

SPECIAL EVENTS CHECKLIST

All event organizers are required to complete a special event application form and submit a \$29 non-refundable application fee. Application fee will be applied toward final permit fee if application is approved. Application forms can be downloaded from the Park Board website at vancouverparks.ca. Please note: All applications must be received 2 months prior to the event date. Late applications will not be processed or approved.

Please include the following information with your application:

- Copy of your event budget
- Copy of your Society Status, please include your charity/society number on the application
- Detailed Site Map and/or Route Map
- Detailed schedule of event activities

Completion of the application form and provision of the above information allows staff to initially process and evaluate your request with the following:

- Compatibility with Park Board's mandate;
- Suitability of a site to accommodate the event;
- Consulting with stakeholders and staff

If application is approved, the following event information (if applicable to your event) is required 1-2 months prior to your event:

1. Copy of Insurance for your event - Applicants must obtain Comprehensive General Liability Insurance protecting the City of Vancouver, Vancouver Board of Parks and Recreation and the Vancouver Police Board (see Guide for details). Insurance can be obtained through any insurance agent. For your convenience, Sports BC is familiar with the insurance requirements, please call (604) 737-3018
2. Copy of City Health Department permit for the sale or service of food - Please call Vancouver Coastal Health, (604) 736-2866
3. Copy of City Building Development permit for tents and staging - Tents greater than 60 m² (645 sq. ft.), or stages greater than 1,200 mm (4') from grade, or greater than 40 m² (430 sq. ft.) in area, require a temporary building permit. Please call (604) 871-6184.
4. Copy of City Electrical permit for all generators - Please call Licenses & Inspections (604) 873-7608
5. List of food vendors and /or event related items which will be sold at your event subject to Park Board Special Event Staff approval and Income Operations Staff approval
6. List of event sponsors and promotional banners for your event
7. Press package or promotional material for your event - event organizers are asked to find an appropriate spot for the Park Board logo alongside the event's other corporate partners.
8. Route Signs - if applicable to your event (ie. Road closure & directional signs) are required at least 2 weeks prior to your event
9. Payment of Park Permit fees

The Park Board Special Events and Filming staff are available to answer any questions regarding the special event application and approval process. Please phone (604) 257-8516 for further information.