



# SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENTS & FILMING OFFICE, VANCOUVER PARK BOARD  
 2099 Beach Avenue, Vancouver BC, V6G 1Z4 Phone: 604.257.8516  
 Email: parkevents@vancouver.ca Website: vancouverparks.ca

**Save completed form  
and submit by email**

**Submission of this application constitutes a request to use park space for the purpose of a Special Event and does not guarantee event approval. To avoid any misunderstandings, please read "A Guide to Special Events in Vancouver Parks" available online and the "Terms and Conditions" at the end of this form.**

**PLEASE NOTE: APPLICATIONS MUST BE RECEIVED 2 MONTHS PRIOR TO THE EVENT DATE.  
 LATE APPLICATIONS MAY NOT BE PROCESSED OR APPROVED**

Date of Application :

**1.0 APPLICANT INFORMATION**

Applicant Organization:  Applicant Name:

Address:

City:  Province:  Postal Code:

Work/Home Phone:  Cell:  Fax:

Website:  Email:

Contact Name ON-SITE Day of Event:  Cell:

If you are producing this event on behalf of another organization, please specify host organization:

Type of Organization:

Registered Non-profit - Include Society Number

Private/Commercial

Other (please specify)

**2.0 EVENT INFORMATION**

Name of Event:

Please specify which Park(s) you are requesting as well as the specific location(s) in each Park.  
*\*Note: Please include set up/take down date(s) and time(s) if different from the event date(s)*

Park & Location(s) eg: Killarney Park, North West grass area	Date(s)	Set Up Time		Event Time		Take Down Time	
		Start	End	Start	End	Start	End

Type of Event:

Festival                     
  Private Party                     
  Sporting Event (non run/walk)                     
  Run / Walk

Community Celebration                     
  Product Launch / Promotion                     
  Other (please specify):

If a Run or Walk:

1) Is your run or walk a timed event?  YES  NO

2) Please describe the route below:

Note: A **detailed route map** should be included with your application that clearly shows the start and finish area, as well as any water/aid stations, entertainment areas or other elements

Full Description of Event Activities

What is the primary purpose of your event?

Fundraising  Promotion  Revenue Generation  Other (please specify)

Additional details:

Will your event be open to the public or private (by invitation) ?  Public  Private

Are participants required to register or purchase tickets for this event?  YES  NO

If YES, please elaborate:

Number of Participants:  Number of Spectators:  TOTAL Attendance:

Has this event occurred in a Vancouver Park Board park before?  YES  NO If YES, please provide details below:

a) How many years?  b) Last permit # (if available)  c) Date(s) on last permit

d) Will there be any change from previous events?  YES  NO If YES, please note below any changes for this year's request:

**Contact the CITY OF VANCOUVER EVENTS OFFICE (604.257.8850) regarding activities on streets and/or sidewalks**

### 3.0 EVENT LOGISTICS

**Please indicate whether your event will include any of the following:**

**TEMPORARY STRUCTURES** (eg. tents/canopies, stage, generator, portable washrooms, etc.)  YES  NO

If YES, please describe (including quantity and dimensions):

**Contact the CITY OF VANCOUVER DEVELOPMENT SERVICES (604.871.6184) regarding approvals for temporary structures**

**AMPLIFIED SOUND** (eg. music, announcements, etc.)  YES  NO

If YES, please describe:

**FOOD** (eg. BBQ, potluck, pre-packaged snacks, bottled water, food vendors, etc.)  YES  NO

\*Note: Restrictions may apply

If YES, please describe:

**Contact VANCOUVER COASTAL HEALTH (604.675.3800) regarding approvals for food and beverages**

**SALES OF ANY KIND** (eg. raffle tickets, t-shirts, food, merchandise, etc.) YES  NO*\*Note: 6 months notice required as Board approval may be necessary*

If YES, please describe:

**ENTERTAINMENT** (eg. live performers, bouncy castles, games, climbing walls, etc.) YES  NO*\*Note: Commercial Third Party Liability Insurance may be required*

If YES, please describe:

**PERSONAL SERVICES** (eg. face painting, temporary tattoos, henna, etc.) YES  NO

If YES, please describe:

**Contact VANCOUVER COASTAL HEALTH (604.675.3800) regarding personal services****SPONSORS** YES  NO

If YES, please specify who the sponsors are and what their presence will be at your event (eg. display booths, sales, product sampling, etc.)

**ALCOHOLIC BEVERAGES** (eg. beer garden, VIP tent, etc.) YES  NO*\*Note: 6 months notice required as Board approval may be necessary*

If YES, please describe:

**Contact the LIQUOR CONTROL & LICENSING BRANCH (1.866.209.2111) to obtain a Special Occasion Licence****VEHICLE ACCESS / PARKING REQUIREMENTS** YES  NO

(eg. equipment load-in, display/promotional vehicles, parking needs, etc.)

If YES, please describe:

**Contact the CITY OF VANCOUVER EVENTS OFFICE (604.257.8850) regarding vehicle access or parking requests on streets****OTHER PROPOSED ACTIVITIES or ADDITIONAL COMMENTS** (eg. Fire or Pyrotechnics) *\*Note: Additional approvals or permits may be required*

Please describe:

**PROPOSED SERVICES** *\*Note: extra costs or additional approvals may apply*

Please indicate whether you will be requesting any of the following services:

 Washroom Facilities  Use of Streets or Sidewalks  Electrical Access or Generator  Traffic Control  Water or Hydrant Access

Please provide details:

**4.0 ENVIRONMENTAL RESPONSIBILITY**Is your organization taking any measures for your event to be environmentally responsible?  YES  NO

If YES, please describe:

**THE FOLLOWING ITEMS SHOULD BE SUBMITTED WITH YOUR APPLICATION:**

- \$41 + GST APPLICATION FEE is required in order to process your request. Payment can be made by credit card or cheque (payable to "Vancouver Park Board") and delivered or mailed to the address at the top of this application form. Once your permit application has been approved, this amount will be deducted from your permit fee.
- A SITE PLAN and ROUTE MAP (Walk/Run) clearly indicating the area(s) you intend to use and the setup for your event.
- A copy of your current BUDGET for your event.
- Completion of the WASTE MANAGEMENT FORM best suited to your event's waste management requirements. This form can be filled out from the Park Board Special Events web page.

**PLEASE NOTE:** Upon approval of your Park Board Special Event Permit application, insurance, additional applications and permits may be required for other City of Vancouver Departments.

**STANDARD PERMIT REQUIREMENTS FOR SPECIAL EVENTS, RUNS, WALKS**

All fees and projected costs must be paid within fifteen (15) days of booking confirmation unless other arrangements have been agreed upon. Sites are not reserved until payment has been received. Please make cheques payable to the VANCOUVER BOARD OF PARKS AND RECREATION. Current fees, charges and refund policy can be viewed on our website: <http://vancouver.ca/parks/fees/permitevents.htm>.

**THE FOLLOWING ARE INCORPORATED INTO, AND FORM PART OF, THE PERMIT AGREEMENT:****INSURANCE REQUIREMENTS:**

THE LICENSEE MUST OBTAIN COMPREHENSIVE GENERAL LIABILITY INSURANCE PROTECTING THE CITY OF VANCOUVER, VANCOUVER BOARD OF PARKS RECREATION, AND THE VANCOUVER POLICE BOARD AGAINST LIABILITY FOR BODILY INJURY, DEATH OR PROPERTY DAMAGE, ARISING OUT OF THE EVENT. MINIMUM LIMIT OF \$2,000,000 COMMERCIAL GENERAL LIABILITY INSURANCE AGAINST THIRD PARTY CLAIMS FOR BODILY INJURY, DEATH, PROPERTY AND LOSS OF USE. (NOTE: A HIGHER LIMIT OF LIABILITY INSURANCE MIGHT BE REQUIRED DEPENDING ON EVENT SPECIFIC DETAILS (TRAFFIC IMPACTS, ATTENDANCE NUMBERS, LOCATION, LENGTH OF EVENT). MAXIMUM DEDUCTIBLE \$5,000.00 PER OCCURRENCE, WITH A CROSS LIABILITY CLAUSE ADDING THE CITY OF VANCOUVER, IT'S OFFICIALS, OFFICERS, EMPLOYEES, SERVANTS, AND AGENTS AS ADDITIONAL INSURED. **ACCEPTABLE PROOF OF INSURANCE MUST BE RECEIVED BY THE BOARD OF PARKS AND RECREATION PRIOR TO THE USE OF ANY FACILITIES COVERED UNDER THIS PERMIT.**

NOTE: THE FOREGOING SATISFIES THE CITY'S MINIMUM INSURANCE REQUIREMENTS. THE CITY DOES NOT WARRANT THAT THIS INSURANCE IS ADEQUATE FOR THE LICENSEE'S NEEDS. BY ACCEPTING THIS PERMIT, THE LICENSEE ACKNOWLEDGES SOLE RESPONSIBILITY FOR OBTAINING WHATEVER COVERAGE THE LICENSEE DEEMS NECESSARY. \* *INSURANCE CAN BE OBTAINED THROUGH ANY INSURANCE AGENT. FOR YOUR CONVENIENCE, THE FOLLOWING AGENT IS FAMILIAR WITH THE INSURANCE REQUIREMENTS: SPORT B.C. INSURANCE, (604.737.3018).*

**TERMS AND CONDITIONS:**

1. THE LICENSEE IS RESPONSIBLE FOR ENSURING THAT: THE ASSIGNED AREA IS APPROPRIATE FOR THE ACTIVITY; THE ACTIVITY IS CONDUCTED IN A SAFE, ORDERLY MANNER; THE ACTIVITY IS RESTRICTED TO THE ASSIGNED AREA; THE EVENT ACTIVITIES DO NOT INTERFERE WITH OTHER PARK USERS.
2. ANY PROPERTY DAMAGE WHICH OCCURS DURING THE PERMITTED EVENT, SET-UP OR TAKE-DOWN, IS THE RESPONSIBILITY OF THE LICENSEE. DAMAGE TO PARK PROPERTY SHOULD BE REPORTED IMMEDIATELY. IT WILL BE ASSESSED AND REPAIR COSTS BILLED TO THE LICENSEE.
3. THE LICENSEE IS RESPONSIBLE FOR LEAVING THE AREA CLEAN AND LITTER-FREE AND MAY BE BILLED FOR ANY SUBSEQUENT COST INCURRED BY THE BOARD FOR CLEAN-UP.
4. IF TRAFFIC CONTROL IS REQUIRED, THE VANCOUVER POLICE DEPARTMENT AND THE CITY ENGINEERING DEPARTMENT MUST BE CONSULTED.
5. ALL PERMITTED GROUPS MUST USE SPORTS FIELD WHITING (NON-TOXIC) WHEN MARKING VANCOUVER PARK BOARD FIELDS/PARKS.
6. BARBECUES MAY BE USED PROVIDED THEY ARE THIRTY (30) INCHES FROM THE GROUND, BUT NOT ABOVE, OR ON ASPHALT, CONCRETE OR PICNIC TABLES. COALS ARE TO BE TAKEN OFF-SITE.
7. ONLY PAPER OR PLASTIC CUPS MAY BE USED FOR BEVERAGES. FOR SAFETY REASONS, NO GLASS CONTAINERS ARE PERMITTED.
8. THE CITY OF VANCOUVER RESERVES THE RIGHT TO CANCEL AN EVENT OR ACTIVITY FOR ANY REASON AND SHALL NOT BE RESPONSIBLE FOR ANY ASSOCIATED COSTS OR DAMAGES.

**PARK BOARD BY-LAWS REQUIRE THAT UNLESS SPECIFICALLY PERMITTED:**

1. VEHICLES ARE NOT TO BE DRIVEN ONTO GRASSED AREAS OR RESTRICTED ACCESS AND SERVICE ROADS AT ANY TIME. NON-PERMITTED VEHICLES MAY BE TOWED.
2. SERVICE OF FOOD IS SUBJECT TO BY-LAW REQUIREMENTS OF THE CITY HEALTH DEPARTMENT.
3. THE SALE OF GOODS, THE COLLECTION OF AN ADMISSION FEE, OR THE OPERATION OF A CONCESSION IS PROHIBITED.
4. THE OPERATION OF A PUBLIC ADDRESS SYSTEM, OR AMPLIFIED MUSIC, IS NOT PERMITTED.
5. "NO ALCOHOLIC BEVERAGES ARE TO BE DISPENSED, SOLD OR CONSUMED ON THE PARK AT ANY TIME." (SECTIONS 42 AND 43 OF THE LIQUOR CONTROL AND LICENSING ACT.)
6. SIGNAGE, BANNERS OR ADVERTISEMENTS ARE NOT PERMITTED.
7. THE ERECTION OF STRUCTURES, FENCES, POLES, TENTS, STAGES, BLEACHERS, PORTABLE TOILETS, THE USE OF FIRE OR FIREWORKS, OR THE INSTALLATION OF ELECTRICITY IS PROHIBITED.

**PARK USERS MUST CARRY THE PERMIT AND PRESENT IT UPON REQUEST. PERMITS WILL BE REVOKED WITHOUT PAYMENT OF ANY COMPENSATION IN THE EVENT OF A BREACH OF ANY LAWS, BY-LAWS, OR CONDITIONS SET UP HEREIN OR IN FORCE. NON-COMPLIANCE MAY ALSO RESULT IN ADDITIONAL CHARGES.**

Please complete the online form at [www.vancouver.ca/parks/events](http://www.vancouver.ca/parks/events) and email it to [parkevents@vancouver.ca](mailto:parkevents@vancouver.ca)