



SPECIAL EVENT PERMIT APPLICATION

The Village of Pemberton Special Events Bylaw 750, 2014 and its amendments (Bylaw 810, 2017) prohibit the holding of a Special Event without a Permit under the Bylaw. This form must be completed fully and submitted to the Chief Administrative Officer, or his designate, for the Village of Pemberton (VoP) in order to obtain a Special Event Permit. Application for Permit must be submitted:

- a) For Minor Events: at least 45 days prior
- b) For Major Events: at least 60 days

Please refer to Bylaw for complete details.

APPLICANT/ORGANIZATION

Full Legal Name: _____

Address: _____

Mailing Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

Attach a copy of Corporate Registry Document (company information, address, location, directors etc)

EVENT MANAGEMENT CONTACT

Event Lead: _____ Additional Contacts: _____

Mailing Address: _____

Name: _____

Phone: _____

Email: _____

Affiliated Organizations: _____ Affiliated Sponsors: _____

EVENT INFORMATION

Event Name: _____ Estimated Attendance: _____

Nature of Event: _____

Location of Event (Physical Address): _____

Registered Property Owner Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Zoning: _____ Legal Description: _____

*If the event is being held on more than one parcel of land, please list additional properties by attachment to this application

Personal information contained in this Application form is collected under the *Freedom of Information Protection of Privacy Act*, and will only be used for the purpose of responding to your request.

SPECIAL EVENT PERMIT APPLICATION

EVENT INFORMATION CON'T

Date(s): _____	Start Time: _____	End Time: _____

Admission Charged Yes No Ticket Price: _____

LIABILITY/EVENT INSURANCE

Applicant must provide an “occurrence basis” proof of Personal Injury and Property Damage Liability Insurance for a minimum of \$5,000,000 coverage per occurrence, naming the owner and any occupier or promoter and include the Village of Pemberton with a Cross Liability or Severability of Interests clause. If the nature of the proposed event creates an unusual risk of injury to participants or spectators additional insurance coverage may be required. Please attach copies of insurance documents.

REQUIRED APPROVALS

The applicant must include written approvals by any or all of the stakeholders/agencies as outlined in the Special Events Guideline that are potentially relevant to ensuring public health and safety and the avoidance of nuisance, hazards and other adverse effects. Please refer to the Special Events Guideline for details of the information that may be required. The Applicant is responsible for all costs to provide these documents.

APPLICATION FEES

Minor Event (less than 1000 attendees): \$200.00

Major Event (over 1000 attendees): \$300.00

Plus:

2000 – 10,000 attendees @ \$100 per thousand

10,000 – 20,000 attendees @ \$200 per thousand

20,000 and up attendees @ \$300 per thousand

Major Event Examples:

3000 attendees = \$300 + \$300 = \$600

13000 attendees = \$300 + \$2900 = \$3200

23,000 attendees = \$300 + \$7200 = \$7500

A security deposit is required; please refer to Section 8 of the Special Events Bylaw No. 750, 2014 and its amendments (Bylaw 810, 2017) for the details and amounts. Full payment for fees and deposits are due when the application is submitted to the Village Office. Late fees may apply (Bylaw 810, 2017).

DOCUMENTS REQUIRED CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Special Event Required Approvals | <input type="checkbox"/> Corporate Registry (Event Management) |
| <input type="checkbox"/> Proof of Insurance | <input type="checkbox"/> VoP Business License (or application) |
| <input type="checkbox"/> VoP Sign Permit (or application) | <input type="checkbox"/> Proof of Notification to Neighbors |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Temporary Use Permit (if applicable) |
| <input type="checkbox"/> Emergency Management & Communications Plan | <input type="checkbox"/> Traffic Management Plan |
| <input type="checkbox"/> Communications and Outreach Plan (Section 6) | |

***See Special Event Guideline for additional information that may be required.**



SPECIAL EVENT REQUIRED APPROVALS/DOCUMENTATION

**The Applicant is responsible for all costs and for providing supporting documentation prior to the required agency approval (please see attached Special Event Guideline Form):*

VANCOUVER COASTAL HEALTH APPROVAL

Print Name & Position

Signature

Date Authorized

Comments:

VCH MEDICAL CARE PLAN REVIEW

Print Name & Position

Signature

Date Authorized

Comments:

OFFICER IN CHARGE OF RCMP APPROVAL (OR DESIGNATE)

Print Name & Position

Signature

Date Authorized

Comments:



SPECIAL EVENT REQUIRED APPROVALS/DOCUMENTATION

MINISTRY OF TRANSPORTATION & INFRASTRUCTURE APPROVAL

(if access is from or near an arterial Highway)

Print Name & Position

Signature

Date Authorized

Comments:

MOTI SIGN PERMIT APPROVAL (if required)

Print Name & Position

Signature

Date Authorized

MINISTRY OF FORESTS, LANDS, AND NATURAL RESOURCE OPERATIONS (if access will be from a forest service road and/or if located adjacent to or within a wildfire assessment area if applicable)

Print Name & Position

Signature

Date Authorized

Comments:

AGRICULTURAL LAND COMMISSION (if applicable)

Print Name & Position

Signature

Date Authorized

Comments:



SPECIAL EVENT REQUIRED APPROVALS/DOCUMENTATION

BC SAFETY AUTHORITY – ELECTRICAL & GAS (if required)

Print Name & Position

Signature

Date Authorized

Comments:

BC SAFETY AUTHORITY –AMUSEMENT PARK (if required)

Print Name & Position

Signature

Date Authorized

Amusement Device Contractors License:

Operating Permits (required for each device):

***If more than one device please list out and attach to this form**

Comments:

OFFICE OF THE FIRE COMMISSIONER (if applicable)

Print Name & Position

Signature

Date Authorized

Comments:



SPECIAL EVENT REQUIRED APPROVALS/DOCUMENTATION

VILLAGE OF PEMBERTON FIRE CHIEF (OR DESIGNATE)

Print Name & Position

Signature

Date Authorized

Comments:

VILLAGE OF PEMBERTON OPERATIONS & DEVELOPMENT SERVICES (OR DESIGNATE)

Print Name & Position

Signature

Date Authorized

Comments:

VILLAGE OF PEMBERTON BUILDING INSPECTION/COMPLIANCE

Print Name & Position

Signature

Date Authorized

Comments:



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

SPECIAL EVENT REQUIRED APPROVALS/DOCUMENTATION

VILLAGE OF PEMBERTON EMERGENCY PROGRAM COORDINATOR

Print Name & Position

Signature

Date Authorized

Comments:

SPECIAL EVENT CONSENT/INDEMNITY/ACKNOWLEDGEMENT



APPLICANT CONSENT

I/ we being the registered owner(s) of the land described as the Location of Event _____
 (Physical Address) consent to the holding of the above special event; and by signing here have agreed to the
 special event as outlined in the Application; and acknowledge their responsibility for the costs referred to in
 Sections 5 and 8 of Bylaw No. 750, 2014 and its amendments (Bylaw 810, 2017).

	X	
<i>Name</i>	<i>Signature</i>	<i>Date</i>
	X	
<i>Name</i>	<i>Signature</i>	<i>Date</i>

INDEMNITY

I/we being the Applicant and Registered Owner agree to indemnify the Village from and against all law suits,
 damages, losses, costs or expenses which the Village may incur by reason of the use of the Site by the
 Applicant and Owner for the Special Event referred to in this Application in respect of any loss, damage or
 injury sustained by the Applicant, Owner or by any person while on the Site for the purpose of attending the
 Special Event or by reason of non-compliance by the Applicant or Owner with the laws of British Columbia or
 by reason of any defect in the site, including all costs and legal costs, assessed on a solicitor and client basis,
 and disbursements. This indemnity shall survive the completion or earlier termination of the Special Event.

Registered Property Owner (s)

	X	
<i>Name</i>	<i>Signature</i>	<i>Date</i>
	X	
<i>Name</i>	<i>Signature</i>	<i>Date</i>

Witness to Registered Owner(s) Signature

	X	
<i>Name</i>	<i>Signature</i>	<i>Date</i>

Applicant

	X	
<i>Name</i>	<i>Signature</i>	<i>Date</i>

Witness to Applicant Signature

	X	
<i>Name</i>	<i>Signature</i>	<i>Date</i>



SPECIAL EVENT CONSENT/INDEMINITY/ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

By Signing below the applicant agrees to obey the Village of Pemberton Special Events Bylaw 750, 2014 and it's amendments (Bylaw 810, 2017) by being solely responsible to pay all fees, deposits, policing, clean-up & other cost. You contractually agree, by signing this application form, with the Village of Pemberton to comply with the conditions of Bylaw 750, 2014 and its amendments (Bylaw 810, 2017) by obtaining a Permit.

Applicant

_____	X	_____
<i>Name</i>	<i>Signature</i>	<i>Date</i>
Witness to Applicant Signature		
_____	X	_____
<i>Name</i>	<i>Signature</i>	<i>Date</i>