of liquor in any park at any time, except where the liquor is possessed pursuant to and in compliance with a license issued under the Liquor Control and Licensing Act of the Province of BC, and approval by the RCMP and the Director of Parks, Recreation and Culture.

5. Prohibitions – Public Safety ...

- (7) No persons shall conduct any procession, march, drill, performance, ceremony, concert, gathering or meeting without the written permission of the Regional District firstly being obtained.
- (8) no person shall light, ignite or allow or cause to be lighted or started a fire of any kind whatsoever in the open air without first obtaining a Special Burning Permit in the form of Schedule “B1” and forming part of the City of Vernon Bylaw No. 5263.

6. Prohibitions – Public Nuisance

- (5) No person, without prior authorization from the Director of Parks, Recreation and Culture, shall play or operate any radio, stereo equipment, or other instrument or apparatus for the amplification of sound in any public park or public area so as to disturb other people using the park or in the neighbourhood of the park.
- (6) No person shall take up temporary or permanent abode in or on any park or public space.
- (7) No person shall establish or set up a campsite in a park or public space....

8. Prohibitions – Vehicle Use

- (1) No person shall drive, park or leave standing any vehicle in or on park properties except in an area designated for the purpose....
- (3) No person shall park a vehicle on the grass except as specifically authorized by the Regional District.
- (4) No person shall cause or permit a vehicle to obstruct traffic in or on a park....
- (8) No person shall operate a motorized vehicle, including motorbikes, and/or snowmobiles on park property without prior authorization of the Regional District unless the property is designated for such purpose.

Failure to comply with the terms and conditions of any permit shall be a violation of these rules. If, upon expiration or termination of the permit, it is determined that a permittee has not complied with the terms and conditions of the permit, or has violated any law, bylaws, policies, statute or rule, then the following rules shall apply:

1. any bond provided as security for a permittee’s performance with the Regional District shall be forfeited and retained by the Regional District to the extent necessary to remedy, or compensate the District for, the damages caused by such acts, omissions, or violations;
2. the permittee, together with his or her agents and employees who violated such terms and conditions or provisions of law, bylaws, policies, statute or rule, shall be jointly and severally liable for any additional sum necessary to correct or compensate the Regional District for such damages; and
3. neither forfeiture of any security nor payment nor recovery for such damages shall in any way relieve the permittee of civil or criminal liability arising from the violation of any law, bylaws, policies, statute or rule.

FOR OFFICE USE ONLY – City of Vernon

Received By: _____

Date Received: _____

Site Plan Included with Application and approved:

Date *Signature*

Copies of any required special licensing / permits are included (liquor, electric):

Date *Signature*

Proof of Liability Insurance, including required additional insured's, included:

Date *Signature*

Property Verification, if required, is included:

Date *Signature*

Tent Plan, if required, is included:

Date *Signature*

Signature Requirement, if necessary, is included:

Date *Signature*

Copy of all required business licensing is included (copy):

Date *Signature*

Declaration of Responsibility Signed:

Date *Signature*

FOR OFFICE USE ONLY – City of Vernon

Approval/Denial

Comments/Recommendations received from:

Police Department (RCMP)

Resulting Actions:

Fire and Rescue Department

Resulting Actions:

Interior Health

Resulting Actions:

City of Vernon – Building and Inspections

Resulting Actions:

Tourism Vernon

Resulting Actions:

Vernon Public Works

Resulting Actions:

Date Permit Issued:

Permit Number:

Date Permit Denied:

Name of authorized City of Vernon Representative

Signature of authorized City of Vernon Representative

Date: *Day/ Month/ Year*