



Special Event Application/Permit

Please submit by **September 15, 2014** via mail, fax, or email to:

Attention: Special Events
Centennial Park Leisure Centre
14600 North Bluff Road
White Rock, BC V4B 3C9

Tel: 604.541.2252
Fax: 604.541.2176
Email: abaumann@whiterockcity.ca

Section One: Organization Information

Organization Name:		
Address:		
Website:		
Is your organization a registered non-profit? YES or NO <i>(please circle one)</i>		
Society #:		
Event Contact Name:		
Position:		
Email:	Phone:	Fax:
Alternate Contact:		Phone:

Section Two: Event Information

Name of Event:		
Date(s):		
Full Description of Event <i>(please attach additional pages if needed)</i> :		
Expected numbers of: Participants _____ Spectators _____ Volunteers/Personnel _____		
Event Category: <i>(please circle one)</i>		
Ticketed Public Event Free Public Event Private Event		
Event Sub Category: <i>(please circle all that apply)</i>		
Celebration/Public Festival – 1 Day		Celebration/Public Festival – Multi Day
Religious/School Event	Parade	Walk/Run Sport Event (Non-Walk/Run)
Corporate Function/Promotion	Block Party	Other: _____



Continued – Section Two: Event Information

Event Location (Street Address; Park Name; City Building):

Event Schedule (Please fill in as accurately as possible with date(s) and time(s)):

Set up Start	Event Start	Event Finish	Takedown Complete

Programming and Activities: (Please fill in as accurately as possible):

Activity	YES or NO	Details	Requirements
Fundraising activities (Ex: bingo, raffles, draws etc.)	YES or NO		BC gaming license 604.660.0245
Amplified sounds (Ex: speeches, background music, sound system etc.)	YES or NO		City approval required
Fireworks or pyrotechnics	YES or NO		Fire department permit 604.541.2121
Animals (Ex: pony rides, petting zoo, etc.)	YES or NO		City approval required
Entertainers/Vendors	YES or NO		City approval required
Parade	YES or NO		Ops/Fire/RCMP approval required
Merchandise sales/Goods or services sales	YES or NO		City approval required



Continued – Section Two: Event Information

Food, Beverage, and Alcohol: <i>(Please fill in as accurately as possible):</i>			
Item	YES or NO	Details	Requirements
Alcoholic beverages	YES or NO		Liquor license and City Council approval
Food preparation/caterers (open food – served or sold)	YES or NO		Food permit 604.507.5478
Prepackaged food served or sold	YES or NO		City approval required
Equipment and Logistics: <i>(Please fill in as accurately as possible):</i>			
Item	YES or NO	Details	Requirements
Street Banner (Johnston @ 16 th Ave)	YES or NO		City approval required Installation cost \$325 (Event organizer is responsible for production costs of banner)
Pier Head Banner (Entrance to Pier)	YES or NO		City approval required Installation cost \$250 (Event organizer is responsible for production costs of banner)
Electricity/Water	YES or NO		City approval required
Tent(s) (10x10 or 20x20)	YES or NO		City approval required
Stage(s) (Outdoor only – 20x20)	YES or NO		City approval required
Will the event affect transit routes?	YES or NO		Translink notification 604.953.3052



Section Three: City Requirements

Please **attach a detailed site map** that includes the following:

- First aid station(s)/Attendant(s) (applicant provides)
- Portable washrooms (applicant provides)
- Temporary structures – tent(s), stage(s), etc. (applicant provides unless otherwise arranged)
- Garbage/Recycling Cans (City provides)

Continued – Section Three: City Requirements

Will the event be located on City streets/roads/boulevards? YES or NO *(please circle one)*

Please note:

The City engineer MUST approve all requests involving road use. All events undertaken within City Right of Ways require an R.O.W use permit issued by the engineering department. A fee of \$100 will be charged and a \$1000 refundable damage deposit will be required at the time that the permit is issued.

The following is required a **minimum of 30 days** in advance:

- A map/detailed list that outlines the barricade locations and trained traffic control attendants (applicant to provide barricades, cones, and attendants)
- Copy of Comprehensive General Liability Insurance naming the “City of White Rock” as an additional insured for the whole event with a minimum limit of \$5 000 000

Section Four: Additional Information

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

- Medical assistance (First Aid)
- Electricity – *exact power requirements needed 3 weeks prior to event*
- Extra garage 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 and Safety
- Extra washrooms
- Parking and traffic control –*barricades, cones, trained traffic control attendants*



Insurance Requirements:

*The event organizer 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 set up through to dismantling with a **minimum limit of \$5 000 000**. In addition, the event organizer 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.*



Additional agreements with the City of White Rock/ Notes:

Signatures:

 Director of Leisure Services

 Date

 Event Organizer

 Date

By signing this permit, the event organizer agrees to provide the below information to the City of White Rock upon completion of the event. This information shall be used for reporting and tracking purposes.

For Office Use Only:

Attendance: Participants _____ Spectators _____ Volunteers/Personnel _____
Monies Raised: Sponsorship _____ Fundraising _____ Tickets Sold # _____ \$ per ticket _____
Event Highlights: _____ _____ _____