



**SPECIAL EVENT PERMIT
APPLICATION**
CITY OF CAMPBELL RIVER
Campbell River Community Centre
401-11th Avenue Campbell River V9W 4G2
250-286-1161

A completed application may be filed as early as ten months before the event and must be received no later than 45 days before the actual event date. A representative of the City of Campbell River will contact you upon receipt of the application. Your application will be distributed to and reviewed by all departments/agencies affected by your event. These departments will contact you individually if they have specific questions or concerns about your event.

It is the responsibility of your organization to contact the local RCMP detachment for information regarding any additional approvals they may require.

Please submit your application online by clicking the button on the last page, drop it off at the Community Centre at 401-11th Avenue, or email it to recandculture@campbellriver.ca.

Approval is conditional upon no objections to the event from local utility and emergency agencies being received by the City before the event.

APPLICANT AND SPONSORING INFORMATION

Name of Organization:

Applicant Name:

Applicant Address:

Applicant's Telephone (Day):

Applicant's Telephone (Evening):

Applicant's Fax Number:

Applicants e-mail address:

Event Name:

Event Date(s):

Event Time:

Number of Participants:

Event Location:

Event Description (Please explain type of event and activities involved):

Event set-up time:

Event take-down time:

Name of Contact Person ON SITE on the Day of Event:

Contact Person's Telephone (Day):

Contact Person's Telephone (During Event):

Contact Person's Fax Number:

Contact Person's Cell Number:

ROUTE MAP / SITE DIAGRAM

Please provide a route / site diagram or map. If the event involves a moving route along streets, sidewalks or highways, include a detailed map of the proposed route. The map should indicate the direction of travel, barricade placement for any road closures, and a written narrative that explains the route. (Accurate street maps are available online).

Will the RCMP will be looking after the road closure barricades and signage?

ROAD CLOSURES AND EMERGENCY ACCESS

A 6-meter clear corridor must be left at all times during a road closure to allow for emergency vehicle access.

Event Includes the Following (Please check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Barbeques | <input type="checkbox"/> Liquor | <input type="checkbox"/> Special On-Street Parking |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Live Animals | <input type="checkbox"/> Staging |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Partial Road Closure | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Fireworks/Pyrotechnics | <input type="checkbox"/> Portable Washrooms | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Food | <input type="checkbox"/> Signage | <input type="checkbox"/> Water |
| <input type="checkbox"/> Full Road Closure | <input type="checkbox"/> Sound Amplification | |
| <input type="checkbox"/> Barricades | | |

If requesting barricades or delineators from the City, subject to availability, please provide the following information:

Number of barricades: _____

Number of delineators: _____

Preferred drop off location: _____

INSURANCE REQUIREMENTS

Permit approval is conditional upon compliance with the City's policy on the insurance of special events as follows:

The City requires proof of current liability insurance from any applicant proposing to use City property or streets for a special event. Special events would include all activities at which alcohol is to be served and any major festival or activity open to the public at large.

The applicant must ensure that a Certificate of Insurance is provided to the City certifying the following:

- (i) *\$2,000,000 minimum third party liability insurance. \$3,000,000 if alcohol will be served. The City Clerk may request a higher amount if the event includes a high risk activity;*
- (ii) *\$1,000,000 property loss and property damage;*
- (iii) *Cross liability clause; and*
- (iv) *The City of Campbell River to be named as additional insured.*

Confirmation that the necessary insurance has been obtained must be received at least one week prior to the event taking place.

SAFETY/SECURITY/ACCESSIBILITY

Where will the participants and volunteers park?

Describe your procedures for both crowd control and internal security:

Describe your first-aid/medical plan, including how many first-aid stations there will be, their location along the route, and how they will be staffed:

Describe your accessibility plan for access at your event for individuals with disabilities:

Is this a night event? If yes, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators:

I/We hereby acknowledge that if approval is granted and a permit issued, that all terms, conditions and regulations of the permit identified within this application must be fully complied with.

X

Applicant's Signature

Date of Application