

APPLICATION FOR A SPECIAL EVENT PERMIT

CITY OF CAMPBELL RIVER

Community Centre, 401-11th Ave., Campbell River, BC V9W 4G2

Phone: 250-923-7911

A completed application may be filed as early as ten months before the event, but must be received no later than 45 days before the actual event date. A representative of the City of Campbell River will contact you upon receipt of the application. Your application will be distributed to and reviewed by all departments/agencies affected by your event. These departments will contact you individually only if they have specific questions or concerns about your event.

It is the responsibility of your organization to contact the local RCMP detachment for information regarding any additional approvals they may require.

Please submit (click button on last page) or drop off your completed application at the Community Centre 401-11th Ave., or email to recandculture@campbellriver.ca.

Approval will be conditional upon no objections to the event from local utility and emergency agencies being received by the City before the event.

APPLICANT AND SPONSORING INFORMATION

Name of Organization:

Applicant Name:

Applicant Address:

Applicant's Telephone (Day):

Applicant's Telephone (Evening):

Applicant's Fax Number:

Applicants e-mail address:

Event Name:

Event Date(s):

Event Time:

Number of Participants:

Event Location:

Event Description:(Please explain type of event and activities involved):

What Time will Event
Be Set Up?

What time will Event
Be Taken Down?

Name of Contact Person ON SITE on the Day of Event:

Contact Person's Telephone (Day):

Contact Person's Telephone (During Event):

Contact Person's Fax Number:

Contact Person's Cell Number:

ROUTE MAP / SITE DIAGRAM

Please provide a site diagram or map. If this event involves a moving route of any kind along streets, sidewalks or highways provide a detailed map of your proposed route, indicate direction of travel, barricade placement for any road closures, and provide a written narrative to explain your route. (Accurate street maps are available on the Internet)

Will the RCMP will be looking after the road closure barricades and signage?

ROAD CLOSURES AND EMERGENCY ACCESS

A 6 meter clear corridor must be left at all times during a road closure to allow for Emergency vehicle access.

[Empty space for site diagram or map]

Event Includes the Following: (Please check all that apply)

- Barbeques
- Electrical
- Fencing
- Fireworks/Pyrotechnics
- Food
- Full Road Closure
- Barricades – will you need to borrow barricades or delineators from the City (subject to availability)
- Liquor
- Live Animals
- Partial Road Closure
- Portable Washrooms
- Signage
- Sound Amplification
- Special On-Street Parking
- Staging
- Tents
- Vendors
- Water

How many barricades _____

How many delineators _____

Preferred drop off location: _____

INSURANCE REQUIREMENTS

Permit approval is conditional upon compliance with the City's policy on insurance of special events as follows:

The City requires proof of current liability insurance from any applicant proposing to use city property or streets for a special event. Special events would include all activities at which alcohol is to be served and any major festival or activity open to the public at large.

The applicant must ensure that a Certificate of Insurance is provided to the City certifying the following:

- (i) *\$2,000,000 minimum third party liability insurance. \$3,000,000 if alcohol served. The City Clerk may request a higher amount if the event includes a high risk activity;*
- (ii) *\$1,000,000 property loss and property damage;*
- (iii) *cross liability clause; and*
- (iv) *the City of Campbell River to be named as additional insured.*

Confirmation that the necessary insurance has been obtained must be received at least one week prior to the event taking place.

SAFETY/SECURITY/ACCESSIBILITY

Where will the participants and volunteers park?

Describe your procedures for both crowd control and internal security:

Describe your first-aid/medical plan: How many first-aid stations and where are they located along the route? How will they be staffed?

Describe your accessibility plan for access at your event for individuals with disabilities:

Is this a night event? If yes, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators:

I/We hereby acknowledge that if approval is granted and a permit issued, that all terms, conditions and regulations of the permit identified within this application must be fully complied with.

X

Applicant's Signature

Date of Application