

A completed application may be filed as early as ten months before the event, but 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 only 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. **A Special Event Permit fee of \$80, inclusive of GST, is due upon permit approval.**

Please submit (click button on last page) or drop off your completed application at the Community Centre 401-11th Ave. or email to indoorbooking@campbellriver.ca

Approval is contingent upon the resolution of any concerns raised by local utility and emergency agencies. Permits will only be issued once the City of Campbell River has received proof of insurance for the event, which must be received a minimum of 2 weeks prior to your event date and the permit fee is paid in full.

APPLICANT AND SPONSORING INFORMATION

NAME OF ORGANIZATION:			
APPLICANT NAME:			
APPLICANT ADDRESS:			
APPLICANT PHONE (DAY):		APPLICANT PHONE (EVE):	
EMAIL ADDRESS:			

EVENT INFORMATION

EVENT NAME:			
EVENT DATE/S:			
EVENT TIME/S:		# OF PARTICIPANTS:	
EVENT LOCATION:			
EVENT DESCRIPTION:			
EVENT SET UP TIME:		EVENT TAKE DOWN TIME:	
ONSITE CONTACT ON DAY OF EVENT:			
ONSITE CONTACT PHONE (CELL):		ONSITE CONTACT ALT. PHONE:	

ROUTE MAP / SITE DIAGRAM

Please provide a site diagram or map below. If this event involves a moving route of any kind along streets, sidewalks or highways provide a detailed map of your proposed route, indicate direction of travel, barricade placement for any road closures, and provide a written narrative to explain your route. (Accurate street maps are available on the Internet)

WILL RCMP BE LOOKING AFTER THE ROAD CLOSURE BARRICADES AND SIGNAGE? YES NO

NOTES:

ROAD CLOSURES AND EMERGENCY ACCESS:

I understand that 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/DELINEATORS*

*HOW MANY BARRICADES? _____ HOW MANY DELINEATORS? _____ (subject to availability)

*PREFERRED DROP OFF LOCATION:

INSURANCE REQUIREMENTS

Permit approval is conditional upon compliance with the City's policy on 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 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 TWO WEEKS prior to the event-taking place.

SAFETY / SECURITY / ACCESSIBILITY

Where will the participants and volunteers park?

Please describe your procedures for both crowd control and internal security:

Please describe your first-aid/medical plan: How many first-aid stations and where are they located along the route? How will they be staffed?

Please 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.

<i>Applicant's Signature</i>	<i>Date of Application</i>

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