



VILLAGE OF BELCARRA
 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8
 Phone: (604) 937-4100 Fax: (604) 939-5034
 Email: belcarra@belcarra.ca Website: <https://belcarra.ca>



SPECIAL PUBLIC EVENT PERMIT APPLICATION FORM

PLEASE SUBMIT APPLICATIONS **3 MONTHS** PRIOR TO THE ANTICIPATED EVENT DATE.
 LATE APPLICATIONS MAY NOT BE PROCESSED OR APPROVED.

DATE OF APPLICATION: _____

1.0 APPLICANT INFORMATION

Name of Event: _____

Applicant Organization: _____

Applicant Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Office: _____

Cell: _____ Fax: _____

Website: _____

Email: _____

Contact name ON-SITE on day of event: _____ Cell: _____

Type of Organization:

- Registered non-profit (society number: _____)
- Private/Commercial (incorporation number: _____)
- Other (please specify: _____)

2.0 EVENT INFORMATION

Please attach an event description outlining the following considerations. Please use the following headers for ease of application review.

- Name of event _____
- Description of event and purpose _____
- Dates and times of event (including setup/take down) _____
- Location information _____
- site plan/map (attached)
 - location of permanent and temporary structures and other equipment (**NOTE: Building permits will be required for tents and stages larger than 100 sq ft or any stage constructed to be over 2 ft above the ground.*)
 - assembly areas including tents, stages, and open areas
 - parking
- Access and parking
- transportation demand measures (e.g. bike parking/valet, shuttle, water access, etc.)
 - Traffic Management Plan (e.g. will event organizers be directing traffic, flaggers if required, etc)
 - anticipated traffic disruptions or temporary parking restrictions
- Intended advertising / notification of event (copy attached)
Note: Notification must include immediate neighbours. Additional notification may be required at the discretion of the Village. Police and fire services must be notified.
- Anticipated number of attendees, including staff, organizers, volunteers, participants, spectators, etc.

- Setup and takedown plan _____
- logistics
 - loading
 - anticipated disruptions
- Security plan _____
- RCMP or private security or no security planned for the event
- Washrooms / sanitary considerations – Number & Location

- First Aid plan (in the event of medical distress or emergency) _____
- Location of First Aid services
 - Emergency vehicle access and egress
 - Communications plan describing protocol for on-site event managers
 - Emergency contacts provided to Village of Belcarra staff

- Inclement weather contingency plan (if the event must be rescheduled or activities must be moved due to inclement weather) _____
- Environmental sustainability/waste mitigation plan
- Waste disposal (at event and after)
 - Any sustainability measures being implemented at the event to mitigate waste generation
- Outline any other anticipated impacts or anticipated benefits to the Village _____
-

Please complete the following (applicants may provide additional information in their attached event description as needed):

Type of event:

- Festival
- Private Party
- Sporting Event (other than run/walk)
- Run/Walk
- Community Celebration
- Product Launch/Promotion
- Other (please specify):

Purpose of event:

- Fundraising
- Promotion
- Revenue Generation
- Community Event
- Other (please specify):

Will your event be open to the public? Yes No

Are attendees required to register or purchase tickets for this event? Yes No

3.0 EVENT LOGISTICS

Please indicate whether your event will include any of the following. ***If yes to any, please provide detail in your attached event description.***

Amplified sound (e.g. music, announcements, fireworks, etc): Yes No

Food (e.g. Barbeque, vendors, etc): Yes No

****NOTE: Food permits must be secured through Fraser Health when applicable.***

Alcohol: Yes No (Permit / License attached)

Liquor License, Bartender _____

***NOTE: LCRB permits must be secured as required for any liquor sales/service (see <https://specialevents.bcldb.com>).**

Sales of any kind (e.g. raffle tickets, food, merchandise): Yes No

***NOTE: BCLC permits must be secured as required for any gambling.**

Sponsors: Yes No

Vehicle Parking, including loading of equipment: Yes No

Other proposed activities, such as fireworks, rides, or attractions: Yes No

***NOTE: additional costs or approvals may be required.**

Security or traffic control: Yes No _____

4.0 APPLICATION REQUIREMENTS

The following should be submitted with your application:

- Application fee: as specified in the *Belcarra Fees and Charges Bylaw No. 517, 2018, as amended from time to time. The Village reserves the right to charge additional fees or require deposits depending on event circumstances.*
- Proof of insurance for the intended use, including commercial general liability for a limit of not less than two million (\$2,000,000) dollars per occurrence with respect to third party liability claims for bodily injury, property damage, personal injury, or death, and showing the Village of Belcarra as an Additional Named Insured. Such insurance must stay in force and not be amended, cancelled or allowed to lapse during the term of the Special Event.

Signature of applicant: _____

Name of applicant: _____

Date: _____

The Village of Belcarra is collecting personal information in accordance with Section 26 (c) of the Freedom of Information and Protection of Privacy Act. The personal information collected on this form is collected for the purposes of applying for a special public event permit and for administration and enforcement. Questions about the collection, use and disclosure of this information can be directed to the Village's Privacy Officer at the Village of Belcarra, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8. Phone 604-937-4100 or email foi@belcarra.ca

For Village use only:

SPECIAL PUBLIC EVENT PERMIT AGREEMENT

A Village of Belcarra Special Public Event Permit is hereby issued for an event to be conducted in accordance with the details of the Special Public Event Permit Application Form above and attached Event Plan (provided by applicant), as well as any additional requirements stipulated by the Village.

_____ (event name)

approved on: _____ (date).

Authorized by: _____
(name and signature)

Additional requirements issued by Village? (to be attached as permit conditions)

Yes No

Event organizers shall comply with event plans as provided to Village or as amended by additional requirements stipulated by the Village.