

# Special Event Application / Permit



Centennial Park Leisure Centre  
14600 North Bluff Road  
White Rock, BC

Tel: (604) 541-2252  
Fax: (604) 541-2176

## Organization Information

Name of Event:	Date(s):	,2012
Organization Name:		
Address:	Website:	
Is your organization a registered non-profit?	Society #:	

Contact Name:	Position:
Email:	Phone:
Alternate Contact:	Phone:

Full Description of Event (please attach additional pages if needed):  
Number of participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Volunteers / Personnel: \_\_\_\_\_

Park/Facility & Location(s)	Date(s)	Event Time	Set Up Time	Take Down Time

Is this an annual event?

Please note any changes for this year's request:

## City Requirements:

Detailed site map to indicate the following:

- Barricade locations & trained traffic control attendants to man the barricade locations (applicant to provide barricades, cones and attendants)
- Garbage / Recycling Cans (city provides)
- First Aid Stations / Attendants (applicant provides)
- Temporary Structures (tent(s), stage(s))
- Portable Washrooms (applicant provides)

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## Will you include any of the following?

Activity/Item	Yes / No	Details	Requirements
<b>Entertainment/Activities</b>			
<b>Temporary Structures</b>			* <i>\$500 Rental Fee Applies*</i> City Tent Rental Yes                      No
<input type="checkbox"/> <b>Tents</b> 10x10 & 20x20			
<input type="checkbox"/> <b>Stage</b> (outdoor only) 20x20			
<b>Fundraising Activities</b> (bingo, raffles, draws etc.)			* <i>BC Gaming License*</i> (604-660-0245)
<b>Banners</b>			* <i>Approval Req'd*</i>
<b>Electricity/Water</b>			* <i>Approval Req'd*</i>
<b>Amplified Sound</b>			* <i>Approval Req'd*</i>
<b>Merchandise or Food Sales</b>			* <i>Business License*</i>
<b>Food Preparation/Caterers</b>			* <i>Food Permit*</i> (604-507-5478)
<b>Parade</b>			* <i>Engineering Permit*</i>
<b>Fireworks</b>			* <i>Fire Dept. Permit*</i> (604-541-2121)
<b>Alcoholic Beverages</b>			* <i>Liquor License*</i> (local liquor store)
<b>Animals/Pony Rides etc.</b>			* <i>Approval Req'd*</i>

## Roads

Item	Yes / No	Requirements
Will your event be located on city streets/roads/boulevards?		ROW Permit (604-541-2189)
Will your event affect transit routes?		Translink notification (604)953-3052
<b>Please note: Applicant responsible for supply of all traffic barricades &amp; cones.</b>		

The City Engineer **MUST** approve all requests involving road use. All events undertaken within City Right-of-Ways require a R.O.W use permit issued by the Engineering Dept. Fees include \$1,000 refundable security deposit and \$50 permit fee.

## Public Safety

Event Organizer's responsibility to make the following arrangements:

- Medical Assistance (First Aid)
- Electricity – exact power requirements needed 2 weeks prior to event
- Extra Garbage
- Drinking Water
- Parking & Traffic Control (including barricades & cones)
- Security & Safety
- Extra Washrooms – attach contingency plan if large event

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**Please note: The licensee is responsible for leaving the area clean and litter-free and may be billed for any subsequent cost incurred by the City of White Rock for clean up.**

## Facility Booking

Please indicate if you are interested in booking any of the following facilities:

	Centennial Dry Floor (fire dept. permit required)
	Centennial Pavilion Hall (large Kitchen, capacity 120-150 seated)
	Centennial Pavilion Lounge (capacity 30-48 seated)
	Centennial Pavilion Recreation Room (capacity 30)
	Mel Edwards Centre (Small Kitchen, capacity 48-70 seated)
	Kent Street Auditorium (capacity 150 seated)
	Museum Room (capacity 56)
	White Rock Community Centre Presentation Room (capacity 220)
	White Rock Community Hall A, B or C (capacity 70 each)
	White Rock Community Centre Gallery (capacity 70)
	White Rock Community Centre Art Room (capacity 40)

## Insurance Requirements:

The licensee must obtain Comprehensive General Liability Insurance protecting the City of White Rock against liability for bodily injury, death or property damage, arising out of the activity with the City named as an Additional Insured on the policy. The policy is to include inclusive coverage for the event from setup through to dismantling with a minimum limit of **\$5,000,000**. In addition, the licensee will ensure sufficient insurance coverage is obtained for all event participants, vendors and events. Proof of insurance must be received 30 days prior to the use of any park / facility covered under the special event agreement.

## Applicants Initials

Additional Agreements with the City of White Rock

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Fee \$ \_\_\_\_\_

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Signatures:

\_\_\_\_\_  
Event Manager

\_\_\_\_\_  
Director Leisure Services

Date Issued \_\_\_\_\_