

City of White Rock | Special Event Application

If you or the organization you are affiliated with, intends to hold a special event on City of White Rock property during the 2016 calendar year, this form must be completed and returned no later than October 1st, 2015.

Please submit completed forms via email, mail or fax to:

White Rock Recreation & Culture
Attention: Amy Baumann
14600 North Bluff Rd
White Rock, BC
V4B 3C9

Inquires:
Tel: 604.541.2252
Fax: 604.541.2176
email: abaumann@whiterockcity.ca

Section One: Organization Information

Organization Name:

Street Address:

Website:

Is your organization a registered non-profit? Yes No

If yes, please provide the Society #:

Applicant Name:

Position within the Organization:

Phone #:

Email:

Section Two: Event Information

Name of Event:

Proposed Date(s):

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Proposed Location: (street address, park name, city building)

Please provide a full description of the event:

Expected # of participants:

Expected # of spectators:

Expected # of volunteers:

Event Category:

Free Public Event Ticketed Public Event Private Event

Event Sub-Category:

- Celebration/Public Festival - 1 Day Celebration/Public Festival - Multi day
 Religious/School Event Parade Walk/Run
 Sporting Event (other than walk/run) Corporate Function/Promotion
 Block Party

Other:

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Set-Up & Takedown: Please fill in the times as accurately as possible. This information can be confirmed closer to your event date.

Activity	Set up Start	Event Start	Event Finish	Takedown Complete

Programming & Activities:

Activity	Yes or No	Requirements
Will fundraising be included? -Raffles/Bingo -Draws (eg.50/50)	<input type="checkbox"/> Yes <input type="checkbox"/> No	BC Gaming license https://www.gaming.gov.bc.ca/licences (604)660-2421
Will there be amplified sounds? -Speeches/music	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Approval required / as per City noise bylaws.
Will Fireworks or Pyrotechnics be included?	<input type="checkbox"/> Yes <input type="checkbox"/> No	City approval required / White Rock Fire Department permit required.
Will animals be included? -Pony rides -petting zoo	<input type="checkbox"/> Yes <input type="checkbox"/> No	City approval required.
Will vendors be invited to participate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	City approval required.
Are you planning a parade?	<input type="checkbox"/> Yes <input type="checkbox"/> No	City approval required.
Is alcohol being served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	City approval required / BC Liquor license required.

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Equipment & Logistics:

Item	Yes or No	Details	Requirements
Street Banner (Johnston Rd & 16 th Ave) <i>*based on availability</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		City approval required. Installation cost is \$330 <i>(event organizer is responsible for design and production costs)</i>
Pier Head Banner <i>*based on availability</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		City approval required. Installation cost is \$275 <i>(event organizer is responsible for design and production costs)</i>
Access to Electricity <i>*exact power requirements are req'd 3 weeks in advance.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		City approval required.
Will the event affect transit routes?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Trankslink must be notified if event will have an impact on bus routes.

Section 3: City Requirements

Please attach a detailed site map that includes the following:

- First Aid Station(s) (applicant provides)
- Portable washrooms (applicant provides)
- Temporary structures – tent(s), stage(s) (applicant provides)
- Vendor booths
- Parking

ROW Permits

- If the proposed event is located on City streets/roads/boulevards, an ROW permit must be obtained by the City of White Rock Operations Department. The City Engineer **must** approve all requests involving road use. A permit fee and refundable damage deposit will be required at the time the permit is issued.

Event Insurance

- All events taking place on City property must have insurance. A copy of Comprehensive General Liability Insurance naming the “City of White Rock” as additional insured for the duration of the event, with a minimum limit of \$5,000,000 must be provided **30 days in advance**.

Section 4: Additional Information

It is the event organizer's responsibility to make the following arrangements:

- Medical Assistance
-St. John's Ambulance can provide First Aid for a fee. All events taking place on City property need to have First Aid available onsite.
- Power requirements
-exact power requirements are needed at minimum, 3 weeks in advance.
- Extra garbage clean-up
-the event organizer 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.
- Drinking water
- Security & Safety
- Extra Washrooms
- Parking and traffic control
- barricades, cones, trained traffic control attendants

Signatures:

Director of Recreation & Culture
City of White Rock

Date

Event Organizer

Date