



PARKS & PUBLIC SPACES PERMIT APPLICATION

Completed applications and applicable documentation must be submitted, and all requirements met, **4 weeks prior** to the event. If the application is submitted less than 3 weeks prior to the event, or the requirements have not been met, there will be no guarantee that a Parks & Public Spaces Permit will be issued.

Park Use Permit FAQs are available at <https://www.pemberton.ca/municipal-services/licenses-and-permits>

ORGANIZATION INFORMATION

Type of Group: Community Group Non-Profit Reg.: _____
 Commercial Org. Other: _____

Permit No.
2019-P_____

Organization Name: _____

Mailing Address: _____ Phone: _____
_____ Email: _____

CONTACT INFORMATION

Organization Contact:

On-site Contact:

Name _____
Phone: _____
Email: _____

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the Parks & Public Spaces Permit application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).

EVENT INFORMATION

Event Name: _____

Date(s): _____ to _____

Estimated Attendance: _____

Park Requested:

- | | | |
|---|---|--|
| <input type="checkbox"/> Airport – East Taxiway | <input type="checkbox"/> Airport Park | <input type="checkbox"/> Alder Street Park |
| <input type="checkbox"/> Frontier Street South (Train Station) | <input type="checkbox"/> Staehli Park | <input type="checkbox"/> Foughberg Park |
| <input type="checkbox"/> Lot 12 – Skate/Bike Park | <input type="checkbox"/> One Mile Lake/Beach/Trails | <input type="checkbox"/> Pioneer Park |
| <input type="checkbox"/> Tennis Court (Creekside) | <input type="checkbox"/> Underhill Park | <input type="checkbox"/> Downtown Barn |
| <input type="checkbox"/> Zurcher Park | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Village Streets (provide names): _____ | | |

START & FINISH TIMES: (If multi-day event, please attach separate sheet with information)

DAY 1 Date: _____

START	FINISH
Set-up: _____	_____
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Event: _____	_____
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Tear-down: _____	_____
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

DAY 2 Date: _____

START	FINISH
Set-up: _____	_____
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Event: _____	_____
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Tear-down: _____	_____
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM



PARKS & PUBLIC SPACES PERMIT APPLICATION

EVENT DETAILS (If required, attach an additional piece of paper):

PROPOSED ACTIVITIES (include entertainment, food & beverage services, etc.):

WASTE MANAGEMENT PLAN (plan to remove all waste i.e. garbage, recycling, ice/grey water)

EVENT SERVICES (Please select the services you will provide/require for this event)

- | | | |
|--|--|--|
| <input type="checkbox"/> Emergency/First Aid | <input type="checkbox"/> Garbage | <input type="checkbox"/> Parking / Traffic Control |
| <input type="checkbox"/> Security | <input type="checkbox"/> Recycling | <input type="checkbox"/> Portable Toilets (~1/100 people) |
| <input type="checkbox"/> Water (Available at some parks) | <input type="checkbox"/> Electricity (Available at some parks) | <input type="checkbox"/> Washrooms (Available at some parks) |

DOCUMENTATION INCLUDED WITH APPLICATION (for all Park Use Permits)

- | | | |
|---|------------------------------------|---|
| <input type="checkbox"/> Proof of Event Insurance | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Complete Safety Plan |
|---|------------------------------------|---|

DOCUMENTATION INCLUDED WITH APPLICATION (required if applicable to event)

- | | | |
|--|--|--|
| <input type="checkbox"/> VCH Food Permit | <input type="checkbox"/> Communications Plan | <input type="checkbox"/> Business Licence (s) |
| <input type="checkbox"/> Special Event Permit – to serve alcohol | <input type="checkbox"/> Signage Plan | <input type="checkbox"/> Request for Noise Bylaw Exemption |
| <input type="checkbox"/> Parking/Traffic control plan | <input type="checkbox"/> Route map | <input type="checkbox"/> Other gov't agency approvals |

SECURITY DEPOSIT RELEASE

- The following obligations must be met prior to the release of the security deposit:
- Clean-up has been completed and the named Park or Public Space has been returned to its pre-event state.
 - All signage, temporary structures etc. have been removed.
 - Garbage, waste and debris has been satisfactorily removed.
 - Public Washrooms have been left in a satisfactory condition.

- Upon approval of the release of the security deposit:
- Return Cheque by mail, or**
- Contact Organizer for pick up**

PARKS & PUBLIC SPACES PERMIT APPLICATION

TERMS & CONDITIONS

1. **Fees** – Payment of all fees as specified in Village of Pemberton Parks and Public Spaces Uses Bylaw No. 797, 2016 are required at time of application.
2. **Event Insurance** – Proof of event insurance for bodily injury and property damage in the minimum amount of \$5,000,000 each occurrence, which names the Village of Pemberton as an additional insured, must be provided. **User Group Insurance may be available through the Village for non-profit events.**
3. **Damage/Waste Management** – The Park or Public Space must be returned to its pre-event state no later than noon on the day following the event unless otherwise specified. Failure to do so will result in forfeiture of some or all of the security deposit. A plan to manage waste (garbage, recycling, grey water) must be in place. Village Staff are not responsible for clean up or restoration following an event; if Staff time is spent on restoration of the space, the cost of said time will be deducted from the deposit.
4. **Alcohol service** - If alcohol is being served at the event, a valid Special Event Permit from the BC Liquor Board must be provided.
5. **Food service** - If there are food services at the event, a Vancouver Coastal Health Permit to Operate (Temporary Food Permit) must be provided.
6. **Site Plan/Route Plan** - Provide a detailed site plan for all events, and/or route plan for races/parades.
7. **Fire/BBQ** – If the event includes a fire pit, Provincial Campfire regulations must be adhered to, and the following terms and conditions must be met. Additional requirements may be set out by the Fire Chief.
 - Fires must be made of cured solid fuel such as split wood. Uncured yard waste is not permitted.
 - Fires must be no larger than ½ metre in diameter and ½ metre in height
 - Fires are only permitted between 8:00 am – 11:00 pm
 - Fires must be contained within a fire pit and an adequate supply of extinguishing agent must be available.
 - Fires cannot be left unattended
 - All fire bans and other restrictions must be adhered to
8. **Washrooms** - Should public washrooms not be available, or the washrooms available are not adequate to accommodate the number of attendees, sufficient portable toilets must be provided (~1/100 attendees). Use of Village-owned public washroom facilities outside of public hours will require a key deposit.
9. **Approvals from other government agencies** – arrange for approvals from any other government agencies, such as MOTI or other local governments, and provide a copy of said approvals to the Village.
10. **Emergency Services** - If necessary, arrange for Emergency Services to be on site during the event.
11. **Parking/Traffic Control Plan** – if applicable, provide a parking/traffic control plan identifying where participant parking will be and arrangements to provide adequate parking.
12. **Signage Plan** – if applicable, provide a signage plan, which may only identify “event in progress” or, for larger events, will identify access and egress routes, directional signage and/or other instructional requirements. If a Gateway Banner and/or Roundabout Sign is requested, application and fees must be submitted.
13. **Communications Plan** – if applicable, provide a Communications plan which outlines how residents will be notified of the event (flyers, social media, notices in newspapers, mail-outs) and copy of the communications materials.
14. **Notice to Neighbours** – If the event will take place outside quiet hours as per Bylaw 699, 2012 or as otherwise directed by the Village, provide notice to neighbours of the type of event, date, time, and hours (including set up/take down) one week prior to the event.



PARKS & PUBLIC SPACES PERMIT APPLICATION

FEES & DEPOSITS (GST applicable to Rental Fees only) as per Bylaw 797, 2016.

Community Non-profit Organizations:		Commercial & Corporate Organizations:
Refundable Damage/Clean Up Deposit	<u>\$300</u>	<u>\$1000</u>
Permit Fee	<u>\$30</u>	<u>\$75</u>
Venue Rental Fee – Downtown Barn	<u>\$100</u>	<u>\$500</u>
Venue Rental Fee – Village Streets	<u>N/A</u>	<u>\$200</u>
Venue Rental Fee – Other Parks/Public Spaces	<u>N/A</u>	Negotiated based on nature of event

WAIVER & INDEMNITY CLAUSE

The Organization agrees that the Village of Pemberton Council members, officers, employees, and agents have made any warranties or representations respecting the suitability or condition of the premises. The Organization releases, indemnifies and saves harmless the Village of Pemberton Council members, officers, employees and agents from and against all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including, without limitation, the legal fees and disbursements) in any way directly or indirectly arising out of or caused, in whole or in part, by the Organization and its directors, officers, employees, volunteers, contractors, agents, successors, assigns and members in the use of the Park and/or Public Space.

PAYMENT & CANCELLATION POLICY

1. Full payment is required at the time of permit issue.
2. Village of Pemberton staff must receive written notice of cancellation at least 14 days prior to the event for a refund of fees less the \$25 non-refundable booking fee.
3. Events cancelled with less than 14 days prior to the event will not receive a refund.
4. There are no refunds due to poor weather conditions.

ORGANIZER’S ACKNOWLEDGMENT

I am the _____ [print position in Organization] with _____ (the “Organization”). I warrant and represent that I submit this application on behalf of the Organization and have sufficient power, authority and capacity to bind the Organization with my signature. I have read, understood and agree to the above listed Terms & Conditions and Waiver & Indemnity Clause. I understand that I will be notified by the Village of Pemberton if this Park and Public Spaces Permit application is approved.

Signature

Date

SPECIAL EVENT SAFETY PLAN

GROUP NAME	
MAIN CONTACT NAME PHONE & EMAIL	
ONSITE CONTACT CELL	
LOCATION	
ANTICIPATED ATTENDANCE	
EVENT ITINERARY Inc. Set up and breakdown	
WILL THERE BE HIGH RISK ACTIVITIES?	Propane Use YES NO Fireworks YES NO Open Flame YES NO Other? Please Specify:
WILL ALCOHOL BE SERVED? Please provide copy of Serving It Right Certificate	YES NO
WILL FOOD BE SERVED? Please provide copy of Food Safe Certificate	YES NO
NUMBER OF SAFETY OFFICERS/FIRST AID ATTENDANTS	
WILL THE EVENT BE GATED?	YES NO If Yes, what procedures will be followed?
SITE PLAN SUBMITTED? Please attach.	YES NO
TRAFFIC PLAN SUBMITTED? Please attach.	YES NO

RISK MITIGATION: What Steps will be taken if the following takes place

LOST CHILD	
THEFT	
MEDICAL EMERGENCY	
FIRE EMERGENCY	
HAVE THE BELOW BEEN CONTACTED REGARDING YOUR EVENT?	
RCMP	YES NO If no, specify reason
AMBULANCE	YES NO If no, specify reason
PEMBERTON FIRE RESCUE	YES NO If no, specify reason
PEMBERTON SEARCH & RESCUE	YES NO If no, specify reason
DESCRIBE THE ACCESS ROUTE FOR EMERGENCY VEHICLES?	
WHERE IS THE RESPONSE CENTRE FOR EMERGENCY PERSONNEL?	

Site plans should include the following:

- Locations of events/tents
- Fire Hydrants/connections
- First Aid Stations
- Parking, Loading/Unloading Zones
- Washrooms
- Activities taking place during event
- Location of barricades (if applicable)

Questions?
Contact the Village Office at
604.894.6135 or
admin@pemberton.ca

SCHEDULE A

PARK AND PUBLIC SPACE USE PERMIT FEES

Location	User Category	Permit Fee*	Venue Rental Fee/ use*	Security Deposit**	General Liability Insurance required***
Downtown Barn	Non-profit Events:	\$30.00		\$300.00	\$5,000,000.00
	Single Event <i>(may be up to 48 hours as approved by the Manager)</i>		\$100.00		
	<u>Use for Recurring Events:</u>				
	Seasonal <i>(6 consecutive months)</i>	\$300.00			
	Annual <i>(12 month term: January 1st – December 31st)</i>		\$600.00		
	Commercial & Corporate Events	\$75.00	\$500.00	\$1,000.00	
	Commercial Filming & Photography		\$1,000.00		
Village Streets & Parking Lots ****	Non- Profit	\$30.00	N/A	\$300.00	
	Commercial and Corporate Events	\$75.00	\$200/per block	\$1,000.00	

All other Parks and Public Spaces	Non-profit Events:	\$30.00	N/A	\$300.00
	Commercial & Corporate Events	\$75.00	Rates to be negotiated based on nature of event	\$1,000.00

Refunds of the permit and rental fees will be permitted for cancellations up to fourteen (14) days prior to booking date with written notification.

Events cancelled with less than 14 days prior to the event or due solely to inclement weather conditions will not receive a refund.

*Venue rental fees do not include 5% GST. GST does not apply to permit fees.

** Security deposits will be refunded by cheque within one month, provided no need for repair or site cleanup is found upon post-event inspection.

*** Village of Pemberton must be named as additional insured. If the organization does not have insurance, Group User Insurance can be obtained through the Village. Note there are some activities are not eligible for the Village's Group User Insurance.

**** A temporary street use permit is required if an event will temporarily obstruct all or a portion of any lane of traffic, parking lane, alley, sidewalk or boulevard.