

**Special Events Application**

Application should be submitted at least 30 days prior to event



Permit #: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Applicant Information**

Applicant Name \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Names, Addresses, and Daytime Telephone Numbers of Two Organization Officers besides Applicant (if applicable)

1. \_\_\_\_\_

2. \_\_\_\_\_

**Event Information**

Have you held this event before? Yes No

If yes, provide event name, date and permit # (if known): \_\_\_\_\_

Date of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Type of Event:

- Athletic      Entertainment      Promotion      Rally / Protest      Race / Walk
- Selling      Fireworks      Other / Specify

Expected Number of Participants \_\_\_\_\_ Expected Number of Spectators \_\_\_\_\_

Set-Up Begins \_\_\_\_\_ Cle an-Up Ends \_\_\_\_\_

Time Event Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_

- Will participants or spectators be charged?      YES      NO      If so, how much? \_\_\_\_\_
- Will there be vendors at the event?      YES      NO      If so, what is the vendor permit fee? \_\_\_\_\_
- Will there be merchandise available for sale?      YES      NO      If so, provide a list of items \_\_\_\_\_
- Will fire be used at the event?      YES      NO      If so, please describe circumstance \_\_\_\_\_

*(If fire will be used, a Special Burning Permit may be required as per local bylaws)*

Attach as many additional sheets as needed to describe the activities planned (e.g. sale or distribution of food, products, promotional material, celebrities, speeches, ceremonies, equipment to be used, etc.) Attach a site plan including a flow of traffic.

Will the event be advertised?      YES      NO

Would you like this event advertised on our website?      YES      NO

*If the event is being advertised, please describe advertising plan, including dates and media outlets, and attach page.*

Do you plan to drive vehicles onto parkland? (please indicate locations on site plan)      YES      NO

Will you be erecting any structures (ie: tents)? (refer to sec. 3.1 of the Facility Use Agreement)      YES      NO

Will there be alcohol on the premises? (refer to sec. 4 of the Facility Use Agreement)      YES      NO

Have you made any provisions for on-site medical services?      YES      NO

Have you made any provisions for on-site security?      YES      NO

Have you made any provisions for traffic control / flagging in high volume areas?      YES      NO

Have you included your proof of insurance, including all required additional insureds?      YES      NO

*It is the responsibility of the Event Coordinator to ensure that all vendors carry appropriate insurance*

Do you plan to have amplified sound at event (must adhere to local noise bylaws)      YES      NO

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, the Rules & Regulations of the Greater Vernon Parks Regulation Bylaw No. 1958, 2006, and any other municipal, provincial or federal laws. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by City of Vernon.

Signature of Applicant

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