

File No.: 04-1000-20-2019-639

February 4, 2020

s.22(1)

Dear s.22(1)

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of October 16, 2019 for:

Records related to the Chinese Culture and Arts Festival held on Thursday, September 26, 2019 at 6:00 pm to Tuesday, October 1, 2019 at 9:00 pm at 800 Robson Plaza:

- 1. All correspondence between representatives and organizers (i.e. the Canadian Alliance of Chinese Associations, Canadian Sichuanese Friendship Association, the Consulate for the Peoples Republic of China) and the City of Vancouver from January 1, 2019 to October 1, 2019; and**
- 2. All permits related to the event (i.e. space rental, electrical, security).**

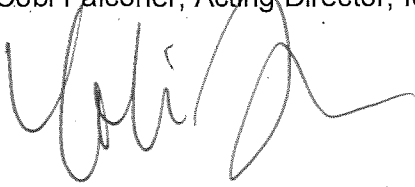
All responsive records are attached. Some information in the records has been severed, (blacked out), under s.22(1) of the Act. You can read or download this section here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2019-639); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

Cobi Falconer, Acting Director, for

A handwritten signature in dark ink, appearing to read 'Cobi Falconer', written over the typed name of the Acting Director.

Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

Barbara.vanfraassen@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

*If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

Encl.

:ma

From: "Hall, Josie" <josie.hall@vancouver.ca>

To: "Kady Xue (s.22(1))" <s.22(1)>

CC: "Clark, Rick" <Rick.Clark@vancouver.ca>

Date: 6/26/2019 8:35:49 AM

Subject: China Lights & Art Festival - September 22 to October 2, 2019

Attachments: Conditional Approval Letter.docx

Hi Kady,

Please see attached the conditional approval letter for your event.

Thanks,
Josie

Josie Hall | Filming and Events Officer

Engineering | City of Vancouver

josie.hall@vancouver.ca

t. 604.257.8853 | f. 604.257.8859

Our new mailing address is:

Film and Special Events

453 West 12th Avenue

Vancouver, BC

V5Y 1V4

Special Event website: <http://vancouver.ca/doing-business/event-permits.aspx>

film.office@vancouver.ca



October 25, 2019

Canadian Alliance of Chinese Association
3025 – 8888 Odlin Cr.
Richmond, BC,
V6X 3Z8

Dear Kady:

RE: China Lights & Art Festival

The FEST Committee has reviewed your application at the meeting held on April 24, 2019. It was decided that your event would receive conditional approval. The Special Event Activity permit will be issued once all the outstanding items are completed.

1. Event Schedule
2. Safety Security plan
3. Safe Event Check list
4. Site plan, indicating full layout
5. Copy of the signed CoV letter of agreement
6. Copy of insurance
7. Additional permits (if required – VCH, Development Services)
8. Final approvals and clearances from additional stakeholders

Yours truly,

Josie Hall | Filming and Events Officer

Engineering | City of Vancouver
josie.hall@vancouver.ca
t. 604.257.8853 | f. 604.257.8859

Special Event website: <http://vancouver.ca/doing-business/event-permits.aspx>
film.office@vancouver.ca

cc: Rick Clark, Operations Manager

From: "Hall, Josie" <josie.hall@vancouver.ca>

To: "Kady Xue (s.22(1))" <s.22(1)>

CC: "Dai 戴Qi Yu 倚雨 (s.22(1))" <s.22(1)>

Date: 9/13/2019 1:49:27 PM

Subject: China Lights & Arts Festival - September 26 to October 1, 2019

Attachments: Deposit Invoice.pdf
Letter of Agreement.pdf

Hi Kady,

Please see attached the City of Vancouver letter of agreement. Please review the letter, sign and return to me for file.

Also attached is the invoice for the \$100.00 application fee.

Thanks,
Josie

Josie Hall | Filming and Events Officer
Engineering | City of Vancouver
josie.hall@vancouver.ca
t. 604.257.8853 | f. 604.257.8859

Our new mailing address is:

Film and Special Events
453 West 12th Avenue
Vancouver, BC
V5Y 1V4

Special Event website: <http://vancouver.ca/doing-business/event-permits.aspx>



Film and Special Events Office

9/13/2019

Account Number: 20077684

Canadian Alliance of Chinese Association

3025 - 8888 Odlin Cr.

Richmond, BC, V6X 3Z8

Att: Kady Xue

RE: Request for deposit and/or non-refundable special event application fee

Event Name: China Lights & Arts Festival

Date: September 22 to October 2, 2019

Amount: \$100.00

Please note: We are currently NOT able to receive credit card info over the phone.

Please make cheques payable to the City of Vancouver; and mail to:

Film & Special Events Office
453 West 12th Ave
Vancouver, B.C. V5Y 1V4

Thank You,

Josie Hall

Film and Special Events
City of Vancouver

604-257-8853

josie.hall@vancouver.ca

September 13, 2019

Canadian Alliance of Chinese Association
3025 - 8888 Odlin Cr.
Richmond, B.C. V6X 3Z8

Attn: Kady Xue

Dear Sirs/Mesdames:

RE: China Lights & Arts Festival (the "Event")

Your application to hold the Event on **September 26 to October 1, 2019** has been reviewed by the Festival Expediting Staff Team ("FEST") Committee and approval to hold the Event has been given by the FEST Committee subject to the conditions of this letter.

The City of Vancouver (the "City") hereby grants the **Canadian Alliance of Chinese Association** (the "Organizer") a non-exclusive licence to use certain street areas and other City property as described in Schedule B (the "Licence Area") within the City of Vancouver on the following terms and conditions:

- (a) upon delivery of a signed copy of this letter to the City the Organizer will pay a fee for the licence granted herein in the amount of TEN DOLLARS (\$10.00) in addition to any other amounts payable to the City under this letter or otherwise;
- (b) the Organizer will not use any street areas or other City property other than the Licence Area without the prior written consent of the City;
- (c) the use of the Licence Area will be governed by the terms and conditions of this letter;
- (d) the Organizer will have the non-exclusive right to use the Licence Area between the hours of **8:00 a.m. and 11:00 p.m. on September 22 to October 2, 2019** (collectively, the "Term");
- (e) the Organizer will only use the Licence Area during the Term for the purpose of preparing for, holding and cleanup after the Event but for no other purpose whatsoever;
- (f) the Organizer will comply, at its own expense, with all municipal, provincial and federal laws, bylaws, regulations and requirements pertaining to or relating to the Event or the use of the Licence Area by the Organizer and its officials, directors, officers, agents, employees, volunteers, contractors and subcontractors (collectively,

the “**Organizer Personnel**”), including without limitation, all laws, bylaws, regulations and requirements relating to health, fire and safety;

- (g) the Organizer will obtain all required permits, licences and approvals required to hold the Event from all applicable federal, provincial and municipal authorities, including but not limited to all permits, licences and approvals required by the City and all permits, licences and approvals required by the Vancouver Coastal Health (“**VCH**”) with respect to food, food vending and health aspects of the Event;
- (h) the Organizer will not commit or permit any nuisance on the Licence Area or any manner of use which causes or is likely to cause unreasonable annoyance or disturbance to the general public or abutting land owners or their tenants, licencees or occupants;
- (i) the Organizer will not release or permit to be released any contaminants onto the Licence Area, and “contaminants” means any deleterious, dangerous, hazardous, corrosive or toxic substances, pollutants, goods or waste the manufacture, storage, handling, treatment, generation, use, transport, release, disposal or discharge into the environment of which any environmental laws control, regulate, licence or prohibit or which are or may be deleterious, dangerous or hazardous to human, animal or plant health or life or the environment;
- (j) the Organizer will not suffer, cause or permit any unlawful events or events which endanger public safety on or around the Licence Area;
- (k) the Organizer will not commit or permit any damage, waste or injury to the Licence Area and the Organizer will repair or rectify any damage, waste or injury, to the satisfaction of the City Engineer, or will reimburse the City for the cost of repairing, all damage, waste or injury to the Licence Area caused or contributed to by the Organizer or the Organizer Personnel, plus 15% of all such costs for the City’s administration costs;
- (l) the Organizer will provide uninterrupted and unrestricted access to the Licence Area by fire, police, medical, ambulance and City personnel throughout the Term;
- (m) the Organizer will provide first aid facilities and will establish safety, first aid and emergency response procedures that would be provided or established by prudent organizers of similar public events;
- (n) the Organizer will pay all costs incurred by, or on behalf of the City to accommodate the Event on the Licence Area, including, but not limited to, the costs of barricades, delineators, signs, pavement markings, traffic diversions, portable flashers, electrical services, pay-duty police officers, advertisements advising the public of the Event and any other measures that the City Engineer deems necessary and in the interest of the public, plus 15% of all such costs for the City’s administration costs;
- (o) the Organizer will comply at all times during the Term with a traffic management plan for the Event which has been approved by the City, if applicable;
- (p) the Organizer will not set up or place any kiosks, temporary utilities or services (including adequate public washroom facilities), temporary structures, fences, barricades, barriers or other equipment or structures (collectively, the “**Event**

Equipment”) on any Licence Area unless and until the specifics and locations of such Event Equipment have been approved by the City;

- (q) the Organizer will not commence set up for the Event or place any Event Equipment on Licence Area prior to **8:00 am on September 22, 2019**. The Organizer will complete the removal of all Event Equipment from Licence Area and will finish clean-up of the Event to the satisfaction of the City Engineer no later than **11:00 pm on October 2, 2019**. If the Organizer does not remove all of the Event Equipment, vehicles, banners, advertisements, litter or debris from the Licence Area to the satisfaction of the City Engineer by the time limited herein, the City may, but will not be required to do so, remove such Event Equipment, vehicles, banners, advertisements, litter or debris and the Organizer will promptly pay to the City the cost of such removal plus 15% of all such costs for the City’s administration costs;
- (r) the Organizer may licence vendors to sell food or other merchandise during the Event pursuant to the Special Event Market Permit issued by the City and the Organizer will ensure that every such vendor will:
 - (i) have and display copies of all required health permits and other permits required by the City or any other applicable authority to operate; and
 - (ii) provide evidence of the insurance required pursuant to paragraph (b) of Schedule A attached hereto;
- (s) the Organizer will be responsible for ensuring that the Licence Area is appropriate for the Event and that the Event is carried out in a safe, well controlled manner;
- (t) the Organizer will deliver to the City a deposit in the amount of \$100.00 (the **“Deposit”**) to be applied toward the payment of any City Engineering Services and Vancouver Police Department costs associated with permits, the installation of temporary no stopping signs, equipment, traffic control and any other services provided by the City (collectively, the **“Services Costs”**). The Deposit will be delivered via cheque made payable to the City of Vancouver and must be submitted prior to the date of the Event. The Organizer will not be paid any interest on the Deposit. The amount of the Deposit will not be construed as a limit on the Services Costs payable by the Organizer and the Organizer acknowledges that it is responsible for payment of all Services Costs regardless of whether the Services Costs are higher than the Deposit delivered hereunder. The City will apply the Deposit towards payment of the Services Costs and if, after application of the Deposit as aforesaid:
 - (i) any Deposit funds remain after the Event, such remaining Deposit funds will be forwarded to the Organizer with a breakdown of the actual Services Costs deducted from the Deposit; and
 - (ii) there remains an amount owing by the Organizer in respect of actual Services Costs, the City will deliver an invoice to the Organizer along with a breakdown of actual Services Costs and the Organizer will pay to the City the difference between the actual Services Costs and the Deposit within 30 days of the date of the invoice;
- (u) the insurance requirements for the Event are set out in Schedule A to this letter. The Organizer will deliver to the Film and Special Events Office a certificate of insurance

(on the form provided by the City) evidencing the insurance coverage required by the City no later than five (5) business days before the date of the Event;

- (v) the Organizer will be the “prime contractor” (as defined in the Workers Compensation Act) for the Licence Area during the Term and will carry out all obligations “prime contractor” except that the Organizer may, with the City’s approval, designate another party to be the “prime contractor” in which case the City will enter into an agreement with such other party designating it as the “prime contractor”;
- (w) the Organizer will advertise the route for the Event for the benefit of the public in a manner satisfactory to the City. The Organizer will deliver the ad copy to the City of Vancouver Film and Special Events Office prior to publication;
- (x) the Organizer will work with Coast Mountain Bus Company to ensure that transit services are minimally affected by the Event. Coast Mountain Bus Company has agreed to relocate bus stops and supply an on-site supervisor for the Event.
- (y) notwithstanding any other provision of this letter, the Organizer will comply at all times with the requirements of the City of Vancouver Noise Control By-Law;
- (z) the Organizer hereby releases the City and the Vancouver Police Board and their respective officers, commissioners, elected or appointed officials, employees and agents (collectively, the “City Personnel”) from and agrees to indemnify and save harmless the City, the Vancouver Police Board and the City Personnel from and against all costs, losses, damages, compensation, claims, demands, actions, judgments and expenses (including those for injury to persons, including death, loss of use of property, or damage to property including property belonging to the City) resulting from, or that would not or could not have occurred "but for" the occupation, possession or use of the Licence Area and activities conducted on the Licence Area by the Organizer or Organizer Personnel. Notwithstanding anything to the contrary, the release and indemnity contained in this paragraph will survive the expiry or termination of the licence granted by this letter;
- (aa) the Organizer covenants and agrees that the City has:
 - (i) made no representation or warranties as to the fitness for any particular use, safety, condition or state of repair of the Licence Area and the Organization has inspected the Licence Area and hereby accepts the Licence Area “as is”; and
 - (ii) no obligation concerning construction, fitting, finishing or furnishing of the Licence Area for use by the Organizer other than as specifically set forth in this letter;
- (bb) the license granted in this letter will not be construed as creating any interest in the Licence Area whatsoever;
- (cc) approval to hold the Event is based on the information provided to the City by the Organizer. The Organizer will immediately advise the City of Vancouver Film and Special Events Office of any changes which may affect the use of Licence Area or City resources;

- (dd) if the City requires the Licence Area for any City purpose, the City may temporarily interrupt, or if the City deems necessary, cancel the licence granted in this letter by the delivery to the Organizer of reasonable written notice, except in the case of a real or apprehended emergency, when no notice will be necessary. The City may terminate the licence granted herein if the Organizer fails to comply with any of the foregoing terms and conditions;
- (ee) the Organizer will not assign, sublicense or otherwise part with any or all of the rights granted under this letter without the prior written consent of the City; and
- (ff) nothing contained in this letter will be construed as a limitation on the powers of the City as a municipal corporation.

Please call the writer at **604 257-8853** if you require further information.

Yours truly,
City of Vancouver

Per: Josie Hall

The undersigned agrees to the terms and conditions of this letter this ____ day of _____, 20__.

Canadian Alliance of Chinese Association

Per: _____
Authorized Signatory

**SCHEDULE A
INSURANCE REQUIREMENTS**

- (a) The Organizer will maintain and keep in force during the Term a Commercial General Liability Insurance policy in an occurrence form for an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence with a deductible no greater than FIVE THOUSAND DOLLARS(\$5,000). The Commercial General Liability policy will contain the following extensions:
- (i) personal injury including advertising liability;
 - (ii) broad form products and completed operations;
 - (iii) blanket contractual liability;
 - (iv) cross liability or severability of interest;
 - (v) non-owned automobile liability; and
 - (vi) non-owned watercraft liability;
- and will also contain the following provisions:
- (vii) the policy will not be suspended, cancelled or materially altered without the insurer giving at least 30 days' written notice to the City's Special Events Office;
 - (viii) the City of Vancouver, the Vancouver Police Board and all the sponsors, including their officials, officers, employees, agents and volunteers will be added as additional insureds, but only with respect to liability arising out of the Event; and
 - (ix) the insurance coverage will be primary insurance with respect to the City of Vancouver and the Vancouver Police Board for all losses resulting in property damage, death and bodily injury arising out of the Event, and any insurance or self-insurance maintained by or on behalf of the City of Vancouver and the Vancouver Police Board will be excess of this insurance and will not contribute with it.
- (b) Unless otherwise agreed in writing by the City, if the Organizer retains a contractor or subcontractor to perform any work or services related to the Event, the Organizer will cause each such contractor or subcontractor to obtain commercial general liability insurance with limits not less than TWO MILLION DOLLARS (\$2,000,000.00) and on the terms set out in Section (a) above.
- (c) Prior to the commencement of the Event, the Organizer will deliver to the City's Special Events Office evidence of insurance as required by this Schedule A in the form of a City of Vancouver Certificate of Insurance. If required by the City, the Organizer will provide certified copies of the policies signed by the insurers.

**SCHEDULE B
LICENCE AREA**

750 Hornby — ʔxwʷlənəq Xwtl'e7énk Square — Vancouver Art Gallery N/plaza

From: "Kady Xue" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: "Clark, Rick" <Rick.Clark@vancouver.ca>
Date: 4/30/2019 3:50:43 PM
Subject: Chinese Art and Culture Festival Sep 22 - Oct 2, 2019

Hi Josie,

Thank you so much for your call this morning.

I did discuss with the light products company last few days. The estimated time they need four months before Sep 22, 2019.

Here is information for electricity request from the light products company for your reference.

1. The power supply includes electricity for construction and electricity for exhibition, which is selected according to the number of lantern sets. A lantern festival is generally suitable for 30 to 100 lantern sets. (For Vancouver Art Gallery South Plaza have around 10 lantern sets) The power consumption is approximately 100 to 400 KW (single-phase power, 220 V is the standard), but according to the size of the site (or other reasons) increase or decrease the number of lantern groups and electricity rates 2 The foreign party shall provide the Chinese party with construction, installation, and display power according to the actual local regulations; 3 The foreign party prepares the preparatory power source, such as a generator, at the construction and exhibition site to ensure that the production and exhibition work will proceed smoothly during the power outage; 4 The foreign party will send the power to the designated location of Chinese Party and have a distribution box, plug and socket.

I will follow up and update information.

Best regards

Kady Xue

From: "Yanni Chen" <yanni@heyne.com>
To: "Hall, Josie" <josie.hall@vancouver.ca>
"Bull, Selina" <Selina.Bull@vancouver.ca>
CC: "Jack Ren" <jackren@heyne.com>
kadyxue s.22(1)

Date: 6/18/2019 10:10:49 AM

Subject: Chinese Culture and Arts Festival, Lantern Exhibition Setup breakdown

Hello Josie & Selina,

Please find attached a breakdown of the 4 day lantern setup. I've also attached a screenshot of the location that the set up will occur shaded in.

No.	Work Dates	Work Content
1	19-09-22	1. All product transportation, including unloading and safety prep work. 2. Confirm installation locations, work areas, warning markers, and safety fence locations.
2	19-09-23	1. Confirm installation locations, work areas, warning markers. 2. Install safety fences. 3. Install part of the lantern products.
3	19-09-24	1. Install Face Changing Panda, Kungfu Tea, Flower Blossom, Delighted Beaming lanterns.
4	19-09-25	1. Install lantern wall and two dragons. 2. Main power installation complete, complete final testing.

Josie, just a friendly reminder about the conditional approval letter, we urgently need an official city of Vancouver document to confirm and secure funding/sponsorship for the event. Could you please provide with a City of Vancouver Letterhead giving The Chinese Arts and Cultural festival, 2019 Zigong Lantern Exhibition conditional approval to move forward, pending any outstanding items necessary for permitting.

Thank you so much for your support and help with this.

Have a great week ahead!

Warm regards,
Yanni

From: "Yanni Chen" <yanni@heyne.com>

To: "Hall, Josie" <josie.hall@vancouver.ca>

"Bull, Selina" <Selina.Bull@vancouver.ca>

"Tom Meighan \VAG\" <TMeighan@vanartgallery.bc.ca>

CC: kadyxue s.22(1) >

"Jack Ren" <jackren@heyne.com>

陈子歆 <bellachen@heyne.com>

Date: 7/2/2019 5:10:30 PM

Subject: Chinese Culture and Arts festival - Zigong Lantern festival

Attachments: SL100 hydraulic mobile stage pdf.pdf

Hello All,

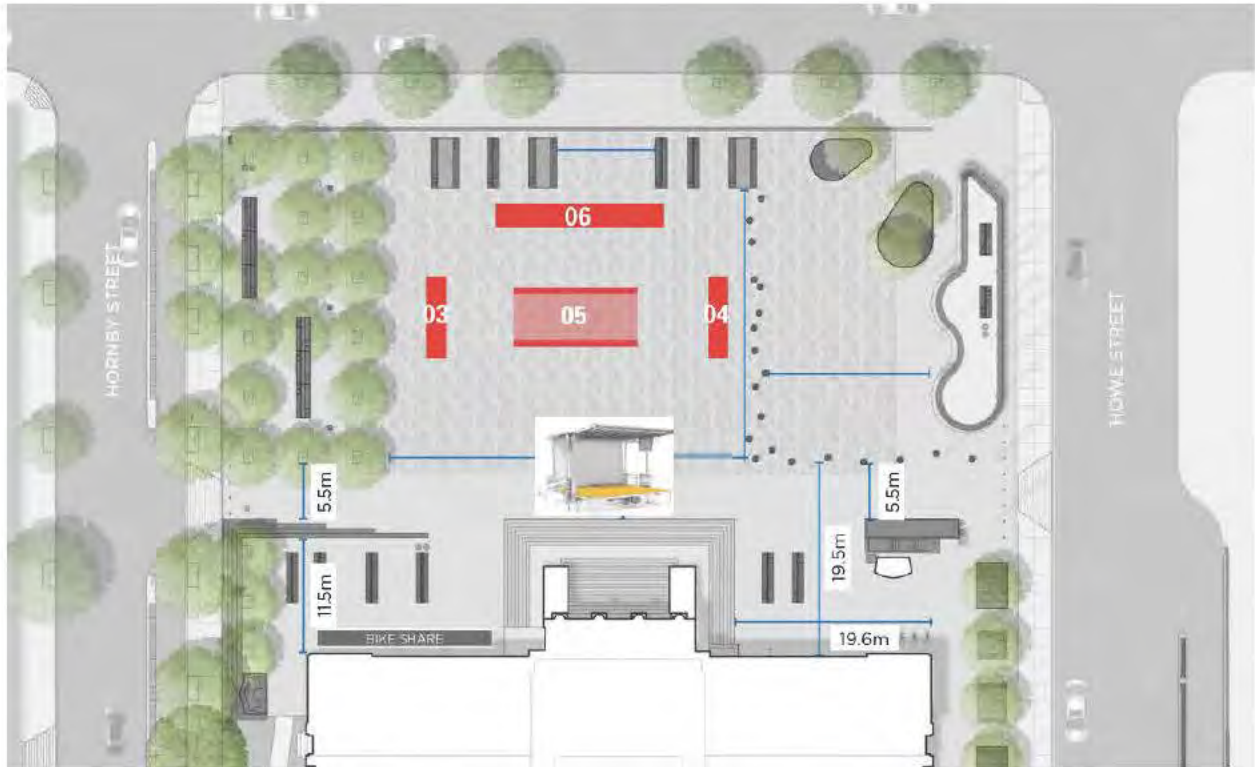
For the Chinese Culture and arts festival we are now looking to bring in a Stageline SL100 to use as the stage. Please see Brochure <https://stageline.com/wp-content/uploads/2014/01/SL100-Brochure.pdf>.

I've cross referenced the stage specs with the Maximum concentrated load as per the 36" x 48" X 7' 6" Square User guide for the spot we want to set up and everything seems good to go.

Josie/Selina, Please confirm that this 24' x 20' mobile fold out stage can be put in the location indicated on the attached PDF. Also, please advise if this trailer stage will require a building permit. For reference, it is the same stage that was used for the recent Concord Dragon boat festival.

Thank you,
Yanni Chen

yanni@heyne.com
778.788.2884



SL100 hydraulic mobile stage



Standard 24'x20'



From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Kady Xue (s.22(1))" <s.22(1)>
CC: "CLARKE, Matt" <matt.clarke@vpd.ca>
"ATHANS, Ken" <ken.athans@vpd.ca>
"Paige Yano" <paige.yano@vpd.ca>
"Brown, Tim" <tim.brown@vancouver.ca>
"Fire Prev. Events Captain" <FRSEC@vancouver.ca>
"BCEHS Special Operations" <specialoperations@bcehs.ca>
"Tom Meighan \VAG\" <TMeighan@vanartgallery.bc.ca>
"Bull, Selina" <Selina.Bull@vancouver.ca>
"Marwah, Jaspal" <Jaspal.Marwah@vancouver.ca>
"Volpi, Paolo" <paolo.volpi@vancouver.ca>
"Temporary Events" <TemporaryEvents@vch.ca>
"Chi, Peter" <Peter.Chi@vancouver.ca>
"Green Events" <GreenEvents@vancouver.ca>

Date: 5/1/2019 8:09:52 AM

Subject: FW: FASE Application INFO:09/25/2019 China Lights & Art Festival

Attachments: Insurance 2019.pdf
Safe Special Event Checklist 2019.docx
Special Event - Street Use Request Form.pdf
Special Event Planning Guidelines.docx

Hello Kady,

Thank you for your application to hold the 'China Lights & Art Festival' event on September 22, to October 2, 2019. I will be the Special Event Liaison working with you and will be in touch to discuss further details and advise as to whether we will be able to approve your event.

In order to assist us with the review of your application, please supply the following information:

1. Site and/or Route Map

- Your site plans must be reviewed and signed off by the City Special Events office prior to receiving a permit.
- They must include: tent measurements, activations, structures, stages, etc.
 - ✳ **NOTE:** You must maintain 18 feet of clearance for emergency access through your site.
 - ✳ Please review your site or route for obstructions such as construction site bins, public bike share stations or other impacts. Flag these things with your liaison for discussion.
- If you are submitting a route map for review, please include turn by turn directions.

2. A Traffic Management Plan (TMP)

- If you are proposing to close one or more streets for *any* length of time, you will require a traffic management plan (TMP). The plan must meet Ministry of Transportation and Infrastructure standards before receiving approval from the City. It is highly recommended that you have a professional traffic management company produce this for you.
- Implementation of the plan (staff and equipment) is the responsibility of the organizer.
- VPD may be required to assist with traffic control. Please speak to your Special Event Liaison.

3. Parking Requirements

- We may be able to support requests for production load in/out parking. Please submit your request and we will review it for conflicts with other street use.

- * The Special Event Street Use Request Form is attached.
- NOTE: We do not provide parking for VIPs or guests of events.

4. A Production Schedule

- It is critical that we know when you are on City property. Your permits must reflect this. Please include:
 - * Set up dates and times
 - * Event date and times
 - * Take down dates times

5. A Description of Food Services

- Approval to serve food at your event will come from Vancouver Coastal Health.
- For more information, please visit:
 - * [Temporary Event Coordinators Planning Guide](#)
 - * [Temporary Food Services Application](#)
 - * [Temporary Event Coordinator Application](#)
- Specific questions about food service can be directed to:
 - * Shelley Beaudet, Vancouver Coastal Health 604-675-3807 temporaryevents@vch.ca

6. A Description of Cooking Facilities

- Vancouver Fire and Rescue Services (VFRS) require proper fire suppression systems in place while food trucks and/or cooking occurs on site.
- Specific questions about cooking facilities and fire protection may be directed to:
 - * Captain Tim Brown, Vancouver Fire and Rescue Services 604-873-7860
tim.brown@vancouver.ca and frsec@vancouver.ca

7. A Description of Sound Amplification.

- Amplified sound is permitted in accordance with the City of Vancouver Noise Control Bylaw.
- The bylaw applies to:
 - * Noise, outside of permitted hours, from setting up the event, including putting up tents, stages, or bleachers or testing sound equipment
 - * Excess noise from the event itself
 - * Noise, outside of permitted hours, from taking down the event, including taking down tents, stages, or bleachers

8. A Description of Any Temporary Structures (tents, stages, bleachers etc.)

- Tents larger than 645 sq ft and stages over 400 sq ft and/or higher than four feet placed:
 - * On City property requires an Engineer's sign off.
 - * On private property requires a building permit.
- More information about structures can be found [here](#).
- Specific questions about Building Permits can be directed to:
 - * Paolo Volpi, COV Development Services 604-871-6184 paolo.volpi@vancouver.ca

9. A Description of Your Waste Management Plan

- Waste removal post event is the responsibility of the event organizer.
- You may hire your own service provider, use City services or remove the waste yourself.
- Please submit a [Green Event Form](#)
- Specific questions about waste services or 'greening' your event can be directed to:
 - * greenevents@vancouver.ca

10. Neighbourhood Notification

- As the event organizer, you are responsible for ensuring that residents and/or businesses affected by

the event are notified.

- A letter should be distributed and include the following:
 - ✱ Event date.
 - ✱ Start and end times of impact on City property.
 - ✱ Event location and/or route.
 - ✱ Traffic disruptions or parking restrictions.
 - ✱ Organizer contact name and phone number.
- Large events may be required to notify the public by a mail out or advertising in local newspapers or on local radio.

11. Insurance

- Please do not obtain insurance or advertise your event until you have 'approval in principle' from the Special Events Office.
- More information on insurance requirements can be found [here](#).
- This [form](#) MUST be completed before final approval of any event on city property can be given. Please ask your insurer to complete the document and submit it.

I have also attached the **Safe Special Event Planning Checklist**. Please complete the checklist and provide any additional documents as required. Many sections in this document may not apply to your event, please fill out only those that do and use 'not applicable' for those that don't. For additional information in filling out the checklist please refer to the attached **Safe Special Event Planning Guidelines**.

More information on hosting special events in Vancouver can be found [here](#).

Account Z020077684

Thanks,
Josie

Josie Hall | Filming and Events Liaison
Engineering | City of Vancouver
josie.hall@vancouver.ca
t. 604.257.8853 | f. 604.257.8859

Special Event website: <http://vancouver.ca/doing-business/event-permits.aspx>
film.office@vancouver.ca



Special Event Application Notification

Application Date: Thursday, March 28, 2019

China Lights & Art Festival

Free Public Event : Corporate Function/Promotion

Location: **Vancouver Art Gallery**

Event Date: 09/25/2019 at 08:00 AM -
10/02/2019 at 11:00 PM

Alcohol: **No**

Sound: **Large PA**

Attendance: **5080 (80+5000)**

Assembly Area:

Dispersal Area:

Route Description:

Schedule & Description

Event: 09/25/2019 at 08:00 AM - 10/02/2019 at 11:00 PM

City of Vancouver - FOI 2019-639 - Page 19 of 238

Set-Up Start: 09/18/2019 at 08:00 AM

Take Down Finish: 10/04/2019 at 11:00 PM

Activities: About ten the large set of lights. Chinese culture art, Chinese food.....

Organizer

KADY XUE (s.22(1))

Phone: 6043387700

Organization: CANADIAN ALLIANCE OF CHINESE ASSOCIATION

Alternate Phone:

Address: 3025-8888 ODLIN CR. RICHMOND BC CANADA V6X 3Z8
RICHMOND, BC, V6X 3Z8

Fax:

Charitable Reg #:

Programming, Food, Alcohol, Equipment, Site Plan

Alcohol: No

Temporary Structures: Tnt, Stg, Blchrs, Elect

Food: Open Food Vending, Prepackage Food Vending

Street Use: No

Merch. Vending: Yes

Sidewalk Use: Yes

Amplified Sound : Large PA, BG Music, Amp. Speech

Fireworks: Yes

Other Information

Water Activities: No

Equipment cost: 100,000

Water Structures: No



LIABILITY INSURANCE CERTIFICATE

Filming and Special Events



Section 6 b) – Staff to select the required # of days Written Notice before sending out for completion.
Section 2 through 6 – to be completed and executed by the Insurer or its Authorized Representative

1. THIS CERTIFICATE IS ISSUED TO:

- ☐ City of Vancouver, 453 West 12th Avenue, Vancouver BC V5Y 1V4
Attn: Manager, Film & Special Events Office / Fax (604) 257-8859
- ☐ Board of Parks and Recreation, 2099 Beach Avenue, Vancouver BC V6B 1Z4
Attn: Coordinator, Special Events & Filming Office / Fax (604) 257-8501

and certifies that the insurance policies as listed herein have been issued to the Named Insured(s) and are in full force and effect as of the effective date of the agreement described below.

2. **NAMED INSURED:** *[must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]. If the Named Insured is covered under a Parent Company's insurance policy, both company names must be included as "Named Insured".*

MAILING ADDRESS:

FILMING OR EVENT LOCATION:

DESCRIPTION OF EVENT OR PRODUCTION TITLE:

3. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

Including the following extensions:

- ☒ Personal Injury
☒ Products and Completed Operations
☒ Cross Liability or Severability of Interest
☒ Employees as Additional Insureds
☒ Blanket Contractual Liability
☒ Non-Owned Auto Liability

LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)

Per Occurrence: \$ _____

Aggregate: \$ _____

All Risk Tenants' Legal Liability: \$ _____

INSURER: _____

POLICY NUMBER: _____

POLICY PERIOD: From _____ to _____

Deductible Per Occurrence: \$ _____

4. ☐ UMBRELLA OR ☐ EXCESS LIABILITY INSURANCE

INSURER: _____

POLICY NUMBER: _____

POLICY PERIOD: From _____ to _____

LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)

Per Occurrence: \$ _____

Aggregate: \$ _____

Self-Insured Retention: \$ _____

5. **OTHER INSURANCE** (e.g. Volunteer's Accident & Death Insurance, Directors and Officers Liability Insurance) – Please specify Name of Insurer(s), Policy Number, Policy Period, and Limit

6. POLICY PROVISIONS:

Where required by the governing contract, agreement, lease, permit or license, it is understood and agreed that:

- a) *The City of Vancouver, Vancouver Board of Parks & Recreation, Vancouver Police Board, Vancouver Public Library Board, Vancouver Art Gallery Association, their officials, officers, employees, servants, agents, and volunteers have been added as Additional Insureds with respect to liability arising out of any activities conducted by or in connection with the operation of the Named Insured including, but not limited to, any stunt or special effect activities;*
- b) *FIFTEEN (15) days written notice of cancellation or material change resulting in reduction of coverage with respect to any of the policies listed herein, either in part or in whole, will be given by the Insurer(s) to the Holder of this Certificate; the exception is cancellation for non-payment of premiums in which case the applicable statutory conditions will apply;*
- c) *The insurance policy (policies) listed herein shall be primary with respect to all claims arising out of the operation of the Named Insured. Any insurance or self-insurance maintained by the City of Vancouver, Vancouver Board of Parks & Recreation, Vancouver Police Board, Vancouver Public Library Board and Vancouver Art Gallery Association shall be in excess of this insurance and shall not contribute to it.*

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

Dated: _____

SAFE SPECIAL EVENT PLAN CHECKLIST



2019

It is the responsibility of the Event Organiser to ensure the safety of the affected site(s) and participants – including access and egress points. This package has been developed in order to assist the organiser with that mandate. Please use this checklist in conjunction with the Safe Event Planning Guidelines and contact your special event liaison with any questions.

Safe Special
Event Planning
Checklist for
Event
Organizers

SPECIAL EVENT ORGANISER INFORMATION

EVENT DETAILS

THIS PAGE CAN BE REPLACED WITH A COPY OF THE APPLICATION

Name of Event:

Type of Event

Event Venue:

Day(s) of Event:

Set-up date/time:

Event time:

Take-down date/time:

Organiser:

Event Organization (responsible party):

Address:

Organiser contact information:

Phone:

Fax:

Email:

Brief details of activity:

1. EVENT OVERVIEW

Provide a description of the event footprint

Location - Private, Park, Street, Waterway

Activated area: Actual event space

Impacted area: Area impacted by traffic - vehicular/pedestrian, noise etc

EVENT OVERVIEW**FREE/TICKETED**

Is this a free event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is this a ticketed event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

ADVERTISING MEDIUM

Social media	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Print media	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Event website	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Television	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Radio	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Posters	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Other	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

NUMBER OF PARTICIPANTS

Estimated total attendance	
Estimated peak time attendance	
Estimated peak time	

DEMOGRAPHIC

Estimated age of participants by %:

1 - 12 years	%
12 - 18 years	%
18 - 25 years	%
25 - 40 years	%
40 - 55 years	%
55 years and above	%

Female	%
Male	%

EVENT HISTORY

Has this event been conducted previously	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
--	------------------------------	-----------------------------	------------------------------

If yes, provide previous date	
If yes, provide past venue location	
Name of past Event Organiser	

EVENT OVERVIEW

EVENT HISTORY

Is proposed event to be the same	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you know of any past concerns/issues	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

If yes, provide details:

Have the past issues/concerns been addressed and resolved	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
---	------------------------------	-----------------------------	------------------------------

Provide details as to how these issues/concerns have been addressed:

How will these changes affect your event:

2. FEST AND STAKEHOLDER COMMUNICATION

FEST MEETING

Have you attended an initial FEST meeting for this event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Date			

EVENT LIAISON ASSIGNED

Liaison - City Event Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Name			
Liaison - Park Event Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Name			

KEY STAKEHOLDER CONTACT

Have you contacted the following:

City of Vancouver Special Events Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
City of Vancouver Parks Board	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Police - Operation Planning Unit (EOPs)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Fire and Rescue Services	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
BC Provincial Liquor Authority (LCLB)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Traffic Management (Traffic Plan approval)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
COV Licensing Dept (Liquor Licence)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
COV Development Services (Building Permit)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
COV Sanitation Services	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Coast Mountain Bus	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
BC Ambulance Service (BCAS)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Coastal Health: Food Service/Vending	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Coastal Health: Emergency Mgmt / Public Health	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Transport Canada	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Translink (Skytrain)(Canada Line)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Port Authority	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
CERES (Cruise Ships)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Neighbourhood Associations	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Business Improvement Associations (BIAs)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Local Hotels and Businesses	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

3. EVENT COORINDATION AND CHAIN OF COMMAND

3.1 ROLES AND RESPONSIBILITIES OF INDIVIDUAL/GROUPS/AGENCIES

[illegible]

3.2 ORGANIZATIONAL ORG CHART

[illegible]

4. COMMUNICATION PLAN

4.1 REGULAR EVENT COMMUNICATIONS - what form of communication system will be used

	RADIO	MOBILE	OTHER
Event Staff			
Volunteers			
Public Address to event participants			
Public Address to general public			
Emergency Services			

4. COMMUNICATION PLAN

4.2 EVENT COORDINATION CENTRE

Will a coordination centre be activated	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
---	------------------------------	-----------------------------	------------------------------

N/A	<input type="checkbox"/>
-----	--------------------------

[illegible]

4.3 EMERGENCY COMMUNICATION - Who is responsible for

Cancelling the event	
Initiating Emergency Action	

How will emergency messaging be delivered to the public

5. EVENT ACTIVITY	
1	1.1
2	2.1
3	3.1
4	4.1
5	5.1
6	6.1
7	7.1
8	8.1
9	9.1
10	10.1
11	11.1
12	12.1
13	13.1
14	14.1
15	15.1
16	16.1
17	17.1
18	18.1
19	19.1
20	20.1
21	21.1
22	22.1
23	23.1
24	24.1
25	25.1
26	26.1
27	27.1
28	28.1
29	29.1
30	30.1
31	31.1
32	32.1
33	33.1
34	34.1
35	35.1
36	36.1
37	37.1
38	38.1
39	39.1
40	40.1
41	41.1
42	42.1
43	43.1
44	44.1
45	45.1
46	46.1
47	47.1
48	48.1
49	49.1
50	50.1
51	51.1
52	52.1
53	53.1
54	54.1
55	55.1
56	56.1
57	57.1
58	58.1
59	59.1
60	60.1
61	61.1
62	62.1
63	63.1
64	64.1
65	65.1
66	66.1
67	67.1
68	68.1
69	69.1
70	70.1
71	71.1
72	72.1
73	73.1
74	74.1
75	75.1
76	76.1
77	77.1
78	78.1
79	79.1
80	80.1
81	81.1
82	82.1
83	83.1
84	84.1
85	85.1
86	86.1
87	87.1
88	88.1
89	89.1
90	90.1
91	91.1
92	92.1
93	93.1
94	94.1
95	95.1
96	96.1
97	97.1
98	98.1
99	99.1
100	100.1

5.1 AMPLIFICATION OF MUSIC/SPEECHES

Sound checks are to be kept to no more than 30 minutes and no earlier than 90 minutes prior to start (within the noise bylaw time frame)

Will your event have amplification of music and speeches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--	------------------------------	-----------------------------

NO ☐

5. EVENT ACTIVITY	
1	1.1
2	2.1
3	3.1
4	4.1
5	5.1
6	6.1
7	7.1
8	8.1
9	9.1
10	10.1
11	11.1
12	12.1
13	13.1
14	14.1
15	15.1
16	16.1
17	17.1
18	18.1
19	19.1
20	20.1
21	21.1
22	22.1
23	23.1
24	24.1
25	25.1
26	26.1
27	27.1
28	28.1
29	29.1
30	30.1
31	31.1
32	32.1
33	33.1
34	34.1
35	35.1
36	36.1
37	37.1
38	38.1
39	39.1
40	40.1
41	41.1
42	42.1
43	43.1
44	44.1
45	45.1
46	46.1
47	47.1
48	48.1
49	49.1
50	50.1
51	51.1
52	52.1
53	53.1
54	54.1
55	55.1
56	56.1
57	57.1
58	58.1
59	59.1
60	60.1
61	61.1
62	62.1
63	63.1
64	64.1
65	65.1
66	66.1
67	67.1
68	68.1
69	69.1
70	70.1
71	71.1
72	72.1
73	73.1
74	74.1
75	75.1
76	76.1
77	77.1
78	78.1
79	79.1
80	80.1
81	81.1
82	82.1
83	83.1
84	84.1
85	85.1
86	86.1
87	87.1
88	88.1
89	89.1
90	90.1
91	91.1
92	92.1
93	93.1
94	94.1
95	95.1
96	96.1
97	97.1
98	98.1
99	99.1
100	100.1

5.1 AMPLIFICATION OF MUSIC/SPEECHES

Are you familiar with the City of Vancouver Noise Bylaw (see guidelines)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you submitted a performance schedule to Special Events	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

5.2 LIQUOR SERVICE

Are you providing liquor service	YES <input type="checkbox"/>	NO <input type="checkbox"/>
----------------------------------	------------------------------	-----------------------------

What is the pricing for:

Beer	\$	Per glass
Wine	\$	Per glass
Spirits	\$	Per ounce
Have you applied for a price exemption	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>

Have you obtained the following signage

Drink charges	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
ID requirements	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Serving hours	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Right to refusal	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you hired a licenced Security company for ID and safety checks	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you limited the number for 'drink tickets' available at one time	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
What type of containers will be used for Alcohol and non-alcoholic beverages	PLASTIC <input type="checkbox"/> GLASS <input type="checkbox"/>		

How will you discourage patrons from becoming unduly intoxicated

[illegible]

5. EVENT ACTIVITY

5.2 PYROTECHNICS

Will you have any pyrotechnics during your event - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you requesting an Open Air burning permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, have you applied to VFRS for a Fire permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are fireworks impacting waterways or foreshore	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you submitted a Safety and Site plan to VFRS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

5.3 FOOD SERVICES

Will you have food service - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you be preparing food on-site	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you be contracting Food Trucks	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you provide free drinking water	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you contacted VFRS and Vancouver Coastal Health	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you confirmed all appropriate Food Safe Permits	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you indicated food service on site plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

5.4 ANIMALS

Does your event include animals - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Will handlers be on-site at all times	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will animals be contained to a fenced area	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you have a petting zoo	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have hand-washing facilities available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

5.5 MERCHANT VENDING

Are you having merchandise vendors on-site during the event - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting a Special Event Market Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are your vendors using tents	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you included vendor positions on your site plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

6. STRUCTURE AND PRODUCTION EQUIPMENT - See Link

Does your event include tents, stages, bleachers or other structures - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you provided dimension information on site plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you submitted site plans to VFRS for occupancy load calculation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you applied to COV Development Services for a Building Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
If structures are on City property, have you contracted an Engineer to obtain a Letter of Assurance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

7. VOLUNTEER MANAGEMENT

Will volunteers receive training	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------	------------------------------	-----------------------------	------------------------------

Number of volunteers	
Date of orientation	

Who will provide training			
Trainer's Role during event			
Do your volunteers have First Aid training	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will volunteers be responsible for administering First Aid	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Have you attached the Volunteer Management Plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
---	------------------------------	-----------------------------	------------------------------

Include Org chart showing zone/lead coordinator, numbers, roles, describe volunteer communication plan during event, messaging volunteers are providing the public during event

VOLUNTEER INCIDENT REPORTING - what are the steps - see Contingency Planning Guidelines

--

9. EMERGENCY SERVICES

WHAT LEVEL OF FIRST AID WILL BE PROVIDED

If BCAS has been contracted, what services will they provide

If BCAS has not been contracted, what arrangements have been made to discuss emergency medical plan with them

VANCOUVER FIRE AND RESCUE SERVICES

Are you requesting VFRS stage a vehicle during your event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
---	------------------------------	-----------------------------	------------------------------

10. TRAFFIC MANAGEMENT AND TRANSPORTATION PLAN

10.1 TRAFFIC MANAGEMENT

Are you requesting road closure(s)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting sidewalk closure(s)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has an Engineered Traffic Plan been submitted	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you contracting a private traffic control company to implement the traffic plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting COV Traffic Ops implement traffic plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you obtained barricades	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Name of Traffic Control Company	
Contact at Traffic Control Company	

10. TRAFFIC MANAGEMENT AND TRANSPORTATION PLAN

10.2 TRANSPORTATION PLAN

Will persons with disability be able to access toilets, food, licensed area and entertainment sites without difficulty	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
In an emergency, will persons with disability be able to exit without impeding egress of others	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

11. EVENT SITE PLAN

Does the venue have an occupant load calculation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue set-up allow for 6m clearance in width for emergency vehicles access	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue set-up allow for 5m clearance in height for emergency vehicle access	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the venue accessible	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have a permanent stage	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have a permanent covering	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have participant parking available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have washrooms available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have hand-washing facilities available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have water available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have power available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have food preparation equipment available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have recycling service available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the venue fenced	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the venue lit for safety of participants	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you provided Emergency Exit signage on your site plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

TENTS/STAGES/OTHER STRUCTURES

Does your event include tents, stages, bleachers or other structures - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you submitted site plans to VFRS for occupancy load calculation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you applied to COV Development Services for a Building Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
If structures are on City property, have you contracted an Engineer to obtain a Letter of Assurance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

12. WASTE MANAGEMENT PLAN & GREENEST CITY INITIATIVE

SANITATION AND GREEN EVENTS PLAN

Have you submitted a Sanitation plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you provide recycling options	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you taking steps to 'green' your event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you submitted a Green Event plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

13. RISK ASSESSMENT

Have you completed a risk assessment for your event and for the public residing or working in the impacted area	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you identified actions or strategies to reduce identified risks	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does your event include any of the following: Air shows Marine events Fireworks Fire shows ** If Yes to any of the above, have you provided operational and safety plans for these portions of your event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

14. EMERGENCY/CONTINGENCY PLAN

In an emergency it is the responsibility of the event organiser to ensure that processes are in place to respond to incidents impacting the event site and participants, and to be prepared to take further direction from emergency response personnel. See 'Safe Special Event Planning' guidelines and expectations for information.

14.1 9-1-1 EMERGENCY (MEDICAL, FIRE, CRIMINAL ACT)

Have you provided instructions for staff and volunteers on how to respond to 9-1-1 emergencies and other identified risks	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	------------------------------	-----------------------------

14.2 LOST CHILD/PERSON

Do you have a lost child plan in place	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--	------------------------------	-----------------------------

14. EMERGENCY/CONTINGENCY PLAN

14.2 LOST CHILD/PERSON

Describe process in place, attach plan if required (see guidelines)

14.3 EVENT DELAY AND/OR CANCELLATION

Do you have a cancellation plan in place for your event

YES ☐

NO ☐

14.4 WEATHER

Do you have a contingency plan for weather related emergencies

YES ☐

NO ☐

14.5 EMERGENCY EVACUATION

Have you developed an emergency communications plan for event staff / volunteers and the public attending your event

YES ☐

NO ☐

Have you included an evacuation plan for your event site

YES ☐

NO ☐

Have you arranged for adequate signage to direct people to emergency exits

YES ☐

NO ☐

Have you scheduled training for staff and volunteers on your emergency procedures?

YES ☐

NO ☐

Date(s) of orientation: _____

15. EVENT NOTIFICATION/PROMOTION

15.1 RESIDENT and/or BUSINESS OUTREACH/NOTIFICATION

Have you had community consultation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has a Resident/Business Notification Letter been drafted (letter to be delivered 2 weeks prior to event)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has a copy of the notification been submitted to the Events Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you contacted the Business Improvement Assoc.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will your notification be hand-delivered	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you be using a mail-out for delivery of your event notification	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

15.2 EVENT PROMOTION AND MEDIA MANAGEMENT

Will your promotional material be messaging the following:

Type of event ie: family, sporting, musical etc	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Safe drinking practices	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Don't drink and drive	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Intoxicated patrons will be removed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Underage persons will not be served alcohol	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Bags and coolers may be searched or restricted	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Glass containers are not permitted	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Water will be freely available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Availability of licensed and all-ages areas	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Location of venue included on ticket	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Health care advice included on ticket ie: heat stroke, sunburn etc	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Smoke free environment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Promotion of specific modes of transportation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

ATTACHMENTS INCLUDED IN SAFE EVENT PACKAGE

Site Plan (Section 11)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Day of Contact List (Section 4)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Liquor License (Section 5.2)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Building Permits (Section 6)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Pyrotechnic Permit (Section 5)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Burn Permit (Section 5)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Letter of Assurance (Section 6)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Professional Traffic Management Plan (Section 10)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Transportation Plan (Section 11)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Organization Org Chart with contacts (Section 3)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Sanitation Plan (Section 12)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Security Plan (Section 8)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Contingency Plan (Section 14)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Resident Notification (Section 2)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

SIGN OFFS

DEPARTMENT/AGENCY	NAME/SIGNATURE	SUPPORT
VPD		YES <input type="checkbox"/>
EMERGENCY MANAGEMENT		YES <input type="checkbox"/>
TRAFFIC MANAGEMENT		YES <input type="checkbox"/>
LCLB		YES <input type="checkbox"/>
VFRS		YES <input type="checkbox"/>
COV LICENSING		YES <input type="checkbox"/>
COAST MOUNTAIN BUS		YES <input type="checkbox"/>
FASE		YES <input type="checkbox"/>
PARKS		YES <input type="checkbox"/>
SANITATION		YES <input type="checkbox"/>
VFRS		YES <input type="checkbox"/>
COV DEVELOPMENT SERVICES		YES <input type="checkbox"/>
GREEN EVENTS		YES <input type="checkbox"/>

Street Use Request

Film and Special Events Office
126 Keefer Street, Vancouver BC, V6A 1X4
Office: 604-257-8850 Fax: 604-257-8859

Event Name: China Lights & Arts Festival Organizer Name: _____

Date(s): _____ Phone Number: _____

Date Required by: _____ Time: _____
day of week month date

Date required to: _____ Time: _____
day of week month date

Block Number(s): _____ Street: _____ Side: _____

From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.

Date required by: _____ Time: _____
day of week month date

Date required to: _____ Time: _____
day of week month date

Block Number(s): _____ Street: _____ Side: _____

From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.

Date required by: _____ Time: _____
day of week month date

Date required to: _____ Time: _____
day of week month date

Block Number(s): _____ Street: _____ Side: _____

From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.



Safe Special Event Planning

Guidelines and expectations for event organizers in the City of Vancouver

INTRODUCTION

Public safety and security is an important element of special event planning. The City of Vancouver requires that all event organizers include in their plans methods for mitigating and managing risks and contingencies associated with their event. The following guidelines and templates have been developed to assist event organizers in planning safe, secure, and successful events by:

1. Identifying roles and responsibilities of individuals, groups, and organizations.
2. Identifying risks or potential risks to public safety associated with the event.
3. Identifying and implementing preventive and mitigation strategies to protect the well-being of staff, volunteers, and the public who will be attending or in the vicinity of the event.
4. Developing contingency plans for responding to emergencies if and when they do occur.
5. Establishing communication and coordination or command structures for managing the overall event and contingencies.

The level of public safety planning required for an event will vary based on the level of risk associated with the event. Depending on the outcome of the risk assessment, the City of Vancouver may incorporate the information provided through this process into larger public safety plans and coordination structures.

STEPS FOR PLANNING A SAFE EVENT

1. **Develop the general components of the event plan.** The general components of the event include: event details (date, location, size), the coordination and communication structure for the event, an event contact list, the role and responsibilities of each of the participating individuals/agencies during the event, the anticipated crowd size and target audience, venue information and site layout, a production schedule, a traffic management plan, a waste management plan, a food and vendor services plan (where applicable), a transportation plan, event 'greening' strategy, first aid provisions for audience and participants, liquor service and related security plans, volunteer management, and event promotion.

The City of Vancouver has developed a Safe Event Planning Checklist that is provided for organizers to help them prepare a plan that meets City and partner agency requirements.

2. **Identify the risks or potential risks that could affect the event.** Risk factors could include, but are not limited to: weather, access, traffic management, crowd composition, crowd behaviour, health emergencies, fire, criminal activity, event equipment and structural failure, cooking facilities, alcohol consumption, physical environment, and nearby or adjacent infrastructure.
3. **Identify mitigation strategies to minimize risks.** Consider each of the risks identified through the assessment process and identify actions that could be taken in advance in order to reduce or eliminate the risk. Think outside the box, consult with experts from relevant agencies, and research other similar events to develop robust mitigation strategies and adjust the event plan accordingly.
4. **Develop contingency plans for responding to emergency situations.** Where the risk cannot be eliminated entirely, identify the residual risk(s) and the most appropriate action(s) to be taken should that situation arise. For each contingency, identify the person (s) / organization responsible for enacting and implementing all or part of the plan, as well as internal and external communication procedures and messaging.
5. **Review the plan with FEST, and participate in a risk assessment.** Organizers are not expected to identify and resolve all risks. FEST is composed of a group of professionals who will also be able to identify and suggest mitigation actions for risks associated with events. FEST will review the event plan with the organizer, using an established risk assessment process. The event organizer may be asked to make changes to all or part of a plan, depending on the outcome of the risk assessment. *Note: The FEST Committee may refer your plan to the Advanced Planning Unit for further review, or require that specific additional actions be taken to minimize risk and ensure public safety.*
6. **Obtain approval of the plan from FEST and from event staff and volunteer leads.** The event plan must include a section that is signed by all parties involved in the plan including volunteers and staff. The Safe Event Planning checklist identifies the departments and partner agencies of the City of Vancouver who will be required to sign-off on particular sections of the plan. Sign off indicates their concurrence with the plan as well as their agreement to their responsibilities. Including the approval signatures is essential, for it assures that all parties involved are aware of and understand the public safety and security plan and agree to their assigned roles should an emergency take place.
7. **Ensure understanding of the event contingency plans and readiness to implement them.** This may include conducting a tabletop exercise to test your plan and identify gaps *before* the event occurs. Prior to the event, ensure that all members of your organizing committee/group are briefed and understand the plan and in particular, their roles and responsibilities. Remember that no one has time to read a plan once an emergency occurs.
8. **Conduct a post event critique.** After the event, conduct a critique of what worked well and what can be improved upon for future events. The City of Vancouver will also conduct an After Action Review of your event and the planning process. This information will be used to inform future event operations.

COMPONENTS OF A SAFE SPECIAL EVENT PLAN

Safe Special Event Plans should include the following components:

1. EVENT OVERVIEW, HISTORY, ACTIVITY, VENUE INFORMATION ALONG WITH SITE PLANS AND ASSOCIATED PERMITS

1.A SITE PLANS

Accurate site plans must be provided as part of the Safe Special Event Plan package. Site plans ensure that participants set up in the right locations, and are critical to support emergency services in accessing the event site and surrounding area when needed.

- 1) Venue Information
 - a. Structures (tents, stages, fencing)
 - b. Dimension of structures
 - c. Pedestrian access and exits (include queuing locations)
 - d. Marshal points
 - e. First aid tent(s)
 - f. Information tent(s)
 - g. Lost persons tent
 - h. Fire hydrants
 - i. Barricades
 - j. Driveways
 - k. Vendors
 - l. Animal area
 - m. Licensed area
 - n. Accessible entrances and exits
 - o. Wayfinding signs (ex: in, out, this way to transit, toilets, exits, etc)
 - p. Emergency mustering location (for event decision makers)
 - q. Emergency exits
 - r. Emergency signage
 - s. Evacuation routes

1.B STRUCTURES AND PRODUCTION EQUIPMENT

- List the structures and production equipment that you will be using.
- If you are having vendors, ensure that they are identified, permitted and not in violation of City bylaws.
- If using stages, consider that for large crowds, it is essential that staging be of sufficient height and visibility in order to project the activities to the crowd adequately. Security for the stage should be carefully planned:

2A. ROLES AND RESPONSIBILITIES OF INDIVIDUALS/GROUPS/AGENCIES

- List the roles and responsibilities of agencies/groups/team leaders attending your event, during normal operations and during an emergency.
- The plan must specify the person(s) responsible for cancelling all or part of an event and for initiating emergency actions under various circumstances. **It is the event organizers responsibility to cancel an event and to ensure that contingencies are in place to do so.**

2B. EVENT COORDINATION AND CHAIN OF COMMAND - ORGANIZATIONAL ORG CHART

- Identify the Event Manager (person who has overall responsibility). Include his/her name, where they will be located during the event as well as how they can be contacted.
- Identify other key personnel (i.e. Safety Officer, Medical/First Aid Coordinator, Traffic Manager, Communications Manager, Volunteer Coordinator, Stage Manager, etc.). Include their names, where they will be located during the event, and how they can be contacted.
 - Develop an event organizational chart with the above information and distribute to event agencies/groups as appropriate. An org chart is a hierarchical diagram showing the chain of command during normal and emergency situations, including who is to be notified, by whom and in what order. The chart should be prominently displayed in the event plan.
 - In developing your org chart and communication procedures, consider both internal and external persons and agencies that are involved in your event. These may include: sponsors COV Engineering Services, Police, Fire Services, local hospitals and others as appropriate. The City of Vancouver will provide you with contact information from key City staff and partner agency contacts.

3. COMMUNICATION PLAN

Communications systems can include portable radios, telephones, cellular telephones, public address systems, etc.

- Describe how the event control/organizers will communicate with the event staff/volunteers and vice versa.
- Describe how the event control/organizers will communicate with the public.
- If using radios, include a list of persons who will have radios and what channel(s) or frequency they can be contacted on.
- Develop a Master Event Contact List that includes phone numbers and radio channels for event staff and participants. The Special Event Liaison will provide you with pertinent City of Vancouver and outside agency contacts.
- Include emergency communication procedures for notifying emergency services and other stakeholders as needed. Notification procedures should be developed to ensure the timely notification of persons responsible for taking emergency action. The procedures should be brief, simple and easy to implement.

- Develop a procedure for communicating with the public and for directing them in case of emergency (i.e. use of public address systems, signs, or warning systems).
- Develop pre-scripted messaging for an event cancellation, delay, or site evacuation.

4. PROFESSIONAL TRAFFIC MANAGEMENT PLAN

- Events that disrupt the flow of vehicle or pedestrian traffic will require a traffic management plan.
- The traffic management plan includes maps identifying road closures, soft and hard barricades, fencing and emergency vehicle access routes.
- Required aspects of the traffic management plan include: timing and responsibility of road closures and openings, vehicle traffic control, pedestrian traffic control, emergency vehicle access, and parking related issues.
- Remember that no event set up can begin until road closures are in place, so make sure you have allowed for the delivery and set up of barricades well in advance of the event.
- Clarify in your traffic management plan how you will maintain emergency vehicle access routes. If your plan depends on lanes and alleys, you must check with businesses to ensure that commercial vehicle deliveries will not impede emergency vehicle access during your event.
- With VPD and Traffic Management, identify the personnel and professionals who will be in charge of traffic management and confirm the schedule for road closures and re-openings with all staff.

City approved Traffic Management companies

- Valley Traffic 604 513-0210
- ALLL Traffic Control & Safety 604 273-5115
- Ansan Traffic Group 604 270-1535

5. SECURITY

5.1 CROWD MANAGEMENT AND SAFETY

- Crowd management refers to the systematic planning for and supervision of, the orderly movement and assembly of people. Crowd management is the responsibility of the event organizer.
- Consider how best to manage and support the demographics of your event. For example, will you require special services for families with young children, the elderly, or persons with disabilities? Should you consider recruiting volunteers and staff who can speak other languages?
- Identify high-risk zones or times and ensure that plans are in place to have personnel on site to direct crowds and mitigate problems. Examples of high-risk zones or times include: transit line-ups extending into your event, dispersal times when crowds are pushing towards exits, queuing locations that intersect with traffic or impede pedestrian access, and adjacent or nearby bars or restaurants where crowds may spill out into your event.
- Ensure you have sufficient staff and volunteers to manage a crowd during the event, at dispersal, and in case of an evacuation.
- The City of Vancouver and VPD may require that you contract professional security personnel, or specify how many officers will be deployed to your event.

5.2 EMERGENCY SERVICES

- Who is providing the First Aid and Medical services for your event and where will they be located?
- Describe step-by-step the process that event staff / volunteers will use in a First Aid incident.
- Is the first aid location(s) accessible to ambulances?
- Consider communications links to the event control/organizers for their situational awareness and/or actions.

5.2A 9-1-1 EMERGENCY (MEDICAL, FIRE, CRIMINAL ACT)

- VPD / BCAS / VFRS notification process
- Describe the steps to be taken by volunteers and organizers in a 9-1-1 emergency. Clearly define a process for calling 9-1-1 and for notifying the event controller.

5.3 LOST CHILD / PERSON

- Ensure there is a process in place for dealing with lost or missing children. This must include documentation and a detailed searching and communication plan.
- See the attached guidelines that will help you develop a plan appropriate for you event.

5.4 LIQUOR CONTROL

- If there is liquor at your event, including patio extensions, you **MUST** submit a security plan to VPD and LCLB. Your plan must include removal of intoxicated persons immediately.
- An additional site plan must be submitted for the licensed area showing: structures, entrances, exits and measurements to Vancouver Fire and Rescue Services.
- If you are de-licensing an existing licensed area you must submit this request to the LCLB.
- If you wish to have spirits at a public SOL you must apply for an exemption from LCLB.
- If your pricing is higher than permitted, you must apply for an exemption.
- Non-alcoholic beverages must be available.
- Consider having food available.
- Consult with liquor control and work with restaurant bar owners.

6. CONTINGENCY PLANNING

It is the responsibility of the event organizer to ensure that there are processes in place to respond to incidents impacting the event site.

Where the risk cannot be eliminated entirely, identify the most appropriate action(s) to be taken and by what organizations, should that situation arise. Event risks and hazards are specific to each event and location and will vary for each event and event site.

At a minimum, the following need to be included in your contingency plans:

6.1 EVENT CANCELLATION

- An event cancellation falls upon the event organizer. You must identify the event decision maker who will be responsible for enacting cancellation plans.
- Plans must be developed for cancellations prior to and during your event.
- Include in your plan a “go” or “no go” call in advance of the event where appropriate. Identify the time that this will be made, by who and how the decision will be communicated to event stakeholders, staff, and participants.
- It is the responsibility of the event organizer to notify pertinent stakeholders (VPD, Transit, Special Events liaison) of the cancellation as soon as possible.
- Identify the process in place to notify the public of a cancellation during your event.

6.2 WEATHER

- Identify what seasonal weather conditions will be prevalent at the time of your event and incorporate any necessary considerations into your plans.
- Identify any severe weather conditions (i.e. thunderstorms, high winds, extreme heat, extreme cold, blizzards etc.) that could arise at the time of your event and layout under what conditions you would be required to:

- Modify your event
- Enact your cancellation plan
- Evacuate or Shelter in Place persons attending your event

For example: On hot days, make sure there is water available and that staff and volunteers can direct participants to the closest water fountain or vendor. Encourage event attendees to dress appropriately, wear sunscreen, and look out for signs of heat related illness.

6.3 SITE EVACUATION

- It is the responsibility of the event organizer to develop and enact evacuation plans for the event site.
- In your plan, describe the actions to be taken if the event location had to be partially or fully evacuated.
- Estimate the amount of time required to conduct the evacuation (how long it will take from the time a decision to evacuate is made, to when all evacuees can be moved to safety). This will help to identify the lead time required and your decision point to order an evacuation. Your plan should ensure that everyone can be evacuated to safety in the time available and should identify the resources required.
- Factors to identify include:
 - Identify the individual from the event organizing team who is responsible for making the decision to evacuate the public from the event location?
 - Who will co-ordinate staff during the evacuation (i.e. be in charge?)
 - How will the event staff/marshals and participants be informed and briefed of the situation? (by radio, signs, phones)
 - Do the event staff/marshals have specific tasks in the event of an evacuation?
 - Which exits will be public be directed to?
 - Where will the public be evacuated to?
 - Where are the closest transit locations?
 - Who will inform emergency services (Police, Fire, Ambulance etc.)?
 - How will evacuation messaging be distributed to volunteers
 - How will evacuated staff and volunteers be accounted for? (This is particularly important should persons be evacuated to more than one location.)
- If your event is a linear type of event (i.e. sponsored walk, bike ride etc.), you will also need to consider:
 - If required, how do you stop the event?
 - How do you inform the safety staff?
 - How do you collect and account for the participants?
 - Where do you evacuate the participants to?
- Ensure that there is pre-scripted public information messaging available in the event of an evacuation and coordinate who will be responsible for passing on the information to the public and by what means, in advance of the event.

6.4 MEDIA COMMUNICATIONS PLAN

- If there were to be an incident at the event that attracted media interest, consider who would speak to the media and where this would take place.
- Have pre-scripted messaging for the media available in advance for anticipated risks.

6.5 OTHER RISKS / HAZARDS

- Consider any other risks or situations that you may have identified during your planning process and ensure that you state how these will be managed and by who, in your plan.



Guidelines for Event Organizers: Lost and Found Child

The City of Vancouver has drafted the following guidelines to support event organizers in developing and implementing policies and procedures for assisting a lost child or responding to lost child reports. These guidelines should be adjusted to ensure that they are appropriate for the size, location, and type of event being hosted, and if there are police on-site.

It is recommended that all event organizers:

- 1) Identify and clearly mark a tent, room, or location where missing children can be reported, or where lost children can go for help.
- 2) Establish a lost/found child report form to document all incidents (see sample form attached).
- 3) Establish a notification procedure to alert staff, security and police if a child is missing or has been located.
- 4) Establish a fan-out procedure to search for a missing child.
- 5) Train staff / volunteers in the emergency notification and fan-out procedures for a lost child.
- 6) Designate at least 2 staff or volunteers, preferably one male and one female, to be responsible for staying with a lost child, or accompanying parents /guardians during a search.
- 7) Ensure that volunteers and staff are clearly identified by uniforms, t-shirts, or badges.

If a parent /guardian reports a child/ dependent as lost or missing, recommended procedures are as follows:

- 1) Greet the parent/guardian and advise them that you have a process in place for locating lost children.
- 2) Document the following information (see sample form attached):
 - a. Name of person filing report and relationship to person missing
 - b. Name of parent or guardian if not the same person filing report
 - c. Name of child missing
 - d. Description of missing child (age, height, clothing, hair colour, skin colour, accessories, other defining features)
 - e. Location where they were last seen
 - f. Person they were last seen with and description
 - g. Security concerns and additional information that could be helpful
- 3) Notify event staff and security that a person has been reported missing and provide relevant information.
- 4) Activate lost child notification and fan-out procedures. Staff / volunteers should go in pairs to search for the person.
- 5) The event controller is responsible for notifying emergency services, either by calling 9-1-1 or through established communication procedures.
- 6) At the discretion of the parent/guardian and the event organizer, alert the public that a missing child has been reported using PAs, signage, etc.
- 7) A volunteer or staff member with a radio or cell phone should remain with the reporting person(s) during the search in order to communicate updates as necessary.
- 8) If the child is located without incident:
 - a. Confirm the identification of all parties, request ID.
 - b. Follow procedures to call-off the search and inform any other agencies that the child has been found.
 - c. Record the time and location where the child was found.
 - d. Record the name(s) of the volunteers / staff involved.
 - e. If no identification is available, or if there is concern about the safety of the child, event organizers may request further direction from the police.
- 9) If the person is not found, retain all recorded information and ensure it is made available to police.

If a child / dependant arrives at the information location, or reports themselves to a volunteer or staff member as being lost:

- 1) Ensure the presence of 2 staff or volunteers, preferably male and female.
- 2) Greet and comfort the lost child and explain that you are there to help them find their parents/guardian.
- 3) Ensure that 2 volunteers / staff stay with the child, or accompany the child to the information tent. Do not force the child to go to a new place if they do not want to, but encourage the child to stay in one place while their parents/guardian are located.
- 4) Document the following information:
 - a. Name of the child
 - b. Name of parents / guardian attending the event
 - c. Name of parents / guardian not attending the event
 - d. Contact info for parents / guardian (if known)
 - e. Description of child

- f. Description of parents / guardian
 - g. Location where they last saw parent / guardian
 - h. Name of volunteers / staff or person who found the child.
- 5) Only water may be offered to the child (no food or snacks in case of unknown allergies).
 - 6) Notify event organizer/ security director that a child has been found.
 - 7) Do not publicly announce that a child has been found, or their location.
 - 8) At the discretion of the event organizer, a public announcement may be made requesting that the parent or guardian report to the information tent. Do not include information about the child in this announcement. (IE: Could Mrs. Jones please report to the information tent)
 - 9) If a parent or guardian arrives to claim the child, confirm and record their identification and contact information.
 - 10) Record the time and location that the child and parent/guardian were reunited and the names of all attending staff / volunteers.
 - 11) Never hand over a child to an unidentified person.
 - 12) Retain all records and provide copies to the City of Vancouver or the VPD as requested.
 - 13) If no-one claims the child within 1 hour, or at the close of the event, notify police.

Sample: Lost Child Reporting Form

This form is to be completed by event staff/volunteer when a parent or guardian reports a child as missing. Retain this information for future reference.

Event: _____ Date: _____ Time: _____

Form filled out by: _____ Location: _____

Information about the person(s) filing the report

Name(s) of parent/guardian filing report:

1) _____ Contact: _____

Relationship to person missing: _____

2) _____ Contact: _____

Relationship to person missing: _____

Name of parent(s) or guardian(s) (if not the same person(s) filing report):

_____ Contact: _____

_____ Contact: _____

Information about the missing child (provide this information to event staff/security during the search).

Name of missing child: _____

Age: _____ Hair colour: _____ Height: _____

Eye colour: _____ Skin Colour: _____

Clothing and shoes: _____

Other defining features: _____

Location the child was last seen: _____

Person they were last seen with and description:

Security concerns and additional information (use the back if necessary):

Sample: Found Child Reporting Form

This form is to be completed when a child has identified themselves as being lost, or has been found by a volunteer or staff member, and when reuniting a parent/guardian with a child. **Persons claiming a child must provide proof of identification.**

Event: _____ Date: _____ Time: _____

Two Staff / volunteers assigned to child: _____

Information about the child (get as much info as possible from the child in order to ensure their safe reunification with their parent/guardian(s))

Name of child: _____

Age: _____ Hair colour: _____ Height: _____ Eye colour: _____ Skin Colour: _____

Clothing and shoes: _____

Other defining features: _____

Location where child was found or reported to staff / volunteers:

Name of person child was attending event with: _____

Relationship: _____ Contact: _____

Name(s) of parent / guardian: _____

Contact: _____

Information about the person(s) claiming the child:

Name(s) of parent/guardian claiming the child:

1) _____ Contact: _____

Relationship to person missing: _____

2) _____ Contact: _____

Relationship to person missing: _____

Name of parent(s) or guardian(s) (if not the same person(s) claiming child):

_____ Contact: _____

Identification provided: _____

Location and time of reunification: _____

Pertinent contact numbers and links

City of Vancouver Building Permits - tents, stages, bleachers, structures
Enquiry Centre at 604.873.7613

Noise Bylaw information - for more information contact the Special Events Office(s)
<http://former.vancouver.ca/bylaws/6555c.PDF>

Liquor Permits: Private Special Occasion License, Public Special Occasion Licence and Patio (Red-line) Extensions

- BC Liquor Licensing and Control
<http://www.pssg.gov.bc.ca/lclb/>
866 209-2111
lclb.lclb@gov.bc.ca
- City of Vancouver Licensing
<http://vancouver.ca/doing-business/liquor-serving-establishments.aspx>

Vancouver Fire, Rescue and Safety - fire and pyrotechnic permits
<http://former.vancouver.ca/fire/services/index.htm>

Vancouver Coastal Health - food and animals
http://www.vch.ca/your_environment/food_safety/permits/
604.736.2033

BC Ambulance Service - Emergency First Aid
<http://www.bcas.ca/EN/main/services/special-operations.html>

From: "Kady Xue" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
Date: 9/13/2019 3:53:35 PM
Subject: Re: China Lights & Arts Festival - September 26 to October 1, 2019
Attachments: image001.jpg

Dear Josie,

When we apply for this event, we did these two organizers, and please check our application file. Sorry to make your inconvenience.

Thanks again.

Best regards

Kady Xue

Canadian Alliance of Chinese Association

Canadian Sichuanese Friendship Association

Cell: 604 338-7700



From: "Dai 戴Qi Yu 倚雨" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: "Kady Xue (s.22(1))" <s.22(1)>
"Tom Meighan \VAG\" <TMeighan@vanartgallery.bc.ca>
Date: 9/18/2019 1:27:46 PM
Subject: Re: China Lights Arts Festival
Attachments: Lantern Set Up Work Schedule.pdf
SitePlan Exhibition .pdf
Site Plan_Sep 28 .pdf
Alternative Site Plan_Sep 28 .pdf

Hi Josie:

Sorry about the delay, we have alternative plans in case of rain for both set up and festival event day:

- Set up schedule: plan A is the original plan that we'll be setting up on Sep 22; plan B is an alternative if we encounter bad weather or be advised by lantern specialists. Estimated bollard removal times are at the bottom of each plan (let me know if it's clear). Since it's estimated, I'll be in close contact with Vancouver Art Gallery and confirm ahead of time before the day.

- Event day Sep 28 site plan: Instead of one of 20 by 30 tents, we'll have one 20 by 20 (closed) and one 10 by 20 (closed) for changing and resting. On the original plan, I placed two tents away from each other. If it rains, the 20 by 20 (remain open) will be put on the performing area. We'll have 4 more 10 by 10 open tents for spectators. Will this work?

Attached are set up schedule, and 3 revised site plans: exhibition; exhibition + festival; exhibition + festival (alternative)

Also, we can pay for the special event market permit anytime, please advise how to proceed with that. Thank you

Best Regards,

On Wed, Sep 18, 2019 at 12:07 PM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi Tracy,

I was hoping that you could provide me with the daily production schedule for load in, the event dates and load out.

Thanks,

Josie

Josie Hall | Filming and Events Officer

Our new mailing address is:

Film and Special Events

453 West 12th Avenue

Vancouver, BC

V5Y 1V4

Special Event website: <http://vancouver.ca/doing-business/event-permits.aspx>



--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

Chinese Arts and Culture Festival Lantern Set up Schedule

Plan A:

September 22:

- Morning: materials arrive, unloading
 - o Containers arrive
 - o Fence, tents, plywood, scaffolds, and forklift arrive
 - o Unloading
 - o Start electrical work
- Afternoon:
 - o Continue on the electrical work
 - o All crew members start assembling lantern 2
 - o Test first assembled lantern2
 - o Assign work for lantern 1, 2, 4 and 6
 - o Containers leave

September 23:

- All day work on lantern 1, 2, 4 and 6
- Test electricity after finishing every lantern

September 24:

- Finish lantern 1, 2, 4 and 6 by Noon or earlier.
- Start working on lantern 5

September 25:

- Work on lantern 5
- Check electricity
- Check all the lantern work
- Set up tents
- Remove tools and clean up

Plan A Bollards removal (estimated):

Sep 22	Sep23	Sep24	Sep25
7am – 7pm (Ideally) If not, leave open: 7am – 12pm (noon) 4pm – 8pm	8-10am 5-7pm	8-10am 5-7pm	8-10am 5-8pm

Plan B:

In case of rain, or under the advice of lantern team specialists:

On September 22nd and most of the day on September 23rd, all lanterns except lantern 5 will be assembled in a separate location and transported to the plaza. No work on the plaza on September 22 and no containers will stay on site.

September 23:

- Late afternoon:
 - o Fence, tents, plywood, scaffolds and forklift will arrive

- Assembled lanterns will start arriving

September 24:

- All 5 lanterns will arrive by noon
- Start on electrical work
- Start working on lantern 5

September 25:

- Finish working on lantern 5
- Test electrical work
- Set up tents
- Remove tools and clean up

Plan B Bollards removal (estimated):

Sep 22	Sep23	Sep24	Sep25
NA	4-8pm	8-12pm (noon) 5-7pm	8-10am 5-8pm

**LEGEND**

Lanterns on Display Sept 26 - Oct 1 (Except Sep 28)

	6 of (10' by 10') Tents with Special Event Market Permits
	6 of (10' by 10') Tents for staff, volunteers and visitors
	Fence (for information display) 10'
	City Garbage + Recycle Receptacles

	Lantern 1 & 2 Dia: 2m, H = 3.5
	Lanterns 3 & 4 L = 6m, W = 1.5m, H = 3.5
	Lantern 5 L = 10m, H = 3m
	Lantern 6 L = 18m, H = 5m



LEGEND

Lanterns Display + Festival September 28

	6 of (10' by 10') Tents with Special Event Market Permits
	1 of (20' by 20') Tent for resting & changing
	1 of (10' by 20') Tent for resting & changing
	1 of First Aid tent (10' by 10')
	1 of (10' by 10') tent for Staff and volunteers
	1 of (10' by 10') Tent for PA control
	Performance Area (No set up required)
	PA System
	Fence (for information display) 10'
	City Garbage + Recycle Receptacles
	Event Garbage and Recycle Station
	Porta Potties (5 regular plus 1 accessible)

	Lantern 1 & 2 Dia: 2m, H = 3.5
	Lanterns 3 & 4 L= 6m, W=1.5m, H=3.5
	Lantern 5 L=10m, H=3m
	Lantern 6 L=18m, H=5m



LEGEND

Lanterns Display + Festival September 28

	6 of (10' by 10') Tents with Special Event Market Permits
	1 of (20' by 20') Tent for Performance
	1 of (10' by 20') Tent for resting & changing
	4 of (10' by 10') Tents for spectators
	1 of First Aid tent (10' by 10')
	1 of (10' by 10') tent for Staff and volunteers
	1 of (10' by 10') Tent for PA control
	PA System
	Fence (for information display) 10'
	City Garbage + Recycle Receptacles
	Event Garbage and Recycle Station
	Porta Potties (5 regular plus 1 accessible)

	Lantern 1 & 2 Dia: 2m, H = 3.5
	Lanterns 3 & 4 L= 6m, W=1.5m, H=3.5
	Lantern 5 L=10m, H=3m
	Lantern 6 L=18m, H=5m

From: "Kady Xue" <s.22(1)>

To: "Hall, Josie" <josie.hall@vancouver.ca>

Date: 4/23/2019 2:38:50 PM

Subject: Re: China Lights Festival - September 25 to October 2

Attachments: Chinesr Arts and Culture Festival Event Proposal.docx
Chinese Art and cultural - 2019 Lantern Festival演示文稿 copy.pdf

Hi Josie,

Please kindly find the attached event proposal and some information for lantern Festival for your reference

Best Regards

Kady Xue

Canadian Alliance of Chinese Association
Canadian Sichuanese Friendship Association

Chinese Arts and Culture Festival Event Proposal

Name of the Event: Chinese Arts and Culture Festival

-----2019 'Global Trip' of Sichuanese – Zigong Lantern Festival

Proposed Location: Vancouver Art Gallery North and South Plaza

Admission: Free to Public

Proposed Date of the event:

- Set up: September 18th – 20th & 23rd – 24th
- Event: September 25th – October 2nd
- Take Down: October 3rd – October 4th by 11pm

Organizer Information:

- Canadian Alliance of Chinese Associations (CACA)
CACA is an amalgamation of 45 BC-based Chinese organizations with a shared mission to serve the Chinese community in BC, and the strengthen the relationship between China and Canada. <http://www.ca-ca.ca/zh/>
- Canadian Sichuanese Friendship Association (CSFA)
Founded in 1996, CSFA started out by serving members from South Western Chinese new immigrants to better adapt a new life; today the association hosts multiple social and cultures events for all Chinese living in the Lower Mainland. They've been partnering up with other local charities (Non-Chinese organizations) for fundraising Events and are one of the most active among all other Chinese organizations.

Estimated Attendance:

- Staff & Volunteers: 80
- Spectators: 5000

Estimated Budget: \$300,000

Event Sponsor: Some local company

Purpose of the event:

To promote Chinese traditional culture and value; to celebrate Mid-Autumn Festival, one of the largest festivals for Chinese families.

Event Description:

There are two major parts of our events, a lantern exhibition that runs for 8 days, and a one-day art/food/craft festival.

1. Lantern Exhibition: September 25th – October 2nd

6-8 Sets of Standing Lantern Exhibition; lantern will be light up close to sunset time

Dimension range for each set:

- 3.5 – 10 Meters in Height
- 2 – 6 meters in Length
- 2 – 3 meters in Width

We are consulting with a professional event planning company for all preparation work

2. Art Performance & Food Festival & Craft Fairs: September 28th, Saturday

- Proposed to run from 9am to 11pm, including set up and take down

- Tentative Schedule:

- 9am – 12pm set up
- 1pm start with Opening Speech
- 2pm – 9pm: Food Festival (Food available for sale)
- 6pm-8pm: Art Performance (Free)
- 1pm – 9pm: Chinese craft fairs (crafts available for purchase)

Event Equipment:

We are consulting with a professional event planning company on all the equipment needed. Currently, we have the following items on the list: lantern lighting sets; one performance stage; Bleachers (pending); sound system; power generators; multiple tents and chairs; outdoor stoves.

Contact Name & Number:

Kady Xue, Event manager: 604-338-7700

Tracy Dai, Event Facilitator: 778-859-3589

Yue, Event Facilitator:

自贡灯会环球行

“Global Trip” of Zigong Lantern Festival



Overview





自贡灯会概述 ZIGONG LANTERN FESTIVAL

Chinese lanterns are famous all over the world. The Zigong Lantern Festival has long history with a great tradition. The industrious and intelligent Zigong people have dedicated unparalleled well-salt technology. They have also contributed to the humanity with their lantern technology.

The modern Zigong Lantern Festival has undergone a magnificent transformation from “shape, size, movement” to “great, big, new, strange, special”. With the development of the city, it has become the most important regional cultural feature of Chinese folk culture.

domestic market

85%

overseas



自贡灯会概述

Zigong Lantern Festival has successively exhibited in 500 large and medium-sized cities in China and countries and regions abroad. Since the display of lanterns at Beihai Park in Beijing in 1988, it has attracted both inside and outside China, and tens of millions of people have been attracted by this ethnic art. Former President Deng Xiaoping and Zhu Rongji had personally visited the lantern festival. In 1991, Zigong Lantern Festival was exhibited in the country and was exhibited in Thailand. Then it was exhibited in the United States, Britain, Canada, Malaysia, South Korea, Japan, other countries and Hong Kong and Taiwan. The cumulative number of lights was over 10 million. It was highly praised by local people and called "the first light in the world." Zigong Lantern Festival, with its workmanship, unique materials, unique patterns, bamboo lamps, cocoon lamps, CD lamps, glass lamps, etc., give people a sense of beauty. It can also echo the current international community which protect the environment and save energy. The Zigong Lantern, which integrates Chinese traditional charm and modern optoelectronic technology, not only shows its splendid brilliance, but also presents its profound cultural connotation to the world.

自贡灯会概述

ZIGONG LANTERN FESTIVAL

Honors

2014 Zigong Lantern Festival won the "Most Influential International Festival" award.

2012 Zigong Lantern Festival won the "China Top Ten Festival Award"

2010 Zigong Lantern Festival won the first China Conference and Exhibition Industry Conference and Beijing International Convention and Exhibition Industry Summit jointly hosted by the National Institute of International Trade and Economic Cooperation of the Ministry of Commerce, the China Conference and Exhibition Economic Research Association, Beijing Municipal Council for the Promotion of International Trade and the People's Government of Changping District, Beijing. 2010 Top 10 Events Award

2009 Zigong Lantern Festival won the "Golden Dolphin" Award for the top ten Chinese festivals; Zigong Lantern Festival won the "International Festival Award for Best International Exchange Award"

2008 Zigong Lantern Festival was listed by the State Council as China's second batch of "national intangible cultural heritage" directories.

2007 Zigong Lantern Festival was honored by the Ministry of Culture as "Excellent Export Culture Service Project" and "Zigong Lantern Traditional Production Technique". It was awarded "Intangible Cultural Heritage of Sichuan Province" by Sichuan Provincial Department of Culture.

2002 Zigong Lantern Festival was identified by the National Tourism Administration as one of the country's two most popular folk activities. It was listed in the top 40 boutique activities. Zigong City was also named by the Ministry of Culture as "the hometown of folk art (color lanterns)."



Group Introduction

The Hometown of Zigong Lantern Culture Industry Group Co., Ltd. is composed of Zigong Lantern Hometown Cultural Industry Park, Zigong Zhongyi Culture Industry Co., Ltd., Sichuan Zhongyi Chuangjing Landscape Engineering Co., Ltd., Zhongyi Professional Cooperative, and Zhongyi International Tourism. The Zhongyi Vocational and Technical School. It was formed in 2014. The Hometown of Lantern Group adheres to the enterprise development concept of “rooted in hometown and heart to the world”, inheriting traditional culture, and returns to the origin, setting up the industrial base in Liushan Town, Yantan District, Zigong City, the birthplaces of Chinese lantern culture. The Group has integrated the advantages of each company, and has diversified business centered on agriculture, culture and travel. It has comprehensively covered the production, exhibition, operation and service of the tourism area of the Zigong Lantern Festival, development of creative cultural products, hot springs, landscape environment construction and other inherent business.

While inheriting the traditional culture, the Group has developed the three-production linkage model with the core business, multiple resources of “political, enterprise, and people” and established the “eco-chain” of long-term development of “symbiosis, cooperation and win-win”, the global cultural trade platform continues to promote the achievements of traditional culture and innovative cultural and creative industries.

In the future, local people are honored to advance and are willing to join hands with you to move towards this splendid road!



A light illuminates the entire world

The Howntown of Lantern Group, Zhongyi Culture participate co-organized the Lantern Festival and Lantern Carnival which highly praised by the head of state, ambassadors, Lord of nobility celebrities, overseas Chinese and their leaders, and local people.



Successfully displayed hundreds of times at home and abroad,
accumulated hundreds of millions visitors



Nearly a decade of large-scale domestic and foreign lantern festival cases

International Market

- 1 2006-2008 Ontario Chinese Lantern Festival
- 2 2009-2010 Germany - Chinese Lantern Festival
- 3 2011-2012 Dallas, US - Chinese Lantern Festival
- 2013-2016 Singapore Chinatown Spring Festival
- 4 2014 Malaysian Lantern Festival
2015-2016 London Magic Lantern Festival
- 5 2016 Royal Botanic Garden Christmas Lantern Festival
2017 Chiswick House and Gardens Dream Lantern Festival, London, UK
2017 United States Charlotte Chinese Lantern Festival
- 6 2018 Singapore Chinatown New Year Lighting Project
2018 Florida Lauderdale Lantern Festival
2018 The Belgium-China Cultural Tourism Year "lights up the European Hearts Lantern Festival"
2018 China-Europe Year of Cultural Tourism Dinan "China-Europe Light Bridge" Light Show

China Market

- 1 2008 Beijing Ditan Park "National Culture Welcomes the Spring Festival"
2008-2011 Lanzhou Spring Lantern Festival
2009 Xi'an City Wall Spring Lantern Festival
2008-2010 Xiamen Lantern Festival
2012 Yuexiu Park Spring Festival Light Fair
- 2 2013 Mid-Autumn Festival of the Kunshan-Taiwan Strait
2013 Shanxi Changzhi "Beautiful Lu'an" Lantern Festival
2014 Deyang Lantern Festival
2014 Taiwan Nantou Lantern Festival
- 3 2015 Taichung Yunlin Light Festival
2015 Shanxi Luliang Spring Festival
2015-2016 Tieling Lantern Festival
- 4 2016 Zigong Lantern Festival
2016 Yibin Lantern Festival
- 5 2017 Zigong Lantern Festival
2017 Chongqing Spring Lighting Festival
2017 Luojiang Large Lantern Tourism Festival

Classic Case - Belgium's "Lighting the Heart of Europe" Large Lantern



After being selected by the Chinese Mission in the R
National Friendship Association, and the Sichuan Provin
was determined that our company will exclusively spon
Europe Year of Cultural Tourism "Light the Heart of Europ

Classic case - Calgary Chinese Lantern Festival



驻卡尔加里总领事王新平出席卡尔加里动物园为中国四川中艺彩灯工艺大师举办的“白帽子”欢迎仪式
Xinping Wang, a consul general of People's Republic of China in Calgary, attended a welcome ceremony at Zigong Dongyong Company's Artisans, which called White Hat Ceremony.

“白帽子”仪式欢迎自贡彩灯工艺大师 “2015 卡尔加里中国彩灯节”16 日开幕

【本报卡城专电】近日，由卡尔加里动物园和中国四川中艺彩灯工艺大师联合举办的“白帽子”欢迎仪式，在卡尔加里动物园举行。仪式吸引了数百名游客和媒体记者参加。仪式中，中艺彩灯工艺大师向动物园工作人员赠送了“白帽子”，以感谢他们对彩灯艺术的贡献。仪式还伴随着精彩的彩灯展示和传统中国音乐演奏。此次“白帽子”欢迎仪式，旨在增进中加两国人民之间的友谊，并推广中国传统文化。仪式结束后，游客们还可以欣赏到由中艺彩灯工艺大师带来的精彩彩灯展示。此次彩灯节将持续两周，期间还将举办各种文化活动和表演。游客们可以近距离欣赏到各种大型彩灯，如龙灯、凤灯、生肖灯等。此外，还有各种传统中国小吃和手工艺品出售。此次彩灯节不仅是一场视觉盛宴，更是一次文化之旅。通过此次活动，游客们可以更好地了解中国传统文化，感受中国节日的氛围。此次彩灯节的举办，得到了卡尔加里市政府和动物园的大力支持。希望未来能有更多类似的活动，促进中加文化交流。



2015 卡尔加里 Calgary

The company used 32 large lanterns to fully display the Chinese elements and used a lot of environmental protection materials such as used equipment and energy-saving lamps. During the opening week, it attracted tens of thousands of tourists. While enjoying the lights, the public fully appreciated the charm of Chinese culture through a series of activities such as tasting Chinese food, enjoying song and dance performances.

Classic case - Dutch Chinese Lantern Festival



To commemorate the "European Chinese Centennial Celebration" of the Netherlands, the Chinese dragon lantern produced by the company were dressed in the port of Rotterdam, the largest port in Europe. Thousands of tourists in the evening enjoyed this dragon from China. The exhibition enabled the Dutch people to understand Chinese traditional culture and art and further promoted cultural exchanges and cooperation between China and the Netherlands.

Classic case - Singapore Chinese Lantern Festival



新加坡
Singapore

The company has exclusively designed and produced the Singapore Chinese Autumn and New Year Lantern Festival nine times for five consecutive years



Classic case - China Deyang Lantern Festival



The Deyang Lantern Festival takes the theme of "Colorful Xuanzhu Lake in the Landscape of Deyang City" and consists of 100 groups of large and medium-sized rich and beautiful lanterns designed and constructed by the company. Together they write "Beautiful Hometown, Charming Deyang; Happy New Year; China dream, the Road to Rejuvenation" four lantern chapters.

打造中国彩灯文
化产业第一品牌

免费垂询热线
400 809 6617

地址：四川自贡沿滩区刘山彩灯之乡文化创意产业园

电话：+86-813-5385555 +86-813-5201333

网址：www.zgcdzx.cn www.zgscdd.com www.sczycj.com

邮箱：info@zgscdd.com



自贡彩灯之乡文化产业集团有限公司

The Hometown of Zigong Lantern Culture Industry Group Co., Ltd



彩灯之乡
HOMETOWN OF LANTERNS



扫一扫关注“彩灯之乡”微信公众号



【傳承】

中國非遺 自貢彩燈

中國最大的民俗文化活動
國內外成功展出五百餘次
累積觀燈遊客超四億人次



From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Kady Xue" <s.22(1)>
Date: 4/24/2019 7:40:55 AM
Subject: RE: China Lights Festival - September 25 to October 2

Good morning Kady,

Unfortunately I cannot give extra days, there is a large event on Oct 4 and they need the 3rd to start their set up. This event is an annual event and we have had an application for them for quite some time now.

Josie

From: Kady Xue [mailto:s.22(1)]
Sent: Tuesday, April 23, 2019 3:29 PM
To: Hall, Josie
Subject: Re: China Lights Festival - September 25 to October 2

Hi Josie,

Thank you for the quick response. We can do from Sep 22- Oct 2, if possible could you please give another two more days Sep 22- Oct 4?

Best regards

Kady

From: "Dai 戴Qi Yu 琦雨" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
Date: 9/16/2019 9:59:25 AM
Subject: Re: Chinese Art and Culture Festival - Updated Site Plans
Attachments: Site Plan_Sep 28 .pdf

Sorry, I sent you the wrong Site plan for Sep 28.
This is the new one.

On Mon, Sep 16, 2019 at 9:54 AM Dai 戴Qi Yu 琦雨 <s.22(1)> wrote:
Hi Josie:

Here are the revised site plans:

- No more than 6 tents together (Exhbition)
- 10 feet distance between 20*30ft tent and other tents (Exhbition + Festival)

On Wed, Sep 11, 2019 at 9:19 AM Dai 戴Qi Yu 琦雨 <s.22(1)> wrote:
Hi Josie:

No problem. I will send you the updated Safe Special Event Plan Checklist soon.

Thank you for arranging the site meeting.

On Wed, Sep 11, 2019 at 9:16 AM Hall, Josie <josie.hall@vancouver.ca> wrote:
Hi Tracy,

I will not be able to make the site meeting this morning. I have a meeting to attend now and don't know how long it will take.

Lisa and Tom will be able to answer any electrical questions you have.

Josie

From: Dai 戴Qi Yu 琦雨 [mailto:s.22(1)]
Sent: Wednesday, September 11, 2019 9:13 AM
To: Hall, Josie
Subject: Chinese Art and Culture Festival - Updated Site Plans

Hi Josie:

I have the updated site plans here:

- One for exhibition days

- One for september 28th. (There will not be a stage + screen set up, but there will still be performance and PA system on the side)

- Schematic electrical work plan

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)



LEGEND

Lanterns Display + Festival September 28

	7 of (10' by 10') Tents
	1 of (20' by 30') Tent
	1 of First Aid tent (10' by 10')
	Performance Area (No set up required)
	PA System
	Fence (for information display) 10'
	City Garbage + Recycle Receptacles
	Event Garbage and Recycle Station
	Porta Potties (5 regular plus 1 accessible)

	Lantern 1 & 2 Dia: 2m, H = 3.5
	Lanterns 3 & 4 L= 6m, W=1.5m, H=3.5
	Lantern 5 L=10m, H=3m
	Lantern 6 L=18m, H=5m

From: "Kady Xue" <s.22(1)>
To: "Clark, Rick" <Rick.Clark@vancouver.ca>
Date: 4/25/2019 12:23:44 PM
Subject: Re: Chinese Arts and Culture Festival

Hi Rick

Thank you so much for the info!

Best

Kady

From: "Hall, Josie" <josie.hall@vancouver.ca>

To: "Kady Xue (s.22(1))" <s.22(1)>

CC: "Canadian Alliance CACA" <caca.2016@icloud.com>

Date: 9/18/2019 1:52:17 PM

Subject: RE: Co-sponsor of Chinese Cultural and Arts festival event

Attachments: Letter of Agreement.pdf

Hi,

Please see attached the revised City of Vancouver letter of agreement. Please review the letter, have both parties sign and return to me for file.

Thanks

Josie

-----Original Message-----

From: Canadian Alliance CACA [mailto:caca.2016@icloud.com]

Sent: Wednesday, September 18, 2019 12:14 PM

To: Hall, Josie; s.22(1)

Subject: Co-sponsor of Chinese Cultural and Arts festival event

Hi Dear Josie,

This is for your information that this event of "Chinese Cultural and Arts festival" is co-sponsored by following two organizations:

1. Canadian Alliance of Chinese Associations (CACA)
2. The Canada Sichuanese Friendship Association

Regards,

Shumei Liu

Secretary General of CACA

Cell: s.22(1)

Sent from my iPhone

September 18, 2019

Canadian Alliance of Chinese Association (CACA)
& Canadian Sichuanese Friendship Association (CSFA)
3025 - 8888 Odlin Cr.
Richmond, B.C. V6X 3Z8

Attn: Kady Xue

Dear Sirs/Mesdames:

RE: China Lights & Arts Festival (the "Event")

Your application to hold the Event on **September 26 to October 1, 2019** has been reviewed by the Festival Expediting Staff Team ("FEST") Committee and approval to hold the Event has been given by the FEST Committee subject to the conditions of this letter.

The City of Vancouver (the "City") hereby grants the **Canadian Alliance of Chinese Association** (the "**Organizer**") a non-exclusive licence to use certain street areas and other City property as described in Schedule B (the "**Licence Area**") within the City of Vancouver on the following terms and conditions:

- (a) upon delivery of a signed copy of this letter to the City the Organizer will pay a fee for the licence granted herein in the amount of TEN DOLLARS (\$10.00) in addition to any other amounts payable to the City under this letter or otherwise;
- (b) the Organizer will not use any street areas or other City property other than the Licence Area without the prior written consent of the City;
- (c) the use of the Licence Area will be governed by the terms and conditions of this letter;
- (d) the Organizer will have the non-exclusive right to use the Licence Area between the hours of **8:00 a.m. and 11:00 p.m. on September 22 to October 2, 2019** (collectively, the "**Term**");
- (e) the Organizer will only use the Licence Area during the Term for the purpose of preparing for, holding and cleanup after the Event but for no other purpose whatsoever;
- (f) the Organizer will comply, at its own expense, with all municipal, provincial and federal laws, bylaws, regulations and requirements pertaining to or relating to the Event or the use of the Licence Area by the Organizer and its officials, directors,

officers, agents, employees, volunteers, contractors and subcontractors (collectively, the “**Organizer Personnel**”), including without limitation, all laws, bylaws, regulations and requirements relating to health, fire and safety;

- (g) the Organizer will obtain all required permits, licences and approvals required to hold the Event from all applicable federal, provincial and municipal authorities, including but not limited to all permits, licences and approvals required by the City and all permits, licences and approvals required by the Vancouver Coastal Health (“**VCH**”) with respect to food, food vending and health aspects of the Event;
- (h) the Organizer will not commit or permit any nuisance on the Licence Area or any manner of use which causes or is likely to cause unreasonable annoyance or disturbance to the general public or abutting land owners or their tenants, licencees or occupants;
- (i) the Organizer will not release or permit to be released any contaminants onto the Licence Area, and “contaminants” means any deleterious, dangerous, hazardous, corrosive or toxic substances, pollutants, goods or waste the manufacture, storage, handling, treatment, generation, use, transport, release, disposal or discharge into the environment of which any environmental laws control, regulate, licence or prohibit or which are or may be deleterious, dangerous or hazardous to human, animal or plant health or life or the environment;
- (j) the Organizer will not suffer, cause or permit any unlawful events or events which endanger public safety on or around the Licence Area;
- (k) the Organizer will not commit or permit any damage, waste or injury to the Licence Area and the Organizer will repair or rectify any damage, waste or injury, to the satisfaction of the City Engineer, or will reimburse the City for the cost of repairing, all damage, waste or injury to the Licence Area caused or contributed to by the Organizer or the Organizer Personnel, plus 15% of all such costs for the City’s administration costs;
- (l) the Organizer will provide uninterrupted and unrestricted access to the Licence Area by fire, police, medical, ambulance and City personnel throughout the Term;
- (m) the Organizer will provide first aid facilities and will establish safety, first aid and emergency response procedures that would be provided or established by prudent organizers of similar public events;
- (n) the Organizer will pay all costs incurred by, or on behalf of the City to accommodate the Event on the Licence Area, including, but not limited to, the costs of barricades, delineators, signs, pavement markings, traffic diversions, portable flashers, electrical services, pay-duty police officers, advertisements advising the public of the Event and any other measures that the City Engineer deems necessary and in the interest of the public, plus 15% of all such costs for the City’s administration costs;
- (o) the Organizer will comply at all times during the Term with a traffic management plan for the Event which has been approved by the City, if applicable;
- (p) the Organizer will not set up or place any kiosks, temporary utilities or services (including adequate public washroom facilities), temporary structures, fences,

barricades, barriers or other equipment or structures (collectively, the “**Event Equipment**”) on any Licence Area unless and until the specifics and locations of such Event Equipment have been approved by the City;

- (q) the Organizer will not commence set up for the Event or place any Event Equipment on Licence Area prior to **8:00 am on September 22, 2019**. The Organizer will complete the removal of all Event Equipment from Licence Area and will finish clean-up of the Event to the satisfaction of the City Engineer no later than **11:00 pm on October 2, 2019**. If the Organizer does not remove all of the Event Equipment, vehicles, banners, advertisements, litter or debris from the Licence Area to the satisfaction of the City Engineer by the time limited herein, the City may, but will not be required to do so, remove such Event Equipment, vehicles, banners, advertisements, litter or debris and the Organizer will promptly pay to the City the cost of such removal plus 15% of all such costs for the City’s administration costs;
- (r) the Organizer may licence vendors to sell food or other merchandise during the Event pursuant to the Special Event Market Permit issued by the City and the Organizer will ensure that every such vendor will:
 - (i) have and display copies of all required health permits and other permits required by the City or any other applicable authority to operate; and
 - (ii) provide evidence of the insurance required pursuant to paragraph (b) of Schedule A attached hereto;
- (s) the Organizer will be responsible for ensuring that the Licence Area is appropriate for the Event and that the Event is carried out in a safe, well controlled manner;
- (t) the Organizer will deliver to the City a deposit in the amount of \$100.00 (the “**Deposit**”) to be applied toward the payment of any City Engineering Services and Vancouver Police Department costs associated with permits, the installation of temporary no stopping signs, equipment, traffic control and any other services provided by the City (collectively, the “**Services Costs**”). The Deposit will be delivered via cheque made payable to the City of Vancouver and must be submitted prior to the date of the Event. The Organizer will not be paid any interest on the Deposit. The amount of the Deposit will not be construed as a limit on the Services Costs payable by the Organizer and the Organizer acknowledges that it is responsible for payment of all Services Costs regardless of whether the Services Costs are higher than the Deposit delivered hereunder. The City will apply the Deposit towards payment of the Services Costs and if, after application of the Deposit as aforesaid:
 - (i) any Deposit funds remain after the Event, such remaining Deposit funds will be forwarded to the Organizer with a breakdown of the actual Services Costs deducted from the Deposit; and
 - (ii) there remains an amount owing by the Organizer in respect of actual Services Costs, the City will deliver an invoice to the Organizer along with a breakdown of actual Services Costs and the Organizer will pay to the City the difference between the actual Services Costs and the Deposit within 30 days of the date of the invoice;
- (u) the insurance requirements for the Event are set out in Schedule A to this letter. The Organizer will deliver to the Film and Special Events Office a certificate of insurance

(on the form provided by the City) evidencing the insurance coverage required by the City no later than five (5) business days before the date of the Event;

- (v) the Organizer will be the “prime contractor” (as defined in the Workers Compensation Act) for the Licence Area during the Term and will carry out all obligations “prime contractor” except that the Organizer may, with the City’s approval, designate another party to be the “prime contractor” in which case the City will enter into an agreement with such other party designating it as the “prime contractor”;
- (w) the Organizer will advertise the route for the Event for the benefit of the public in a manner satisfactory to the City. The Organizer will deliver the ad copy to the City of Vancouver Film and Special Events Office prior to publication;
- (x) the Organizer will work with Coast Mountain Bus Company to ensure that transit services are minimally affected by the Event. Coast Mountain Bus Company has agreed to relocate bus stops and supply an on-site supervisor for the Event.
- (y) notwithstanding any other provision of this letter, the Organizer will comply at all times with the requirements of the City of Vancouver Noise Control By-Law;
- (z) the Organizer hereby releases the City and the Vancouver Police Board and their respective officers, commissioners, elected or appointed officials, employees and agents (collectively, the “City Personnel”) from and agrees to indemnify and save harmless the City, the Vancouver Police Board and the City Personnel from and against all costs, losses, damages, compensation, claims, demands, actions, judgments and expenses (including those for injury to persons, including death, loss of use of property, or damage to property including property belonging to the City) resulting from, or that would not or could not have occurred "but for" the occupation, possession or use of the Licence Area and activities conducted on the Licence Area by the Organizer or Organizer Personnel. Notwithstanding anything to the contrary, the release and indemnity contained in this paragraph will survive the expiry or termination of the licence granted by this letter;
- (aa) the Organizer covenants and agrees that the City has:
 - (i) made no representation or warranties as to the fitness for any particular use, safety, condition or state of repair of the Licence Area and the Organization has inspected the Licence Area and hereby accepts the Licence Area “as is”; and
 - (ii) no obligation concerning construction, fitting, finishing or furnishing of the Licence Area for use by the Organizer other than as specifically set forth in this letter;
- (bb) the license granted in this letter will not be construed as creating any interest in the Licence Area whatsoever;
- (cc) approval to hold the Event is based on the information provided to the City by the Organizer. The Organizer will immediately advise the City of Vancouver Film and Special Events Office of any changes which may affect the use of Licence Area or City resources;

- (dd) if the City requires the Licence Area for any City purpose, the City may temporarily interrupt, or if the City deems necessary, cancel the licence granted in this letter by the delivery to the Organizer of reasonable written notice, except in the case of a real or apprehended emergency, when no notice will be necessary. The City may terminate the licence granted herein if the Organizer fails to comply with any of the foregoing terms and conditions;
- (ee) the Organizer will not assign, sublicense or otherwise part with any or all of the rights granted under this letter without the prior written consent of the City; and
- (ff) nothing contained in this letter will be construed as a limitation on the powers of the City as a municipal corporation.

Please call the writer at **604 257-8853** if you require further information.

Yours truly,
City of Vancouver

Per: Josie Hall

The undersigned agrees to the terms and conditions of this letter this ____ day of _____, 20__.

Canadian Alliance of Chinese Association (CACA)
Canadian Sichuanese Friendship Association (CSFA)

Per: _____
Authorized Signatory

Per: _____
Authorized Signatory

**SCHEDULE A
INSURANCE REQUIREMENTS**

- (a) The Organizer will maintain and keep in force during the Term a Commercial General Liability Insurance policy in an occurrence form for an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence with a deductible no greater than FIVE THOUSAND DOLLARS(\$5,000). The Commercial General Liability policy will contain the following extensions:
- (i) personal injury including advertising liability;
 - (ii) broad form products and completed operations;
 - (iii) blanket contractual liability;
 - (iv) cross liability or severability of interest;
 - (v) non-owned automobile liability; and
 - (vi) non-owned watercraft liability;
- and will also contain the following provisions:
- (vii) the policy will not be suspended, cancelled or materially altered without the insurer giving at least 30 days' written notice to the City's Special Events Office;
 - (viii) the City of Vancouver, the Vancouver Police Board and all the sponsors, including their officials, officers, employees, agents and volunteers will be added as additional insureds, but only with respect to liability arising out of the Event; and
 - (ix) the insurance coverage will be primary insurance with respect to the City of Vancouver and the Vancouver Police Board for all losses resulting in property damage, death and bodily injury arising out of the Event, and any insurance or self-insurance maintained by or on behalf of the City of Vancouver and the Vancouver Police Board will be excess of this insurance and will not contribute with it.
- (b) Unless otherwise agreed in writing by the City, if the Organizer retains a contractor or subcontractor to perform any work or services related to the Event, the Organizer will cause each such contractor or subcontractor to obtain commercial general liability insurance with limits not less than TWO MILLION DOLLARS (\$2,000,000.00) and on the terms set out in Section (a) above.
- (c) Prior to the commencement of the Event, the Organizer will deliver to the City's Special Events Office evidence of insurance as required by this Schedule A in the form of a City of Vancouver Certificate of Insurance. If required by the City, the Organizer will provide certified copies of the policies signed by the insurers.

**SCHEDULE B
LICENCE AREA**

750 Hornby — šxwłənəq Xwtl'e7énk Square — Vancouver Art Gallery N/plaza

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Dai 戴Qi Yu 琦雨" <s.22(1)>
Date: 10/1/2019 2:59:49 PM
Subject: RE: Event wrap up & market permit fee
Attachments: Deposit Invoice.pdf

Hi Kady,

I have revised the invoice to show both the application fee and SEMP fee for a total of \$227.98

Please pay by cheque and make the it payable to the City of Vancouver and reference to Z#20077684.

Please mail to the address noted on the invoice.

Thanks
Josie

From: Dai 戴Qi Yu 琦雨 [mailto:s.22(1)]
Sent: Tuesday, October 01, 2019 11:21 AM
To: Hall, Josie
Cc: Kady
Subject: Event wrap up & market permit fee

Hi Josie:

Thank you for all the help. Our event has been going very well.

We are preparing for the take down tomorrow. Also, how should we pay for the market permit fee of \$127.98?

Thank you

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

Film and Special Events Office

Account Number: 20077684

Canadian Alliance of Chinese Association

3025 - 8888 Odlin Cr.

Richmond, BC, V6X 3Z8

Att: Kady Xue

RE: Request for deposit and/or non-refundable special event application fee

Event Name: China Lights & Arts Festival

Date: September 22 to October 2, 2019

Amount: \$ 100.00

Please note: We are currently NOT able to receive credit card info over the phone.

Please make cheques payable to the City of Vancouver; and mail to:

Film & Special Events Office
453 West 12th Ave
Vancouver, B.C. V5Y 1V4

Thank You,

Josie Hall

Film and Special Events
City of Vancouver

604-257-8853

josie.hall@vancouver.ca

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Kady Xue" <s.22(1)>
Date: 4/23/2019 12:03:50 PM
Subject: RE: FASE Application Confirmation:09/25/2019 China Lights & Art Festival

Hi Kady,

Unfortunately a couple of people cannot make the meeting for 10:00 am, would it be possible to change it to 2pm the same day? Would you be able to make it then?

From: Kady Xue [mailto:s.22(1)]
Sent: Tuesday, April 23, 2019 9:48 AM
To: Hall, Josie
Subject: Re: FASE Application Confirmation:09/25/2019 China Lights & Art Festival

Good morning Josie,

I will sent to you early this afternoon .

Best

Kady

Sent from my iPhone

On Apr 23, 2019, at 9:24 AM, Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi Kady,

Would you please forward some information about the proposed event or photos that I can pass on to our Stakeholders prior to the meeting.

Thanks
Josie

From: Kady Xue [mailto:s.22(1)]
Sent: Thursday, April 18, 2019 3:11 PM
To: Hall, Josie
Subject: Re: FW: FASE Application Confirmation:09/25/2019 China Lights & Art Festival

Hi Josie,

It's confirmed, so see you next week Apr 24th, 2019 on Wednesday morning at 10:00 am.

Thank you so much

Kady Xue

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Kady Xue (s.22(1))" <s.22(1)>
Date: 9/16/2019 8:10:31 AM
Subject: RE: FASE Application INFO:09/25/2019 China Lights & Art Festival

Hi Kady,

Below is the application we received. The Canadian Sichuanese Friendship Association is not listed on the application.

Thanks

Josie

Special Event Application Notification

Application Date: Thursday, March 28, 2019

China Lights & Art Festival

Free Public Event : Corporate Function/Promotion

Location: Vancouver Art Gallery

Event Date: 09/25/2019 at 08:00 AM -
10/02/2019 at 11:00 PM

Alcohol: No

Sound: Large PA

Attendance: 5080 (80+5000)

Assembly Area:

Dispersal Area:

Route Description:

Schedule & Description

Event: 09/25/2019 at 08:00 AM - 10/02/2019 at 11:00 PM

Set-Up Start: 09/18/2019 at 08:00 AM

Take Down Finish: 10/04/2019 at 11:00 PM

Activities: About ten the large set of lights. Chinese culture art, Chinese food.....

Organizer

KADY XUE (s.22(1))

Phone: 6043387700

Organization: CANADIAN ALLIANCE OF CHINESE ASSOCIATION

Alternate Phone:

Address: 3025-8888 ODLIN CR. RICHMOND BC CANADA V6X 3Z8
RICHMOND, BC, V6X 3Z8

Fax:

Charitable Reg #:

Programming, Food, Alcohol, Equipment, Site Plan

Alcohol: No

Temporary Structures: Tnt, Stg, Bichrs, Elect

Food: Open Food Vending, Prepackage Food Vending

Street Use: No

Merch. Vending: Yes

Sidewalk Use: Yes

Amplified Sound : Large PA, BG Music, Amp. Speech

Fireworks: Yes

Other Information

Water Activities: No

Equipment cost: 100,000

Water Structures: No

From: "Dai 戴Qi Yu 琦雨" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: "Kady Xue (s.22(1))" <s.22(1)>
Date: 10/3/2019 11:45:09 AM
Subject: Re: Fencing - n/plaza

Hi Josie:

The fence company is removing the fence now. You can check with the organizer.

On Thu, Oct 3, 2019 at 10:10 AM Dai 戴Qi Yu 琦雨 <s.22(1)> wrote:
Josie:

We got confirmation from fence company that they would remove fence by end of yesterday. Very sorry about this, and I'm contacting them right now.

On Thu, Oct 3, 2019 at 9:00 AM Hall, Josie <josie.hall@vancouver.ca> wrote:
Hi Kady,

I just received a note for the event organizer that is at the n/plaza today for set up their event that the fencing is all still up around the gallery.

All their equipment and trucks at set to arrive now and the fencing needs to be removed ASAP. Please contact the fencing company and have it removed.

Thanks,

Josie

Josie Hall | Filming and Events Officer

Engineering | City of Vancouver
josie.hall@vancouver.ca

t. 604.257.8853 | f. 604.257.8859

Our new mailing address is:

Film and Special Events

453 West 12th Avenue

Vancouver, BC

V5Y 1V4

Special Event website: <http://vancouver.ca/doing-business/event-permits.aspx>



--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Kady Xue" <s.22(1)>
Date: 4/18/2019 9:01:10 AM
Subject: RE: FW: FASE Application Confirmation:09/25/2019 China Lights & Art Festival

Hi Kady,

How about Thursday, April 25 at 1:30?

If that works for you I will have to check with our other stakeholders to ensure it works for them also.

Please confirm.

Josie

From: Kady Xue [mailto:s.22(1)]
Sent: Wednesday, April 17, 2019 3:10 PM
To: Hall, Josie
Subject: Re: FW: FASE Application Confirmation:09/25/2019 China Lights & Art Festival

Hi Josie,

Thank you for the quick replay.

For prepare, this event we have to order all specific lights from factories in China and help the workers get the short term work visa to come to Vancouver set up the particular lights. We very need more time. Before we get the application to approve that we can't do everything. Please understand our situation and advice.

May 2, 2019, at 10:00 am work for me. It's confirmed.

Best regards

Kady Xue
Canadian Sichuanese Friendship Association (President)
Canadian Alliance of Chinese Association (Honorary Chairman)
Cell: 604 338-7700

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Kady Xue" <s.22(1)>
Date: 4/18/2019 2:48:48 PM
Subject: RE: FW: FASE Application Confirmation:09/25/2019 China Lights & Art Festival

How about 10:00 am on the 24th?

From: Kady Xue [mailto:s.22(1)]
Sent: Thursday, April 18, 2019 12:52 PM
To: Hall, Josie
Subject: Re: FW: FASE Application Confirmation:09/25/2019 China Lights & Art Festival

Hi Josie,

Thanks Josie for arranging a time for me. Sorry that time does not work for me. Can I have another choice?

Thank you so much.

Kady Xue

From: "Kady Xue" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: "CLARKE, Matt" <matt.clarke@vpd.ca>
"ATHANS, Ken" <ken.athans@vpd.ca>
"Paige Yano" <paige.yano@vpd.ca>
"Brown, Tim" <tim.brown@vancouver.ca>
"Fire Prev. Events Captain" <FRSEC@vancouver.ca>
"BCEHS Special Operations" <specialoperations@bcehs.ca>
"Tom Meighan \ (VAG\)" <TMeighan@vanartgallery.bc.ca>
"Bull, Selina" <Selina.Bull@vancouver.ca>
"Marwah, Jaspal" <Jaspal.Marwah@vancouver.ca>
"Volpi, Paolo" <paolo.volpi@vancouver.ca>
"Temporary Events" <TemporaryEvents@vch.ca>
"Chi, Peter" <Peter.Chi@vancouver.ca>
"Green Events" <GreenEvents@vancouver.ca>

Date: 5/1/2019 2:02:50 PM

Subject: Re: FW: FASE Application INFO:09/25/2019 China Lights & Art Festival

Attachments: image001.jpg

Hi Josie,

Thank you for your reply. We will follow the instructions and complete all the documents as required.

Best regards

Kady Xue



From: "Kady Xue" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: "CLARKE, Matt" <matt.clarke@vpd.ca>
"ATHANS, Ken" <ken.athans@vpd.ca>
"Paige Yano" <paige.yano@vpd.ca>
"Brown, Tim" <tim.brown@vancouver.ca>
"Fire Prev. Events Captain" <FRSEC@vancouver.ca>
"BCEHS Special Operations" <specialoperations@bcehs.ca>
"Tom Meighan \ (VAG\)" <TMeighan@vanartgallery.bc.ca>
"Bull, Selina" <Selina.Bull@vancouver.ca>
"Marwah, Jaspal" <Jaspal.Marwah@vancouver.ca>
"Volpi, Paolo" <paolo.volpi@vancouver.ca>
"Temporary Events" <TemporaryEvents@vch.ca>
"Chi, Peter" <Peter.Chi@vancouver.ca>
"Green Events" <GreenEvents@vancouver.ca>

Date: 5/21/2019 9:18:00 AM

Subject: Re: FW: FASE Application INFO:09/25/2019 China Lights & Art Festival

Attachments: image001.jpg
加拿大温哥华洛逊广场灯组英文说明0510.pdf
pdf&rendition=1..pdf

Good Morning Josie,

I hope this email finds you well and that you had a great long weekend.

We have been hard at work planning the China Arts & Culture Festival and wanted to provide an update on our progress. We are in the process of obtaining quotes from different departments (Traffic management, security companies, first aid providers, event rental and transport companies, etc. and expect to have all necessary information ready for pre-approval of the event the first week of June.

To provide an update below is some of the information you requested:

1. Site Plans: Our event is divided into two parts, Part 1: the lantern festival that runs for the entire 6 days of the event and Part 2 a one-day Food, Art & culture festival on Saturday, Sept 28th.

Attached is our initial plan for part 1 that shows the location and set up of the lantern that will be on display for the duration of the event.

Site plans for Saturday Sept 28th will be sent shortly and will include Food tents, stage, Booth for first Aid/security, storage container for supplies, garbage.

2. Traffic Management Plan é We do not anticipate closing any streets for any length of time. We wish to have VPD assist with traffic during load in/set up and load out/takedown period. If VPD is not able to assist we will consult with Valley traffic or Ansan Traffic.

3. Parking – We are requesting load in/load out parking along Howe Street as well as for catering vehicles during the event. We request food truck parking for 1-2 food trucks we are collaborating with for the event. Attached Special events street use request form.

4. Production Schedule:

Set up: Sept 22nd, 12 pm – Sept 25.

Event: September 26th – October 2nd. Lanterns will be on display for the duration of the event. They will light up 2 hours before sunset to 10:00 pm. Similar lanterns have been used in North America and we are confident that light pollution will be an issue to surrounding businesses.

Sept 28 – Food Festival and Art Performances

9 am- 12noon Vendor Set up

1 pm- Opening Speech

2pm-8pm - Food festival (food available for sale)

1-9pm – Art, Music, dance. Scheduled and Artists TBC.

5/6. Food Services & Facilities.

Sichuan province is the birthplace of many dishes that are well received globally. The dishes of Sichuan cuisine are known for their deep and rich flavours, especially the taste of Sichuan pepper. It is most well known for its hot and spicy flavour.

Our aim is to invite a Sichuan Restaurant Group from China to provide authentic Sichuan fair (Confirmation for this is to be confirmed as we need event pre-approval of The Chinese Arts and Cultural Festival before we can get them formally on-board and begin the invite/visa process.)

We are also working on securing existing local Asian fusion food trucks and local Chinese Sichuan food providers. Our collaboration with local Chinese Sichuan restaurants also serves to provide back up in case the Sichuan Restaurant Group from China falls through, we will still have a very strong food festival.

We expect vendors do most if not all cooking offsite and only require food to be kept warm or heated. Some Popular traditional Sichuan dishes include: Liang ban ji: (Cold chicken in a spicy sauce), Mapo Tofu, Hui guo rou: (Twice-cooked pork), Shui zhu yu: (Water-boiled fish with sizzling chili oil), Zhong shui jiao: (Zhong dumplings in a spicy sauce), Ma la huo guo: (Numbing-and-hot hotpot).

We are in the process of securing these food vendors and will provide further details once they are confirmed.

7. Sound Amplification: We will have a PA system in use on Saturday, Sept 28, 1-8pm. We will adhere to all noise control bylaws.

8. Descriptions of temporary structures. We will send this along with the detailed site plan the first week of June.

9. Waste Management: We are consulting waste management service providers. Green event form to follow.

We're very excited to bring our vision to reality and committed to organizing a memorable event for the public to enjoy. We understand the time sensitivity and are working diligently to have the

the first week of June. In order help us move forward and confirm key aspects of the event such as the Lantern displays & food collaboration with the Restaurant Group in China, we require some sort of pre-approval so we can take that back to finalize talks and confirm their participation. Is it possible to get this pre-approval or conditional pre-approval soon?

Please contact us if you have further questions.

Contact name and number:

Kady Xue: 604 338-7700

Beila Chen: s.22(1)

Yanni Chen: 778 788-2884

Best Regards

Kady Xue

Canadian Alliance of Chinese Associations

Canadian Sichuanese Friendship Association





加拿大·中国

“中国之光” 国际灯展

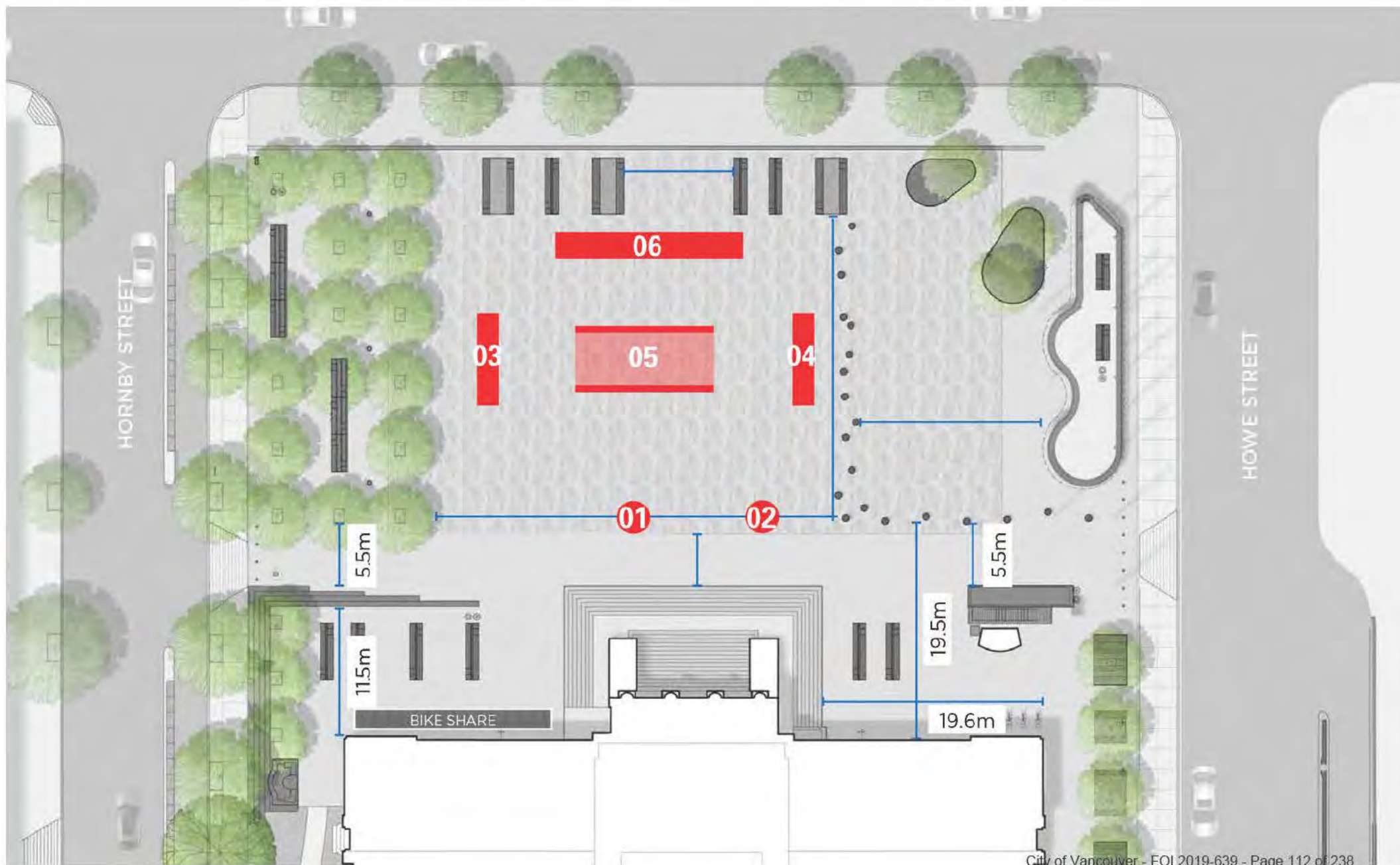
“Light of China”—— International Lantern Show

《自贡灯会环球行—加拿大温哥华》

“Global Trip” of Zigong Lantern Festival—Vancouver, Canada



布展区域图及点位图



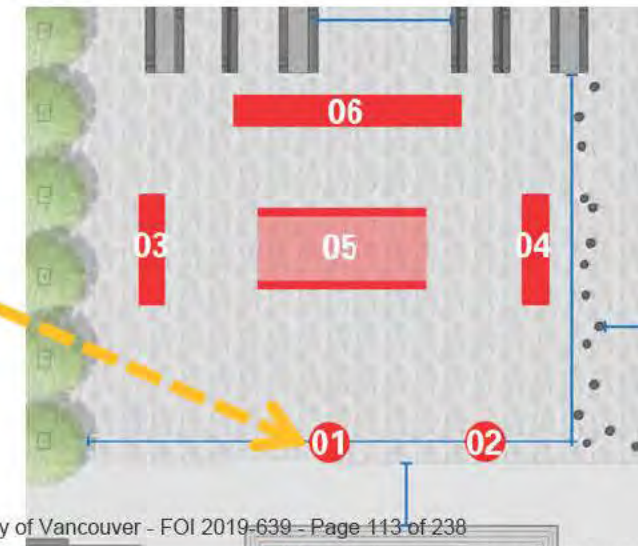


Name: Costume Panda

Intro: The lantern presents Chinese culture to the world with the image of national treasure panda and the mask changing art of Sichuan opera.

Size: Dia=2m; H=3.5m

Power: 1KW



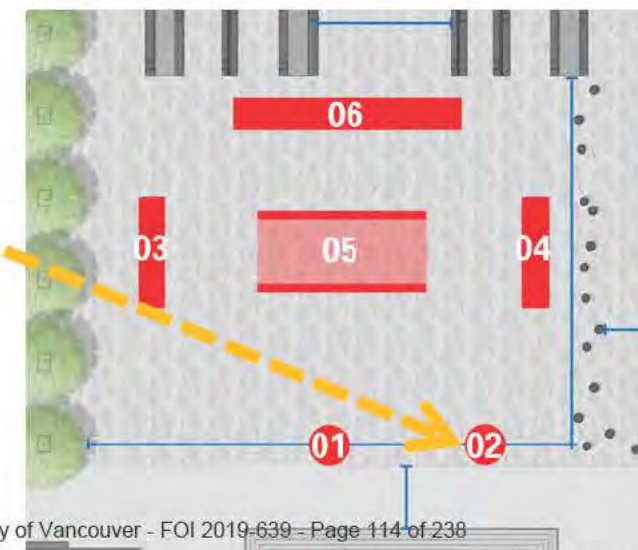


Name: Kongfu Tea Panda

Intro: The lantern presents Chinese culture to the world with the image of national treasure panda and the kongfu tea culture.

Size: Dia=2m; H=3.5m

Power: 1KW



City of Vancouver - FOI 2019-639 - Page 114 of 238

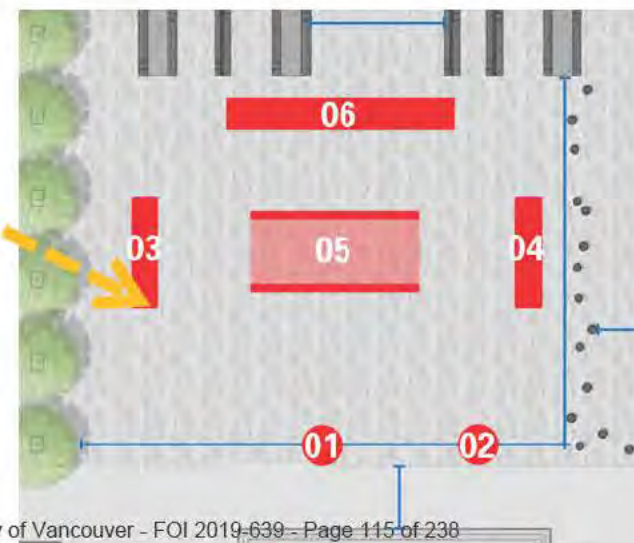


Name: Blossoms

Intro: Spring blossoms is also one of Chinese traditional auspicious sight, which represents people's longing for a happy and noble life. And it also symbolises everything comes back to life and new hope.

Size: L=6m; W=1.5m; H=3.5m

Power: 2.5KW



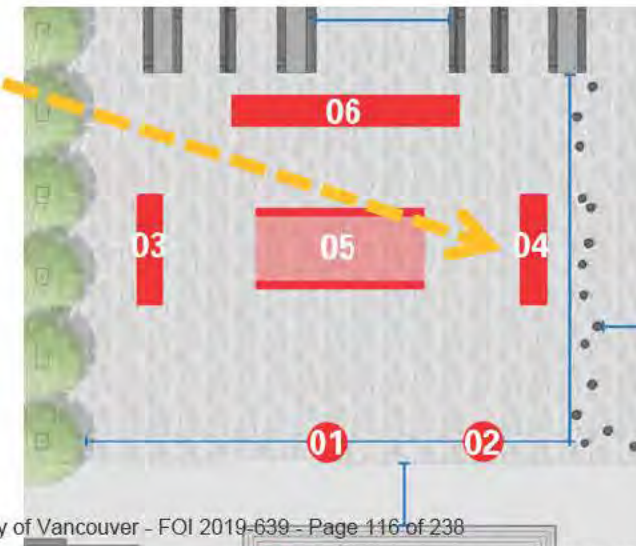


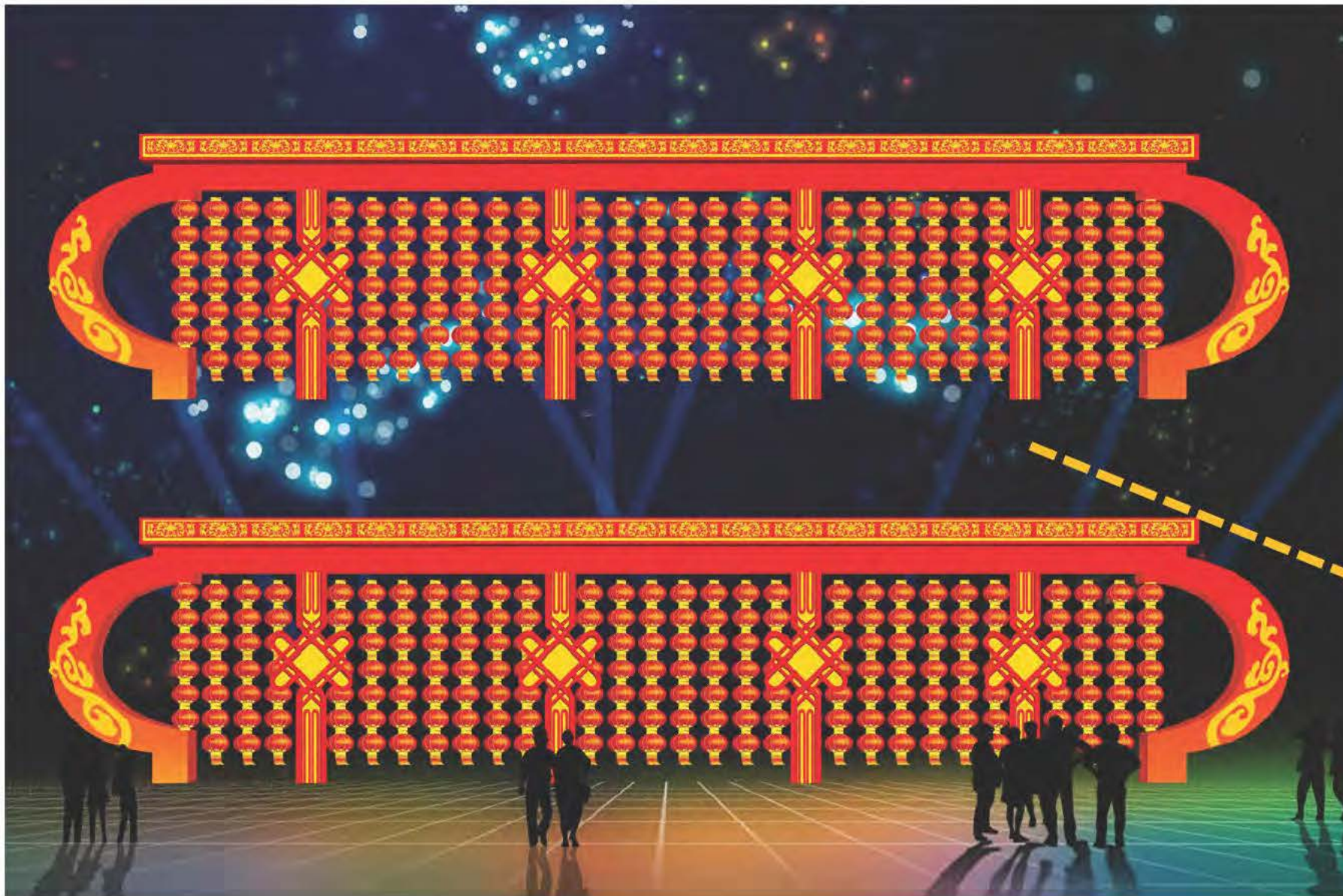
Name: Fragrance

Intro: The lanterns are carved on traditional Chinese fans with the auspicious birds magpie. It presents the best wishes for people.

Size: L=6m; W=1.5m; H=3.5m

Power: 2.5KW



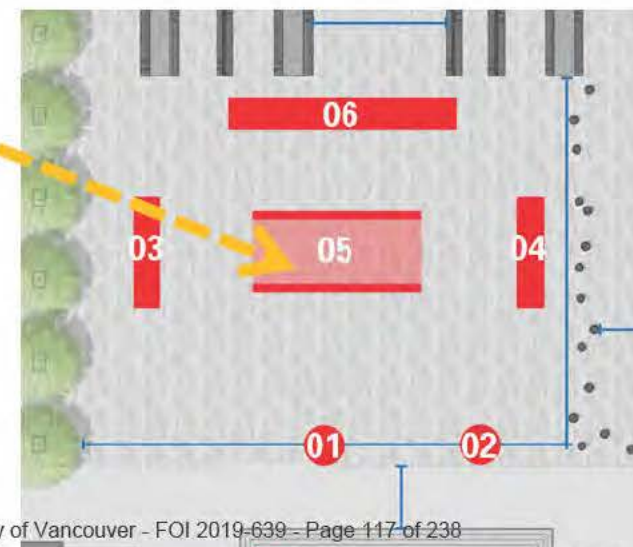


Name: Shinning Lantern

Intro: Lantern sets are modelling with many small lanterns and it seems like the lantern wall, to make a flourishing lively scene.

Size: L=10m; H=3m

Power: 4KW



City of Vancouver - FOI 2019-639 - Page 117 of 238

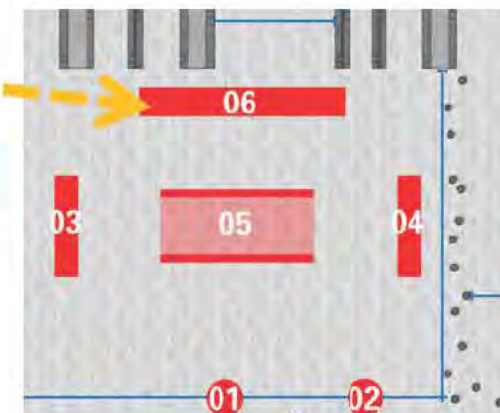


Name: Dragon Legend

Size: L=18m; H=5m

Power: 2.5KW

Intro: Dragons are a vital part of Chinese traditional culture. Two dragons are facing each other, playing with a precious pearl. It means good luck, wealth and longevity.





THANKS

自贡中艺文化产业有限公司



Street Use Request

Film and Special Events Office
126 Keefer Street, Vancouver BC, V6A 1X4
Office: 604-257-8850 Fax: 604-257-8859

Event Name: China Lights & Arts Festival Organizer Name: _____

Date(s): _____ Phone Number: _____

Date Required by: _____ Time: _____
day of week month date

Date required to: _____ Time: _____
day of week month date

Block Number(s): _____ Street: _____ Side: _____

From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.

Date required by: _____ Time: _____
day of week month date

Date required to: _____ Time: _____
day of week month date

Block Number(s): _____ Street: _____ Side: _____

From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.

Date required by: _____ Time: _____
day of week month date

Date required to: _____ Time: _____
day of week month date

Block Number(s): _____ Street: _____ Side: _____

From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Kady Xue" <s.22(1)>
Date: 9/24/2019 9:09:24 AM
Subject: RE: Invitation

Excellent. I'll will get by there tomorrow around 11 am to have a look.

From: Kady Xue [mailto:s.22(1)]
Sent: Tuesday, September 24, 2019 9:04 AM
To: Hall, Josie
Cc: s.22(1)
Subject: Re: Invitation

Dear Josie,
Thank you follow up. I don't think so. Look like everything is okay. The city's staff cleaned the plaza.
Best regards

Kady

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Kady Xue" <s.22(1)>
Date: 9/24/2019 9:26:49 AM
Subject: RE: Invitation

The same dates?

From: Kady Xue [mailto:s.22(1)]
Sent: Tuesday, September 24, 2019 9:21 AM
To: Hall, Josie
Subject: Re: Invitation

Dear Josie,

We want to have every year event something like this.

Best regards

Kady

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Yanni Chen" <yanni@heyne.com>
Date: 5/31/2019 7:49:32 AM
Subject: RE: Re:RE: Re:RE: Fw:FASE Application: China Lights & Art Festival

Hi Yanni,

Not sure where you received that information but food vendors are allowed on the plaza. There are regulations to that they have to abide by but they can go there.

Josie

From: Yanni Chen [mailto:yanni@heyne.com]
Sent: Thursday, May 30, 2019 11:54 AM
To: Hall, Josie
Subject: Re:RE: Re:RE: Fw:FASE Application: China Lights & Art Festival

Hi Josie,

It's my understanding that the food vendors can only be located along the parking lane on Howe St and not in the plaza itself, which requires a traffic management company to do a lane closure. From previous events is there any other options for where the food vendors are allowed to be placed?

Thanks,
Yanni

----- Original -----

From: "Hall, Josie" <josie.hall@vancouver.ca>;
Date: Thu, May 30, 2019 05:17 AM
To: "Yanni Chen" <yanni@heyne.com>;
Subject: RE: Re:RE: Fw:FASE Application: China Lights & Art Festival

Hi Yanni,

Yes, finally 😊

I will review the site plan and get back to you.

Josie

From: Yanni Chen [mailto:yanni@heyne.com]
Sent: Wednesday, May 29, 2019 2:15 PM
To: Hall, Josie
Subject: Re:RE: Fw:FASE Application: China Lights & Art Festival

Hi Josie,

Please let me know if you can open the site plan attached to this email.

Thanks,

Yanni

----- Original -----

From: "Hall, Josie" <josie.hall@vancouver.ca>;
Date: Thu, May 30, 2019 00:52 AM
To: "Yanni Chen" <yanni@heyne.com>;
Subject: RE: Fw:FASE Application: China Lights & Art Festival

Hi Yanni,

I'm not able to open the attachment, are you able to send it another way?

Josie

From: Yanni Chen [mailto:yanni@heyne.com]
Sent: Monday, May 27, 2019 3:22 PM
To: Hall, Josie
Subject: Fw:FASE Application: China Lights & Art Festival

Jose,

I think the site plan was not attached in my previous email. Please find attached.

Thanks,
Yanni Chen

----- Original -----

From: "Yanni Chen" <yanni@heyne.com>;
Date: Tue, May 28, 2019 06:18 AM
To: "josie hall" <josie.hall@vancouver.ca>;
Cc: "陈子歆" <bellachen@heyne.com>; "Jack Ren" <jackren@heyne.com>;
Subject: FASE Application: China Lights & Art Festival

Hi Jose,

My name is Yanni and I'm one of the event coordinators assisting Kady Xue with the Chinese Arts & Culture Festival.

I'd like to follow up with you after Kady's last email and see what's required to get a preliminary event approval.

Please find attached site plan. I have some specific questions regarding items on the Safe Special Event Planning Checklist. What is the best way to discuss with you, email or phone?

Kind Regards

Yanni Chen
Yanni@heyne.com
778.788.2884

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Yanni Chen" <yanni@heyni.com>
Date: 5/31/2019 11:37:28 AM
Subject: RE: Re:RE: Re:RE: Fw:FASE Application: China Lights & Art Festival

Hi Yanni,

No unfortunately I'm extremely busy today. I can try for a day next week maybe.

From: Yanni Chen [mailto:yanni@heyni.com]
Sent: Friday, May 31, 2019 10:10 AM
To: Hall, Josie
Subject: Re:RE: Re:RE: Fw:FASE Application: China Lights & Art Festival

Hi Josie,

Is it possible to meet you today? Let me know, thanks.

Yanni
778.788.2884

----- Original -----
From: "Hall, Josie" <josie.hall@vancouver.ca>;
Date: Fri, May 31, 2019 11:10 PM
To: "Yanni Chen" <yanni@heyni.com>;
Subject: RE: Re:RE: Fw:FASE Application: China Lights & Art Festival

Hi Yanni,

Just a quick review of your map and noticed you have Food stalls on Howe St. starting at Georgia south to the driveway. This is not permitted, that section of street must remain clear.

Also, port a potties on the west north end should also be moved and is suggested to be closer the Howe St where the stand alone receptacle is.

I suggest we have a site meeting soon.

Thanks
Josie

From: Yanni Chen [mailto:yanni@heyni.com]
Sent: Wednesday, May 29, 2019 2:15 PM
To: Hall, Josie
Subject: Re:RE: Fw:FASE Application: China Lights & Art Festival

Hi Josie,

Please let me know if you can open the site plan attached to this email.

Thanks,
Yanni

----- Original -----

From: "Hall, Josie" <josie.hall@vancouver.ca>;
Date: Thu, May 30, 2019 00:52 AM
To: "Yanni Chen" <yanni@heyne.com>;
Subject: RE: Fw:FASE Application: China Lights & Art Festival

Hi Yanni,

I'm not able to open the attachment, are you able to send it another way?

Josie

From: Yanni Chen [mailto:yanni@heyne.com]
Sent: Monday, May 27, 2019 3:22 PM
To: Hall, Josie
Subject: Fw:FASE Application: China Lights & Art Festival

Jose,

I think the site plan was not attached in my previous email. Please find attached.

Thanks,
Yanni Chen

----- Original -----

From: "Yanni Chen" <yanni@heyne.com>;
Date: Tue, May 28, 2019 06:18 AM
To: "josie hall" <josie.hall@vancouver.ca>;
Cc: "陈子歆" <bellachen@heyne.com>; "Jack Ren" <jackren@heyne.com>;
Subject: FASE Application: China Lights & Art Festival

Hi Jose,

My name is Yanni and I'm one of the event coordinators assisting Kady Xue with the Chinese Arts & Culture Festival.

I'd like to follow up with you after Kady's last email and see what's required to get a preliminary event approval.

Please find attached site plan. I have some specific questions regarding items on the Safe Special Event Planning Checklist. What is the best way to discuss with you, email or phone?

Kind Regards

Yanni Chen
Yanni@heyne.com
778.788.2884

From: "Dai 戴Qi Yu 倚雨" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
Date: 9/13/2019 11:45:54 AM
Subject: Re: Safe Event Checklist Update
Attachments: Street_Use_Request_form.pdf

Hi Josie:

Please let me know what are Tom's recommendations.

Attached is the request form. I requested for 8 meters from 8am - 8pm for all event days. But if that's too much, I'll revise accordingly.

Thank you

On Fri, Sep 13, 2019 at 9:49 AM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi Tracy,

I'm glad the meeting went well.

I have enquired with regards to additional permits for the lanterns and a building permit is no required.

I did speak with Tom Meighen and he did have a couple of questions with regards to the electrical cabling for the lanterns and plug ins. I'll get in touch with him today to see what his recommendations are.

If you require parking for load and unload, I have attached the street use form. Please complete the form and return to me. If possible today would be great so I can submit it by end of day. The numbers you supply below are the call in numbers, the meter numbers are on the side of the meter in black and white.

Thanks

Josie

From: Dai 戴Qi Yu 倚雨 [mailto:s.22(1)]
Sent: Thursday, September 12, 2019 3:47 PM
To: Hall, Josie
Cc: Kady; s.22(1); Camille Zhang
Subject: Safe Event Checklist Update

Hi Josie:

Please see the checklist attached.

We had a great meeting with people from Vancouver Art Gallery, there won't be complicated work on lanterns. Lisa and Ryan told us that they don't need anything submitted to them. How about City of Vancouver? What other related set up work plan is needed? And do we need a building permit?

Also, can we apply to use 4 parking meters for the event? Meter No. 65583;65803;65788;65654. Please advise.

Thank you

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

Street Use Request

Film & Special Events Office
126 Keefer Street, Vancouver BC, V6A 1X4
Office: 604.257.8850 Fax: 604.257.8859

Chinese Arts and Culture Festival
Event Name: _____
778-859-3589 (Tracy) & 604-338-7700
Phone #: _____ (Kady)
Canadian Alliance of Chinese
Associations & Canadian Sichuanese
Organizer: Friendship Association
Sep 22 - Oct 2
Date(s): _____

Sunday September 22 8 AM - 8 PM
Date required by: _____ Time: _____
day of week month date
Wednesday October 2nd 8 AM - 8 PM
Date required to: _____ Time: _____
day of week month date
Block 700 Howe Street North west, on the
Block Number(s): _____ Street: _____ Side: gallery side
65583 (first meter after bus stop) 65543 (8 meters in total)
From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.

_____ Time: _____
day of week month date
_____ Time: _____
day of week month date
Block Number(s): _____ Street: _____ Side: _____
From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.

_____ Time: _____
day of week month date
_____ Time: _____
day of week month date
Block Number(s): _____ Street: _____ Side: _____
From: _____ To: _____

Use specific landmarks, such as - intersecting streets, meter numbers, lamp post numbers, building addresses or property lines, or other identifiable markers.

From: "Hall, Josie" <josie.hall@vancouver.ca>
To: "Dai 戴Qi Yu 琦雨" <s.22(1)>
CC: "Tom Meighan (VAG)" <TMeighan@vanartgallery.bc.ca>
Date: 9/13/2019 3:00:19 PM
Subject: RE: Safe Event Checklist Update

Hi Tracy,

I don't have any issues with the fencing providing the remaining area is open for the public to access.

Josie

From: Dai 戴Qi Yu 琦雨 [mailto:s.22(1)]
Sent: Friday, September 13, 2019 2:46 PM
To: Hall, Josie
Subject: Re: Safe Event Checklist Update

Hi Josie:

There are a few more points I would like to mention:

- Fence: During the set up dates, the set up crew would like to use fence around the site to ensure safety , will that be ok? Picture attached for description.
- Advertisement on the fence during set up: The fence will be like the ones used at Taiwan fest (pic attached), the organizer would like to hang some event advertisement. I will send you the design soon. Is that ok?
- Lantern light will be turned on from 6:30pm - 10:30pm

For other concerns you have, we can definitely discuss on Monday.

Have a great weekend!

Best,

On Fri, Sep 13, 2019 at 11:45 AM Dai 戴Qi Yu 琦雨 <s.22(1)> wrote:

Hi Josie:

Please let me know what are Tom's recommendations.

Attached is the request form. I requested for 8 meters from 8am - 8pm for all event days. But if that's too much, I'll revise accordingly.

Thank you

On Fri, Sep 13, 2019 at 9:49 AM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi Tracy,

I'm glad the meeting went well.

I have enquired with regards to additional permits for the lanterns and a building permit is no required.

I did speak with Tom Meighen and he did have a couple of questions with regards to the electrical cabling for the lanterns and plug ins. I'll get in touch with him today to see what his recommendations are.

If you require parking for load and unload, I have attached the street use form. Please complete the form and return to me. If possible today would be great so I can submit it by end of day. The numbers you supply below are the call in numbers, the meter numbers are on the side of the meter in black and white.

Thanks
Josie

From: Dai 戴Qi Yu 绮雨 [mailto:s.22(1)]
Sent: Thursday, September 12, 2019 3:47 PM
To: Hall, Josie
Cc: Kady; s.22(1); Camille Zhang
Subject: Safe Event Checklist Update

Hi Josie:

Please see the checklist attached.

We had a great meeting with people from Vancouver Art Gallery, there won't be complicated work on lanterns. Lisa and Ryan told us that they don't need anything submitted to them. How about City of Vanoucvver? What other related set up work plan is needed? And do we need a building permit?

Also, can we apply to use 4 parking meters for the event? Meter No. 65583;65803;65788;65654. Please advise.

Thank you

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

From: "Dai 戴Qi Yu 倚雨" <s.22(1)@vancouver.ca>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: "Tom Meighan (VAG)" <TMeighan@vanartgallery.bc.ca>
Date: 9/13/2019 1:41:17 PM
Subject: Re: Site Meeting at Art Gallery

Ok, see you all at 11am on Monday.

On Fri, Sep 13, 2019 at 1:40 PM Hall, Josie <josie.hall@vancouver.ca> wrote:
Perfect, see you all on the n/plaza at 11:00 am on Monday.

Josie

From: Tom Meighan (VAG)
Sent: Friday, September 13, 2019 1:39 PM
To: Hall, Josie; Dai 戴Qi Yu 倚雨
Subject: RE: Site Meeting at Art Gallery

Only slot available so will see you then. T

Tom Meighan

Associate Director / Director of Operations and Museum Services

Vancouver Art Gallery

750 Hornby Street

Vancouver, BC

V6Z 2H7

Dct: 604 662 4713

Cell: 604 505 9585

From: Hall, Josie [mailto:josie.hall@vancouver.ca]
Sent: September 13, 2019 1:35 PM
To: Dai 戴Qi Yu 倚雨 <s.22(1)@vancouver.ca>
Cc: Tom Meighan <TMeighan@vanartgallery.bc.ca>
Subject: RE: Site Meeting at Art Gallery

Hi Tracy,

Monday around 11:00 will work for me.

Tom, are you available on Monday at 11:00 am for quick meeting?

Josie

From: Dai 戴Qi Yu 绮雨 [mailto:s.22(1)]
Sent: Friday, September 13, 2019 1:28 PM
To: Hall, Josie
Cc: Kady
Subject: Site Meeting at Art Gallery

Hi Josie:

We would like to meet on Monday morning (9am - 11:30am, anytime in between) at the plaza, will you and Tom be available?

Thank you

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

From: "Dai 戴Qi Yu 倚雨" <s.22(1)>
To: "Lisa Bill" <lbill@vanartgallery.bc.ca>
CC: "Hall, Josie" <josie.hall@vancouver.ca>
"Tom Meighan \ (VAG\)" <TMeighan@vanartgallery.bc.ca>
Kady <s.22(1)>
Date: 9/10/2019 4:51:09 PM
Subject: Re: Site Visit

Hi:

Will see you all tomorrow at 10:30.

On Tue, Sep 10, 2019 at 3:37 PM Lisa Bill <lbill@vanartgallery.bc.ca> wrote:

Hi Josie,

That works for us! Myself and Ryan Schnurr will be available for the site meeting. If you could meet us at our reception area at 10:30 a.m. that would be fantastic.

Thanks,

Lisa

From: Hall, Josie [mailto:josie.hall@vancouver.ca]
Sent: September-10-19 3:12 PM
To: Lisa Bill; s.22(1); Tom Meighan
Cc: Kady
Subject: RE: Site Visit

Hi Lisa and Tom,

Does 10:30 tomorrow morning work for a quick site meeting?

Thanks

Josie

From: Lisa Bill [mailto:lbill@vanartgallery.bc.ca]
Sent: Tuesday, September 10, 2019 10:18 AM

To: s.22(1); Tom Meighan (VAG)
Cc: Hall, Josie; Kady
Subject: RE: Site Visit

Hi Tracy,

I can try and organize a walkthrough for tomorrow morning, I just have to confirm what time that you are available?

Thanks,

Lisa

From: Dai 戴Qi Yu 绮雨 [mailto:s.22(1)]
Sent: September-09-19 11:39 AM
To: Tom Meighan
Cc: Lisa Bill; Hall, Josie; Kady
Subject: Site Visit

Hi Tom:

I'm Tracy, I have been coordinating with Lisa Bill and Josie at COV for the upcoming Chinese Art and Culture Festival event in the end of September.

For the past week, we've been communicating with the engineering team regarding lantern set up work on ʃxʷlənəq Xwtl'e7énk Square. Josie mentioned earlier that a site visit with you will be helpful with the team. Will you be available tomorrow morning or on Wednesday morning for a site visit with a few set up staff from our side? It will be mostly about electrical work and some questions regarding tools to be used on site. I think Josie was going to ask you for us, but we were still finanlizing some details. I think she will be back tomorrow in office. Please let us know. Thank you !

Best regards,

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

From: "Hall, Josie" <josie.hall@vancouver.ca>

To: "Dai 戴Qi Yu 倚雨" <s.22(1)>

CC: Kady <s.22(1)>

s.22(1)

s.22(1)

Date: 8/28/2019 3:15:51 PM

Subject: RE: The Chinese Culture and Arts Festival Updates

Attachments: Insurance form 2019.pdf

Hi,

If you would like, I can schedule the meeting with Tom at the Art Gallery.

I have attached the City liability form. Please have your insurer complete the attached form.

Thanks
Josie

From: Dai 戴Qi Yu 倚雨 [mailto:s.22(1)]
Sent: Wednesday, August 28, 2019 3:06 PM
To: Hall, Josie
Cc: Kady; s.22(1); s.22(1)
Subject: Re: The Chinese Culture and Arts Festival Updates

Josie:

Yes, all lanterns will be taken down by the end of Oct 2nd.

We are working with the engineer team now. This team will be in charge of engineer work as well as electrical work. It will be great to schedule a site meeting, I'll contact Tom.

I'm also arranging the insurance with an agent. I found the insurance requirement through city's page that a minimum 2M commercial coverage is required, but for this event, is there additional requirements on the amount or policy?

(Link: <https://vancouver.ca/doing-business/insurance-requirements-for-filming-event-and-facility-use.aspx>)

Thank you

On Tue, Aug 27, 2019 at 8:33 AM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi

Please submit a full plan of all the work required.

If there is electrical work required depending on what is done the operator may need an electrical permit. The lanterns may need an Engineer sign off as well.

Any scaffolding may need permits, I need more information with regards to that. Please submit all the work involved in erecting the lanterns as early as possible as it takes time

to obtain permits if necessary.

As far as requiring electrical work, we can schedule a site meeting with Tom Meighen at the Vancouver Art Gallery and he will be able to help out.

It is important that I reiterate that the lanterns must be dismantled by end of day on October 2nd.

Thanks

Josie

From: Dai 戴Qi Yu 倚雨 [mailto:s.22(1)]
Sent: Monday, August 26, 2019 4:00 PM
To: Hall, Josie
Cc: Kady; s.22(1); s.22(1)
Subject: Re: The Chinese Culture and Arts Festival Updates

Hi Josie:

We thoroughly understand the dates that have been scheduled for this event.

We've decided: there will be no stage for the event.

We are discussing with the engineer team about the set up of lanterns and a plan for electricity work layout. There will be use of forklift truck, scaffold, crane and maybe some welding work involved. How should we submit this information? To include everything in the safe special event plan; or a separate electricity plan and engineering work plan? Any certificate needed to show to the City to prove the qualification of the engineer team?

Please advise. Thank you

Best,

On Wed, Aug 21, 2019 at 9:08 AM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi Tracy,

To answer your questions.

1. Yes, if you wish to have 10x10 tents set up for vendors that is not a problem. Please provide the two separate site plans for review

2. No you will not require toilets or water fountains and it's up to you with regards to the recycle bins. How much garbage do you expect, what kind of vendors will you be having there? You can contact our Green Events Coordinator for any questions with regards to recycling.

3. There is an event booked on the plaza right after your event on October 4th and they require October 3rd to set up of a large tent and October 5th for take down. The plaza must be cleared out of all the lanterns by the evening of October 2nd. This has already been discussed with the Kady and the other team.

Please feel free to call me if you have any further questions.

Josie

From: Dai 戴Qi Yu 绮雨 [mailto:s.22(1)]
Sent: Tuesday, August 20, 2019 5:11 PM
To: Hall, Josie
Cc: Kady; s.22(1); s.22(1)
Subject: The Chinese Culture and Arts Festival Updates

Hi Josie:

We met once at City's office back in March, I hope all is well with you. I'm Tracy Dai, and I will be the contact in the new liasion team for the Chinese Culture and Arts Festival.

Like Yanni has mentioned, the event has been downsized to focus solely on the lantern exhibition, and we are happy to tell you our lanterns are now on its way to Canada. There will be no more food vendors, and no more performances due to conflicted schedules. I will confirm in one or two days whether or not there will be a stage. We are revising our Safe Special Event Plan checklist as well as the site plan.

A few questions we have now are as follows:

1. While most days will just be lantern display, there will be 1 or 2 days we want to have 8 of 10*10 tents to sell non-food items like Chinese crafts. Will that be permitted?

(We will provide two site plans: one for display only, the other one for display and with booths)

2. For those days with just lantern display, are we still abide to the same requirements of toilets, recycle/waste bins, and water fountains?

In addition, we have a concern that need your advice:

In a very unlikely circumstances that our lanterns are delayed at Canadian Customs, which means we won't have the most important part of the event, and as you know it takes days to assemble the lanterns. Is it possible to reserve the same amount of days and set up the event after Oct 4 or 5? We recall those days are not booked yet. In that case, there will be no event on Sep 26 - Oct 1, instead, to postpone to after the next scheduled event. Please advise, thank you.

I hope these information has explained well. I will be in close touch very every part of event planning and keep you updated.

Best,

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)



LIABILITY INSURANCE CERTIFICATE

Filming and Special Events



Section 6 b) – Staff to select the required # of days Written Notice before sending out for completion.
Section 2 through 6 – to be completed and executed by the Insurer or its Authorized Representative

1. THIS CERTIFICATE IS ISSUED TO:

- ☐ City of Vancouver, 453 West 12th Avenue, Vancouver BC V5Y 1V4
Attn: Manager, Film & Special Events Office / Fax (604) 257-8859
- ☐ Board of Parks and Recreation, 2099 Beach Avenue, Vancouver BC V6B 1Z4
Attn: Coordinator, Special Events & Filming Office / Fax (604) 257-8501

and certifies that the insurance policies as listed herein have been issued to the Named Insured(s) and are in full force and effect as of the effective date of the agreement described below.

2. **NAMED INSURED:** *[must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]. If the Named Insured is covered under a Parent Company's insurance policy, both company names must be included as "Named Insured".*

MAILING ADDRESS:

FILMING OR EVENT LOCATION:

DESCRIPTION OF EVENT OR PRODUCTION TITLE:

3. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

Including the following extensions:

- ☒ Personal Injury
- ☒ Products and Completed Operations
- ☒ Cross Liability or Severability of Interest
- ☒ Employees as Additional Insureds
- ☒ Blanket Contractual Liability
- ☒ Non-Owned Auto Liability

INSURER: _____

POLICY NUMBER: _____

POLICY PERIOD: From _____ to _____

LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)

Per Occurrence: \$ _____

Aggregate: \$ _____

All Risk Tenants' Legal Liability: \$ _____

Deductible Per Occurrence: \$ _____

4. ☐ UMBRELLA OR ☐ EXCESS LIABILITY INSURANCE

INSURER: _____

POLICY NUMBER: _____

POLICY PERIOD: From _____ to _____

LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)

Per Occurrence: \$ _____

Aggregate: \$ _____

Self-Insured Retention: \$ _____

5. **OTHER INSURANCE** (e.g. Volunteer's Accident & Death Insurance, Directors and Officers Liability Insurance) – Please specify Name of Insurer(s), Policy Number, Policy Period, and Limit

6. POLICY PROVISIONS:

Where required by the governing contract, agreement, lease, permit or license, it is understood and agreed that:

- a) *The City of Vancouver, Vancouver Board of Parks & Recreation, Vancouver Police Board, Vancouver Public Library Board, Vancouver Art Gallery Association, their officials, officers, employees, servants, agents, and volunteers have been added as Additional Insureds with respect to liability arising out of any activities conducted by or in connection with the operation of the Named Insured including, but not limited to, any stunt or special effect activities;*
- b) *FIFTEEN (15) days written notice of cancellation or material change resulting in reduction of coverage with respect to any of the policies listed herein, either in part or in whole, will be given by the Insurer(s) to the Holder of this Certificate; the exception is cancellation for non-payment of premiums in which case the applicable statutory conditions will apply;*
- c) *The insurance policy (policies) listed herein shall be primary with respect to all claims arising out of the operation of the Named Insured. Any insurance or self-insurance maintained by the City of Vancouver, Vancouver Board of Parks & Recreation, Vancouver Police Board, Vancouver Public Library Board and Vancouver Art Gallery Association shall be in excess of this insurance and shall not contribute to it.*

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

Dated: _____

From: "Kady Xue" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: "Clark, Rick" <Rick.Clark@vancouver.ca>
Date: 4/25/2019 11:31:02 AM
Subject: Re: VAG N/plaza User Guide
Attachments: image001.jpg
Chinesr Arts and Culture Festival Event Proposal_April 24.docx

Hi Josie,

Well received. I will be sent this request to the lantern culture group.

Thank you, and your manager Rick, your colleague, gives us a lot of information at yesterday meeting. It's an excellent time to meet each other. We will follow the city's process and work with you.

I believe the event will bring a distinguished and fantastically lantern festival week in Vancouver.

Please see attached the event proposal, and introduction for your reference.

Please feel free to contact us should you have any questions.

 [Chinese Arts and Culture Festival 2019.pdf](#)

Best regards

Kady Xue



Chinese Arts and Culture Festival Event Proposal

Name of the Event: Chinese Arts and Culture Festival

-----2019 'Global Trip' of Sichuan – Zigong Lantern Festival

Proposed Location: Vancouver Art Gallery North and South Plaza

Admission: Free to Public

Proposed Date of the event:

- Set up: September 22th – 25th
- Event: September 26th – October 1nd
- Take Down: October 2rd by 11pm

Organizer Information:

- Canadian Alliance of Chinese Associations (CACA)
CACA is an amalgamation of 45 BC-based Chinese organizations with a shared mission to serve the Chinese community in BC, and the strengthen the relationship between China and Canada. <http://www.ca-ca.ca/zh/>
- Canadian Sichuanese Friendship Association (CSFA)
Founded in 1996, CSFA started out by serving members from South Western Chinese new immigrants to better adapt a new life; today the association hosts multiple social and cultures events for all Chinese living in the Lower Mainland. They've been partnering up with other local charities (Non-Chinese organizations) for fundraising Events and is one of the most active among all other Chinese organizations.

Estimated Attendance:

- Staff & Volunteers: 80
- Spectators: 5000

Estimated Budget: \$300,000 (detailed budget plan in process)

Event Sponsor: a local company

Purpose of the event:

To display Chinese culture and tradition; to create a common gathering space, and provide a learning opportunity for those outside the culture; to celebrate Canadian cultural dynamism.

Event Description:

There are two major parts of our events, a lantern exhibition that runs for 6 days, and a one-day art/food/craft festival.

1. Lantern Exhibition: September 26th – October 1nd

6-8 Sets of Standing Lantern Exhibition; lantern will be light up close to sunset time

Dimension range for each set:

- 3.5 – 10 Meters in Height
- 2 – 6 meters in Length
- 2 – 3 meters in Width

We are consulting with a professional event planning company for all preparation work

2. Art Performance & Food Festival & Craft Fairs: September 28th, Saturday

- Proposed to run from 9am to 11pm, including set up and take down

- Tentative Schedule:

- 9am – 12pm set up
- 1pm start with Opening Speech
- 2pm – 9pm: Food Festival (Food available for sale)
- 6pm-8pm: Art Performance (Free)
- 1pm – 9pm: Chinese craft fairs (crafts available for purchase)

Event Equipment:

We are consulting with a professional event planning company on all the equipment needed. Currently, we have the following items on the list: lantern lighting sets; one performance stage; Bleachers (pending); sound system; power generators; multiple tents and chairs; outdoor stoves.

Safety and Security:

We are drafting a safety plan with help from the event planning company. We will also coordinate with Art Gallery to ensure a safe environment is provided to the public.

Media & Promotion:

We will follow the rules and policy regarding promotion. We would also like to hear advice from the City on some main channels to market the event.

Please contact us if you have further questions.

Contact Name & Number:

Kady Xue, Event manager: 604-338-7700

Tracy Dai, Event Facilitator: 778-859-3589

Yue Zhang, Event Facilitator

From: "McLellan, Stephanie" <Stephanie.McLellan@vancouver.ca>

To: "Dai 戴Qi Yu 琦雨" <s.22(1)>

CC: "Kady Xue" <s.22(1)>

"Hall, Josie" <josie.hall@vancouver.ca>

"Tom Meighan \ (VAG\)" <TMeighan@vanartgallery.bc.ca>

"Bull, Selina" <Selina.Bull@vancouver.ca>

"Luddu, Gagandeep" <gagandeep.luddu@vpd.ca>

Date: 9/20/2019 7:17:29 AM

Subject: RE: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Attachments: SE_AP_PERMIT_39149_080.pdf
SE_CHILD_PERMIT_70541_080.pdf
SE_CHILD_PERMIT_70543_080.pdf
SE_CHILD_PERMIT_70544_080.pdf
SEMP.docx

Hi Tracy,

Everything looks great, thanks!

Attached are your event permits, please review and let me know if the permits do not accurately reflect the event activity.

If there are any issues we still need to discuss please call or e-mail. Good Luck with the event!!

Cheers,

Stephanie McLellan

Film & Special Events Officer ~ City of Vancouver

stephanie.mclellan@vancouver.ca

604.257.8845

http://app.vancouver.ca/fase_net/appform.aspx



I live, work and play on the unceded territories of the Coast Salish people, in particular, the xʷməθkʷəy̓əm (Musqueam), skwxwú7mesh (Squamish) and sel̓il̓wítulh (Tsleil-Waututh).

Let us recognize the struggle of indigenous people. Territorial acknowledgements are just one small part of dismantling colonial worldviews. Please take a moment to think of other ways you can enact decolonization.

Our new mailing address is:

Film and Special Events

453 West 12th Avenue

Vancouver, BC

V5Y 1V4

From: Dai 戴Qi Yu 琦雨 [mailto:s.22(1)]

Sent: Thursday, September 19, 2019 4:19 PM

To: Hall, Josie

Cc: Kady Xue; McLellan, Stephanie

Subject: Re: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Hi Stephanie:

Please take a look at the insurance. Is this what you need?

On Thu, Sep 19, 2019 at 3:32 PM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi Tracy,

I will need a copy of the valid insurance before I can issue the permits for your event.

I have cc'd my colleague Stephanie on the this e-mail. Please forward the insurance documents to her, once she receives them she will issue the permits.

Thanks
Josie

From: Dai 戴Qi Yu 绮雨 [mailto:[s.22\(1\)@vancouver.ca](mailto:s.22(1)@vancouver.ca)]
Sent: Thursday, September 19, 2019 3:29 PM
To: Hall, Josie
Cc: Kady Xue
Subject: Re: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Hi Josie:

The attachments are not the insurance policy, but the quote and the payment proof of the insurance that we paid (5M liability + additionally insured).

We are still waiting for the insurance company to provide a temporary policy certificate right now, and they promised to deliver before 4pm. The official policy will be delivered by them tomorrow morning.

Didn't know you will be off tomorrow, I'm sorry about all the rush. In case we have to contact any one for questions, who can we talk to?

Thank you

On Thu, Sep 19, 2019 at 3:05 PM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi,

What are the hours of the market portion of the event? I would like to note that on the permit.

Thanks
Josie

From: Kady Xue [mailto:[s.22\(1\)@vancouver.ca](mailto:s.22(1)@vancouver.ca)]
Sent: Thursday, September 19, 2019 2:55 PM
To: Hall, Josie
Cc: Dai 戴Qi Yu 绮雨 ([s.22\(1\)@vancouver.ca](mailto:s.22(1)@vancouver.ca)) =?utf-8?Q?=29
Subject: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Dear Josie,

Tracy will be sending to you soonest.
Thank you very much
Kady

发自我的华为手机

----- 原始 邮件 -----

主题: RE: Co-sponsor of Chinese Cultural and Arts festival event

发件人: "Hall, Josie"

收件人: Kady Xue

抄送: "Dai 戴Qi Yu 锑雨 (s.22(1))" =?utf-8?Q?=29"

Hi Kady and Tracy,

I will be leaving today at 3:30 and will not be here tomorrow. I am hoping to issue you the permits for the event by end of day but cannot without insurance.

If possible, would you please submit the insurance ASAP.

Thanks

Josie

From: Kady Xue [mailto:s.22(1)]
Sent: Thursday, September 19, 2019 10:01 AM
To: Hall, Josie
Subject: Re: Co-sponsor of Chinese Cultural and Arts festival event

Dear Josie,

Thank you so much for reminding us and the signed letter I ready sent for you. Tracy will send the insurance document shortly.

Thanks again!!!¥u10084 ?

Best regards

Kady

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)



CITY OF VANCOUVER
ENGINEERING SERVICES
Film & Special Events
453 West 12th Avenue
Vancouver, BC V5Y 1V4

Permit #: SEAP39149
20077684

SPECIAL EVENTS ACTIVITY PERMIT

ISSUED TO: CANADIAN ALLIANCE OF CHINESE ASSOCIATION CHINA LIGHTS & ART FESTIVAL
FOR DISTRIBUTION TO: Kady Xue FAX:
EFFECTIVE DATE(s): **Saturday, September 21, 2019 at 08:00 to**
Wednesday, October 2, 2019 at 23:59
LOCATION: **750 Hornby St**

The permit holder is solely responsible for adherence to the permit requirements, as noted below and as contained in the Street and Traffic Bylaw, by all persons connected with this project. The City may cancel this permit without notice if terms and conditions of the permit are not met.

Community - Cultural Event

Set up: September 22 to 25, daily from 7:00 am to 8:00 pm
Event: September 26 to October 1, Market daily from 12:00 pm to 6:00 pm daily
lantern exhibit daily from 6:30 pm to 10:30 pm
Take down: October 2 to 23:00 hrs

- Light exhibit permitted in accordance with the approved site plan
- Tents permitted in accordance with the approved site plan, tents to be secured for safety
- Info market approved in accordance with the Special Event Market Permit (SEMP)
- Fencing permitted during set up of the lanterns and removed for the event dates

Organizer is responsible for ensuring the safety of the site and participants
Organizer is responsible for ensuring all debris is removed post event
Organizer is responsible for ensuring all cabling is matted for safety

VANCOUVER POLICE REQUIRED FOR: N/A

RELATED PERMIT(S) REQUIRED: 70544,70543,70541

All cabling to be matted for safety.

The acceptance of a Traffic Plan allows for permissible traffic control within City Right of Way. The acceptance does not confirm compliance with Part 18 of WorkSafe BC OH&S Regulation. Contractors and their employees must adhere to all parts of the WorkSafe Regulation while conducting their work.

Josie Hall, Coordinator
josie.hall@vancouver.ca
604-257-8853

Film & Special Events Office
Phone: 604.257.8850 Fax: 604.257.8859
www.vancouver.ca



CITY OF VANCOUVER

ENGINEERING SERVICES
Film & Special Events
453 West 12th Avenue
Vancouver, BC V5Y 1V4

20077684 Street Use Permit # 70541
In conjunction with Special Events Activity Permit #: 39149

Event: CHINA LIGHTS & ART FESTIVAL
Organizer: CANADIAN ALLIANCE OF CHINESE ASSOCIATION
For Distribution to: Kady Xue
Location: 750 HORNBY ST

The permit holder hereby agrees

- a) that during the continuance of work, all streets, lanes and sidewalks will be protected and all necessary precautions taken for the safety of pedestrians and property to the satisfaction of the City Engineer;
- b) to indemnify and save harmless the City against all claims, liabilities, judgements, costs and expenses which may accrue to or against the City in consequence of reserving and granting of this occupancy; and
- c) to pay to the City all charges for meter spaces, pursuant to the Street and Traffic Bylaw; and
- d) to be responsible for any signs, stakes or posts installed to establish the requested temporary zone and to pay the replacement costs due to loss or damage as determined by the City Engineer.

The acceptance of a Traffic Plan allows for permissible traffic control within City Right of Way. The acceptance does not confirm compliance with Part 18 of WorkSafe BC OH&S Regulation. Contractors and their employees must adhere to all parts of the WorkSafe Regulation while conducting their work.

FOR STREET USE AS DESCRIBED BELOW

From: **Sunday, September 22, 2019 at 08:00**

To: **Wednesday, September 25, 2019 at 18:00**

WEST 700 - HOWE ST PM RUSH HOUR EXEMPT

From: METER #62-07-13

For: SPECIAL PERMITEE

To: METER #62-07-27

Comments: PLEASE SIGN FROM 8:00 AM TO 6:00 PM DAILY

Any placement of material or equipment on city property requires the prior approval of the General Manager of Engineering Services. Pedestrian safety and movement to be maintained at all times unless otherwise specified on related Special Events Activity Permit. The City may cancel this permit without notice if any terms and conditions are not adhered to.

Coordinator: Josie Hall, 604-257-8853



Event: CHINA LIGHTS & ART FESTIVAL
Organizer: CANADIAN ALLIANCE OF CHINESE ASSOCIATION
For Distribution to: Kady Xue
Location: 750 HORNBY ST

The permit holder hereby agrees

- a) that during the continuance of work, all streets, lanes and sidewalks will be protected and all necessary precautions taken for the safety of pedestrians and property to the satisfaction of the City Engineer;
- b) to indemnify and save harmless the City against all claims, liabilities, judgements, costs and expenses which may accrue to or against the City in consequence of reserving and granting of this occupancy; and
- c) to pay to the City all charges for meter spaces, pursuant to the Street and Traffic Bylaw; and
- d) to be responsible for any signs, stakes or posts installed to establish the requested temporary zone and to pay the replacement costs due to loss or damage as determined by the City Engineer.

The acceptance of a Traffic Plan allows for permissible traffic control within City Right of Way. The acceptance does not confirm compliance with Part 18 of WorkSafe BC OH&S Regulation. Contractors and their employees must adhere to all parts of the WorkSafe Regulation while conducting their work.

FOR STREET USE AS DESCRIBED BELOW

From: **Saturday, September 28, 2019 at 11:00**

To: **Saturday, September 28, 2019 at 18:00**

WEST 700 -

HOWE ST PM RUSH HOUR EXEMPT

From: METER #62-07-13

For: SPECIAL PERMITEE

To: METER #62-07-27

Comments:

Any placement of material or equipment on city property requires the prior approval of the General Manager of Engineering Services. Pedestrian safety and movement to be maintained at all times unless otherwise specified on related Special Events Activity Permit. The City may cancel this permit without notice if any terms and conditions are not adhered to.

Coordinator: Josie Hall, 604-257-8853



Event: CHINA LIGHTS & ART FESTIVAL
Organizer: CANADIAN ALLIANCE OF CHINESE ASSOCIATION
For Distribution to: Kady Xue
Location: 750 HORNBY ST

The permit holder hereby agrees

- a) that during the continuance of work, all streets, lanes and sidewalks will be protected and all necessary precautions taken for the safety of pedestrians and property to the satisfaction of the City Engineer;
- b) to indemnify and save harmless the City against all claims, liabilities, judgements, costs and expenses which may accrue to or against the City in consequence of reserving and granting of this occupancy; and
- c) to pay to the City all charges for meter spaces, pursuant to the Street and Traffic Bylaw; and
- d) to be responsible for any signs, stakes or posts installed to establish the requested temporary zone and to pay the replacement costs due to loss or damage as determined by the City Engineer.

The acceptance of a Traffic Plan allows for permissible traffic control within City Right of Way. The acceptance does not confirm compliance with Part 18 of WorkSafe BC OH&S Regulation. Contractors and their employees must adhere to all parts of the WorkSafe Regulation while conducting their work.

FOR STREET USE AS DESCRIBED BELOW

From: **Wednesday, October 2, 2019 at 08:00**

To: **Wednesday, October 2, 2019 at 23:30**

WEST 700 -

HOWE ST PM RUSH HOUR EXEMPT

From: METER #62-07-13

For: SPECIAL PERMITEE

To: METER #62-07-27

Comments:

Any placement of material or equipment on city property requires the prior approval of the General Manager of Engineering Services. Pedestrian safety and movement to be maintained at all times unless otherwise specified on related Special Events Activity Permit. The City may cancel this permit without notice if any terms and conditions are not adhered to.

Coordinator: Josie Hall, 604-257-8853



SPECIAL EVENT MARKET PERMIT

ISSUED TO: **Canadian Alliance of Chinese Association (CACA)**
Canadian Sichuanese Friendship Association (CSFA)
3025 – 8888 Odlin Cr
Richmond, BC, V6X 3Z8

AREA OF PERMIT: **750 Hornby - ʂxʷłənəq Xwtl'e7énk Square – Vancouver Art**
Gallery – North Plaza

DATES EFFECTIVE: **September 26 to October 1, 2019**

NO. OF BLOCKS: 1 block / per day
\$121.89 & \$6.09(tax) = \$127.98

TOTAL COST: **\$127.98**

This permit entitles the bearer to limit and control vending and busking operations within a closed street as described above in "area of permit." All food and beverage vendors must have a "Permit to Operate" from the Vancouver/Richmond Health Board, Environmental Health Division.

IT IS THE SPECIAL EVENT MARKET PERMIT HOLDERS' RESPONSIBILITY TO ENSURE ALL VENDORS:

- Do not restrict the free movement of pedestrians or create obstructions to surrounding businesses and their entrances.
- Do not use amplification or public address systems.
- Provide identification and vending permit, provided by the Special Event organizer, when required to do so by a Vancouver Police Department Officer or a Bylaw Enforcement Officer from City of Vancouver Engineering Services.
- Stop all sales and operations when the event is complete and the street is opened to regular use.
- Remove all garbage and debris generated by themselves or their customers.

ISSUED BY: **Josie Hall, Film & Special Event Liaison**
City of Vancouver
September, 2019

From: "Dai 戴Qi Yu 琦雨" <s.22(1)>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: "Kady Xue" <s.22(1)>
"McLellan, Stephanie" <Stephanie.McLellan@vancouver.ca>
Date: 9/19/2019 4:19:04 PM
Subject: Re: 回复 : Co-sponsor of Chinese Cultural and Arts festival event
Attachments: Insurance Certificate.pdf

Hi Stephanie:

Please take a look at the insurance. Is this what you need?

On Thu, Sep 19, 2019 at 3:32 PM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi Tracy,

I will need a copy of the valid insurance before I can issue the permits for your event.

I have cc'd my colleague Stephanie on the this e-mail. Please forward the insurance documents to her, once she receives them she will issue the permits.

Thanks

Josie

From: Dai 戴Qi Yu 琦雨 [mailto:s.22(1)]
Sent: Thursday, September 19, 2019 3:29 PM
To: Hall, Josie
Cc: Kady Xue
Subject: Re: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Hi Josie:

The attachments are not the insurance policy, but the quote and the payment proof of the insurance that we paid (5M liability + additionally insured).

We are still waiting for the insurance company to provide a temporary policy certificate right now, and they promised to deliver before 4pm. The official policy will be delivered by them tomorrow morning.

Didn't know you will be off tomorrow, I'm sorry about all the rush. In case we have to contact any one for questions, who can we talk to?

Thank you

On Thu, Sep 19, 2019 at 3:05 PM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi,

What are the hours of the market portion of the event? I would like to note that on the permit.

Thanks

Josie

From: Kady Xue [mailto:[s.22\(1\)@vancouver.ca](mailto:s.22(1)@vancouver.ca)]
Sent: Thursday, September 19, 2019 2:55 PM
To: Hall, Josie
Cc: Dai 戴Qi Yu 铨雨 ([s.22\(1\)@vancouver.ca](mailto:s.22(1)@vancouver.ca)) =?utf-8?Q?=29
Subject: 回复: Co-sponsor of Chinese Cultural and Arts festival event

Dear Josie,

Tracy will be sending to you soonest.

Thank you very much

Kady

发自我的华为手机

----- 原始 邮件 -----

主题: RE: Co-sponsor of Chinese Cultural and Arts festival event

发件人: "Hall, Josie"

收件人: Kady Xue

抄送: "Dai 戴Qi Yu 铨雨" ([s.22\(1\)@vancouver.ca](mailto:s.22(1)@vancouver.ca)) =?utf-8?Q?=29"

Hi Kady and Tracy,

I'll be leaving today at 3:30 and will not be here tomorrow. I'm hoping to issue you the permits for the event by end of day but cannot without insurance.

If possible, would you please submit the insurance ASAP.

Thanks

Josie

From: Kady Xue [mailto:[s.22\(1\)](#)]
Sent: Thursday, September 19, 2019 10:01 AM
To: Hall, Josie
Subject: Re: Co-sponsor of Chinese Cultural and Arts festival event

Dear Josie,

Thank you so much for reminding us and the signed letter I ready sent for you. Tracy will send the insurance document shortly.

Thanks again!!!Yu10084 ?

Best regards

Kady

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS		2. INSURED'S FULL NAME AND MAILING ADDRESS	
The City of Vancouver, Vancouver Board of Parks & Recreation, Vancouver		Canada Sichuanese Friendship Association & Canadian Alliance of Chinese	
Police Board, Vancouver Public Library Board & Vancouver Art Gallery &		Associations.	
affiliated boards & associates, their respective employees officers, agents &		1706-7371 Westminster Hwy,	
volunteers.	POSTAL CODE	Richmond, BC	POSTAL CODE V6X 0B4

3. **DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES** (but only with respect to the operations of the Named Insured)

Chinese Arts and Culture Festival.

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS


TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY	Beacon Underwriting Ltd 441607	2019/09/22	2019/10/04	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY		
<input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE				- GENERAL AGGREGATE	\$1,000	\$5,000,000
<input type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS				- EACH OCCURRENCE	\$1,000	\$5,000,000
<input type="checkbox"/> EMPLOYER'S LIABILITY				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		
<input type="checkbox"/> CROSS LIABILITY				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR		
<input type="checkbox"/> WAIVER OF SUBROGATION				<input type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		
				MEDICAL PAYMENTS		\$2,500
<input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY				TENANTS LEGAL LIABILITY		\$500,000
<input type="checkbox"/> POLLUTION LIABILITY EXTENSION				POLLUTION LIABILITY EXTENSION		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES						
<input type="checkbox"/> HIRED AUTOMOBILES				HIRED AUTOMOBILES		
AUTOMOBILE LIABILITY				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
<input type="checkbox"/> DESCRIBED AUTOMOBILES				BODILY INJURY (PER PERSON)		
<input type="checkbox"/> ALL OWNED AUTOMOBILES				BODILY INJURY (PER ACCIDENT)		
<input type="checkbox"/> LEASED AUTOMOBILES **				PROPERTY DAMAGE		
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE						
EXCESS LIABILITY				EACH OCCURRENCE		
<input type="checkbox"/> UMBRELLA FORM				AGGREGATE		
<input type="checkbox"/>						
OTHER LIABILITY (SPECIFY)						
<input type="checkbox"/>						
<input type="checkbox"/>						

5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS			7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)		
Meridian Insurance Agencies Ltd.			The City of Vancouver, Vancouver Board of Parks & Recreation, Vancouver		
115-8980 No.3 Road,			Police Board, Vancouver Public Library Board & Vancouver Art Gallery, their		
Richmond	BC	POSTAL CODE V6Y 2E8	respective employees, officers, agents & volunteers.		
BROKER CLIENT ID:			POSTAL CODE		

8. CERTIFICATE AUTHORIZATION

ISSUER Meridian Insurance Agencies Ltd	CONTACT NUMBER(S)	
AUTHORIZED REPRESENTATIVE Ginny Chu	TYPE Phone NO. (604) 272-0700	TYPE NO.
	TYPE Fax NO. (604) 272-2830	TYPE NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE 	DATE 2019/09/19	EMAIL ADDRESS richmond@meridian-ins.com



LIABILITY INSURANCE CERTIFICATE

Filming and Special Events

Appendix A



Section 6 b) – Staff to select the required # of days Written Notice before sending out for completion.
Section 2 through 6 – to be completed and executed by the Insurer or its Authorized Representative

1. THIS CERTIFICATE IS ISSUED TO:

- ☒ City of Vancouver, 453 West 12th Avenue, Vancouver BC V5Y 1V4
Attn: Manager, Film & Special Events Office / Fax (604) 257-8859
- ☒ Board of Parks and Recreation, 2099 Beach Avenue, Vancouver BC V6B 1Z4
Attn: Coordinator, Special Events & Filming Office / Fax (604) 257-8501

and certifies that the insurance policies as listed herein have been issued to the Named Insured(s) and are in full force and effect as of the effective date of the agreement described below.

2. NAMED INSURED: [must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]. If the Named Insured is covered under a Parent Company's insurance policy, both company names must be included as "Named Insured".

Canadian Sichuanese Friendship Association & Canadian Alliance of Chinese Association
MAILING ADDRESS:
1706-7371 Westminster Hwy, Richmond BC V6X 0B4
FILMING OR EVENT LOCATION:

DESCRIPTION OF EVENT OR PRODUCTION TITLE:

Chinese Arts and Culture Festival

3. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

Including the following extensions:

- ☒ Personal Injury
☒ Products and Completed Operations
☒ Cross Liability or Severability of Interest
☒ Employees as Additional Insureds
☒ Blanket Contractual Liability
☒ Non-Owned Auto Liability

INSURER: *Beacon Underwriting Ltd*

POLICY NUMBER: *441607*

POLICY PERIOD: From *09-22-2019* to *10-04-2019*

LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)

Per Occurrence: \$ *5,000,000*

Aggregate: \$ *5,000,000*

All Risk Tenants' Legal Liability: \$ *500,000*

Deductible Per Occurrence: \$ *1,000*

4. ☐ UMBRELLA OR ☐ EXCESS LIABILITY INSURANCE

INSURER: _____

POLICY NUMBER: _____

POLICY PERIOD: From _____ to _____

LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)

Per Occurrence: \$ _____

Aggregate: \$ _____

Self-Insured Retention: \$ _____

5. OTHER INSURANCE (e.g. Volunteer's Accident & Death Insurance, Directors and Officers Liability Insurance) – Please specify Name of Insurer(s), Policy Number, Policy Period, and Limit

6. POLICY PROVISIONS:

Where required by the governing contract, agreement, lease, permit or license, it is understood and agreed that:

- a) The City of Vancouver, Vancouver Board of Parks & Recreation, Vancouver Police Board, Vancouver Public Library Board, Vancouver Art Gallery Association, their officials, officers, employees, servants, agents, and volunteers have been added as Additional Insureds with respect to liability arising out of any activities conducted by or in connection with the operation of the Named Insured including, but not limited to, any stunt or special effect activities;
- b) FIFTEEN (15) days written notice of cancellation or material change resulting in reduction of coverage with respect to any of the policies listed herein, either in part or in whole, will be given by the Insurer(s) to the Holder of this Certificate; the exception is cancellation for non-payment of premiums in which case the applicable statutory conditions will apply;
- c) The insurance policy (policies) listed herein shall be primary with respect to all claims arising out of the operation of the Named Insured. Any insurance or self-insurance maintained by the City of Vancouver, Vancouver Board of Parks & Recreation, Vancouver Police Board, Vancouver Public Library Board and Vancouver Art Gallery Association shall be in excess of this insurance and shall not contribute to it.

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

Dated: *19.9.19*

Meridian Insurance Agencies Ltd. 115-8980, No. 3 Rd, Richmond, BC V6Y 2E8

From: "Dai 戴Qi Yu 琦雨" <s.22(1)>
To: "McLellan, Stephanie" <Stephanie.McLellan@vancouver.ca>
CC: "Kady Xue" <s.22(1)>
"Hall, Josie" <josie.hall@vancouver.ca>
"Tom Meighan \ (VAG\)" <TMeighan@vanartgallery.bc.ca>
"Bull, Selina" <Selina.Bull@vancouver.ca>
"Luddu, Gagandeep" <gagandeep.luddu@vpd.ca>
Date: 9/20/2019 3:05:26 PM
Subject: Re: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Stephanie:

Activity permit looks good.

Two Questions:

- How and when do we pay special event permit fee?
- For parking meters, although time is correct for three permits. I don't understand the meter number 62-07-13 to 62-07-27? How many meters are there? When I submit the application, I provided number like "65583" as shown on meters. And the sign will be put up by the City, we don't have to worry about that right?

Thank you

On Fri, Sep 20, 2019 at 8:54 AM Dai 戴Qi Yu 琦雨 <s.22(1)> wrote:
Stephanie:

Thank you for your email. We are reviewing the documents right now.

On Fri, Sep 20, 2019 at 7:17 AM McLellan, Stephanie <Stephanie.McLellan@vancouver.ca> wrote:
Hi Tracy,

Everything looks great, thanks!

Attached are your event permits, please review and let me know if the permits do not accurately reflect the event activity.

If there are any issues we still need to discuss please call or e-mail. Good Luck with the event!!

Cheers,

Stephanie McLellan

604.257.8845

http://app.vancouver.ca/fase_net/appform.aspx



I live, work and play on the unceded territories of the Coast Salish people, in particular, the xʷməθkʷəy̓əm (Musqueam), skwxwú7mesh (Squamish) and sel̓il̓wítulh (Tsleil-Waututh).

Let us recognize the struggle of indigenous people. Territorial acknowledgements are just one small part of dismantling colonial worldviews. Please take a moment to think of other ways you can enact decolonization.

Our new mailing address is:

Film and Special Events

453 West 12th Avenue

Vancouver, BC

V5Y 1V4

From: Dai 戴Qi Yu 漪雨 [mailto:[s.22\(1\)](mailto:s.22(1)@vancouver.ca)]
Sent: Thursday, September 19, 2019 4:19 PM
To: Hall, Josie
Cc: Kady Xue; McLellan, Stephanie
Subject: Re: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Hi Stephanie:

Please take a look at the insurance. Is this what you need?

On Thu, Sep 19, 2019 at 3:32 PM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi Tracy,

I will need a copy of the valid insurance before I can issue the permits for your event.

I have cc'd my colleague Stephanie on the this e-mail. Please forward the insurance documents to her, once she receives them she will issue the permits.

Thanks

Josie

From: Dai 戴Qi Yu 倚雨 [mailto:[s.22\(1\)](#)]
Sent: Thursday, September 19, 2019 3:29 PM
To: Hall, Josie
Cc: Kady Xue
Subject: Re: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Hi Josie:

The attachments are not the insurance policy, but the quote and the payment proof of the insurance that we paid (5M liability + additionally insured).

We are still waiting for the insurance company to provide a temporary policy certificate right now, and they promised to deliver before 4pm. The official policy will be delivered by them tomorrow morning.

Didn't know you will be off tomorrow, I'm sorry about all the rush. In case we have to contact any one for questions, who can we talk to?

Thank you

On Thu, Sep 19, 2019 at 3:05 PM Hall, Josie <josie.hall@vancouver.ca> wrote:

Hi,

What are the hours of the market portion of the event? I would like to note that on the permit.

Thanks

Josie

From: Kady Xue [mailto:s.22(1)]
Sent: Thursday, September 19, 2019 2:55 PM
To: Hall, Josie
Cc: Dai 戴Qi Yu 铨雨 (s.22(1)) =?utf-8?Q?=29
Subject: 回复 : Co-sponsor of Chinese Cultural and Arts festival event

Dear Josie,

Tracy will be sending to you soonest.

Thank you very much

Kady

发自我的华为手机

----- 原始 邮件 -----

主题: RE: Co-sponsor of Chinese Cultural and Arts festival event
发件人: "Hall, Josie"
收件人: Kady Xue
抄送: "Dai 戴Qi Yu 铨雨 (s.22(1))" =?utf-8?Q?=29"

Hi Kady and Tracy,

I'll be leaving today at 3:30 and will not be here tomorrow. I'm hoping to issue you the permits for the event by end of day but cannot without insurance.

If possible, would you please submit the insurance ASAP.

Thanks

Josie

From: Kady Xue [mailto:s.22(1)]
Sent: Thursday, September 19, 2019 10:01 AM
To: Hall, Josie
Subject: Re: Co-sponsor of Chinese Cultural and Arts festival event

Dear Josie,

Thank you so much for reminding us and the signed letter I ready sent for you. Tracy will send the insurance document shortly.

Thanks again!!!¥u10084 ?

Best regards

Kady

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

--

Tracy Qiyu Dai

778-859-3589 | s.22(1)

From: "Yanni Chen" <yanni@heyne.com>
To: "Hall, Josie" <josie.hall@vancouver.ca>
"Tom Meighan \ (VAG\)" <TMeighan@vanartgallery.bc.ca>
"Fire Prev. Events Captain" <FRSEC@vancouver.ca>
"Bull, Selina" <Selina.Bull@vancouver.ca>
CC: kadyxue <s.22(1)>
"Jack Ren" <jackren@heyne.com>
陈子歆 <bellachen@heyne.com>
Date: 5/31/2019 1:05:29 PM
Subject: Re:China Lights Arts Festival
Attachments: updated Site plan.pdf
Questions translation - reply 0529.docx
加拿大温哥华洛逊广场灯组英文说明0510.pdf

Hello all,

Please find attached the updated site plan for the Lantern Exhibition/Chinese Arts & Culture festival.

In preparations to obtain a building permit for the lanterns, I have attached information regarding the lanterns as well as prepared a list of questions your various departments may have, should you require further information to approve the permit, please let me know.

Thank you and see you all June 6, 10am.

Yanni Chen

----- Original -----

From: "Hall, Josie" <josie.hall@vancouver.ca>;
Date: Sat, Jun 1, 2019 03:35 AM
To: "Yanni Chen (yanni@heyne.com)" <yanni@heyne.com>; "Tom Meighan (VAG)" <TMeighan@vanartgallery.bc.ca>;
"Fire Prev. Events Captain" <FRSEC@vancouver.ca>; "Bull, Selina" <Selina.Bull@vancouver.ca>;
Subject: China Lights Arts Festival

Hi all,

If we could meet in front of the Art Gallery steps.













A draft site plan will be forwarded prior to the meeting date.

Thanks
Josie

**LEGEND**

September 28 only

Lanterns on Display Sept 26 - Oct 1

	11 - (10' x10') Tents		Lantern 1 & 2 Dia: 2m, H = 3.5
	1 - (5'x4') stage, 2' tall		Lanterns 3 & 4 L= 6m, W=1.5m, H=3.5
	1 First Aid tent- (10' x10') St.John's		Lantern 5 L=10m, H=3m
	Event Garbage and Recycle station		Lantern 6 L=18m, H=5m
	City Garbage + Recycle Receptacles		
	2 porta potties		
	Food stall		
	Food truck		

Questions for Lantern provider:
灯展提供商需要回答的问题：

1. Do the lanterns come with electrical chords/cables that can be used in Canada and compatible the power supply stated in the “Xwlt'e7énk” Square User guide?

灯笼是否带有符合加拿大实用的电源（包括变压器，线，电源，插板，插头）

答：所有灯组是按照 110v, 60 赫兹，UL 标准进行制作，是符合加拿大用电标准（包括变压器，线，电源，插板，插头），也在加拿大多次成功展出。

All the lanterns are made according to the 110v, 60hz, UL standard, which is in line with the Canadian electricity standard (including transformer, wire, power supply, plug), and we have held several successful exhibitions in Canada.

2. What precautions, security measurements needed during the event? Can people go right up to and touch the lanterns?

展览需要准备什么预防、制安工作？观众是否可以接近和触摸灯笼？

答：灯组安装期间需要贵方把整个安装场地或灯组安装部分用围挡围起来，不影响游客的安全。需要贵方做好所有要在场地施工的警示，标语等工作，灯组本身是可以触摸，但为了预防，所有游客一般不允许触摸（需要贵方提供“严谨触摸”的标语提示），观灯时游客和灯组保留一段距离。

During the installation period, we need your help to surround the whole or part installation site with a paddock, which will not affect the safety of tourists. And may you make all the warnings and slogans for the construction on the site. The lanterns can be touched, but just in case, all visitors are generally not allowed to touch (you need to provide the slogan for reminding), and tourists should keep a distance from the lanterns when watching.

3. Transport requirements: Details important as needed for permits*

运输要求：我们需要了解运输信息才能继续证书申请*

答：抱歉，我们现在提供不了运输的相关信息，因为我们要开始运输了，才联系运输公司，确定了运输时间，运输数量后，相关信息才能够拿到。

Sorry we cannot provide transport details before transporting. All details will be told after we make sure the transport time and amount.

4. Approximately how many hours needed for set up? (Not including transport time from storage to site location. We might not get permission from Government to occupy the space for 4 day setup as you requested (Sept 22-25), Can you set up in 2 days (12hrs each day, 9am-9pm x 2 days)?

大约需要多长时间去搭建？（不包括从仓库到场地的运输时间。政府可能不会批准之前希望的 4 天搭建（9 月 22-25）。请问您们是否能用 2 天搭建（每天 12 小时，9am – 9pm x 2 天）？

答：为确保施工安全，工人不疲劳施工，搭建最好还是要争取 4 天的时间。如果一定要 2 天完成，我们就要多派 4 人，但是这样会增加费用。

In order to ensure the safety of construction, and the workers are not fatigue working, it is best to strive for 4 days of construction period. If it must be finished in 2 days, we will arrange 4 more workers, but this will increase the cost.

5. How many staff from your company needed for set up?

您们公司会出多少名员工来搭建场地？

答：按照 4 天的安装时间，我们预计安排 10 个安装人员过来搭建（包括一个管理人员）。

For 4-day installation period, we will arrange 10 installation personnel (including 1 project manager).

6. Are local labours needed to assist with set up? How many if so?

是否需要本地人来协助搭建场地？需要多少人呢？

答：共需要 3 名。需要现场翻译人员一名，保证交流，协调现场安装工作；电工一名协助我们的用电安全；垃圾清理人员一名。

Three people are needed. A on-site translator is needed to ensure communication and coordinate on-site installation; an electrician to assist us with electricity safety; and a dustman.

7. Please review Page 14 & 17 of ʁənəq Xwtl'e7énk Square User guide.

请看说明书的第 14 & 17 页。

Please check and confirm each lantern can be powered with the power supply at each power station/Receptacle based on locations indicated on Page 14 & 17.

请按照说明书的第 14&17 页来检查每一个灯笼的电源和电库

Is this OK? Lanterns 3,5,6 can use Power station 5(400Amp) & 6 (200Amp), Lantern 4 use power station 3. Lantern 1&2 can use Power station 4.

以下安排是否可以：3, 5, 6 号灯笼会用 5 号电库（400 功放）和 6 号电库（200 功放）。4 号灯笼用 3 号电库，1 号和 2 号灯笼用 4 号电库，

答：按照贵方提供的说明书或说明书上的电压，是完全没有问题，我们的灯组一共预计只有 15 千瓦左右，按照描述，足以满足用电需求。

According to the voltage in the specification provided by you, there is no problem to install. The total power of all lanterns is estimated to be about 15 kilowatts, which is enough to meet the supply of electricity according to the description.

8. There is no need for external power generators, right?

我们是不是不需要外接发电机？

答：现场 6 个电箱预留的用电足以满足施工和灯组用电，不需要发电机。

There are 6 power boxes on the site and the reserved power is enough to meet the needs of construction and lantern groups, so no more generator is needed.

9. Please review page 35 – “Access power station panel” and make sure product is compatible. Please provide a list of any extra electrical equipment is needed.

请查看第 35 页 –“使用电站面板”，并且确认产品符合。请提供一个清单关于所需的电子设施

答：请查看附件。

Please check the attachment.

10. Please provide the width for lantern 5 & 6 (It's not in the materials provided)

请提供灯笼 5 和 6 的宽度， 您给的信息里没有写清

答：5 号灯组：长 10m*宽 1m*高 3m。6 号灯组长 18m*宽 3m*高 4m（原有高度是 5m，由于集装箱尺寸不能满足，所以高度更改为 4m）。

11. How heavy is are the lanterns when set up

灯笼是由多重？需要多少个人去搭建一个灯笼？

答：灯组重量预计：1 号灯组预计约 300kg。2 号灯组预计约 300kg。3 号灯组预计约 600kg。4 号灯组预计约 600kg。5 号灯组预计约 800kg。6 号灯组预计约 1000kg。重量是估计重量，估计重量误差在正负 20%左右。

Estimated weight: NO.1, 300kg; NO.2, 300kg; NO.3, 600kg; NO.4, 600kg; NO.5, 800kg; NO.6, 1000kg.

The weight is estimated and the estimated weight error is plus or minus 20%.

12. Do the lanterns need any weights to hold in place?

灯笼是否需要一些重量来固定他的位置？

答：是的，我们会预制部分混凝土墩来压在灯组上面或采用混凝土墩来做拉线的固定点。

Yes. We will prefabricate some concrete to press on the lantern base or use concrete to be the fixed point of the cable.



加拿大·中国

“中国之光” 国际灯展

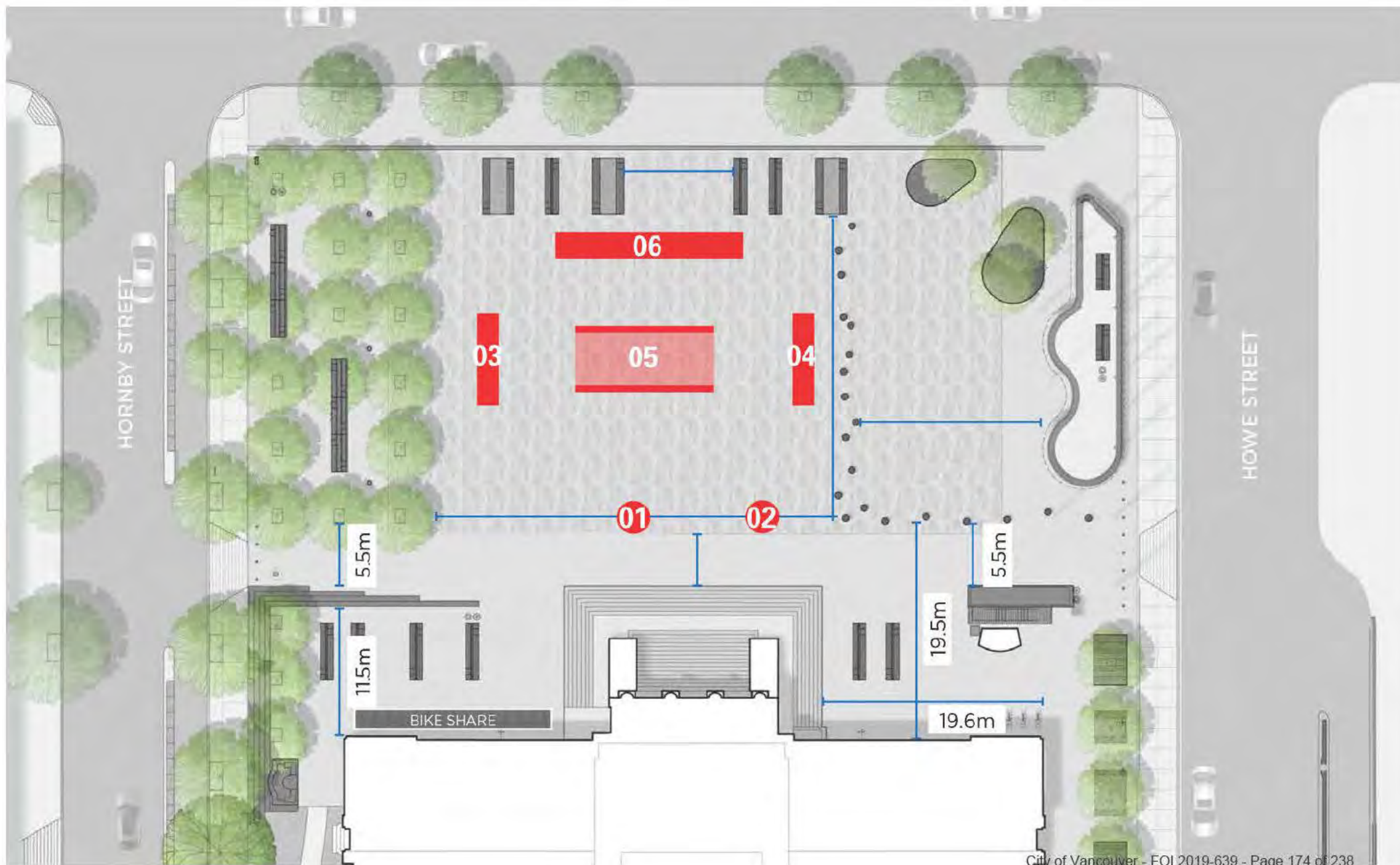
“Light of China”—— International Lantern Show

《自贡灯会环球行—加拿大温哥华》

“Global Trip” of Zigong Lantern Festival—Vancouver, Canada



布展区域图及点位图



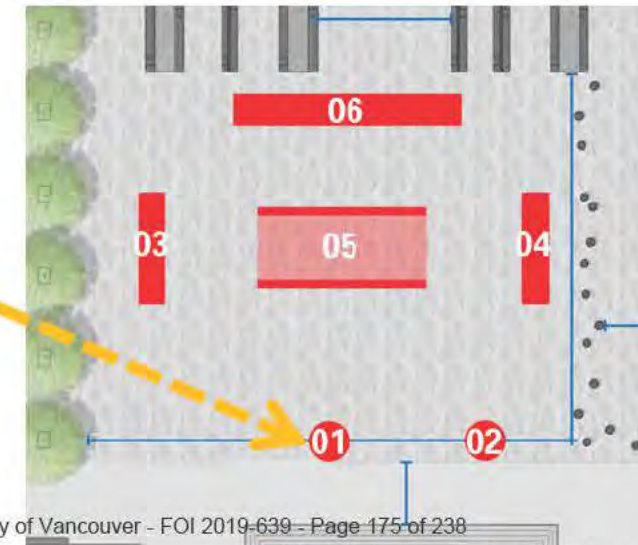


Name: Costume Panda

Intro: The lantern presents Chinese culture to the world with the image of national treasure panda and the mask changing art of Sichuan opera.

Size: Dia=2m; H=3.5m

Power: 1KW



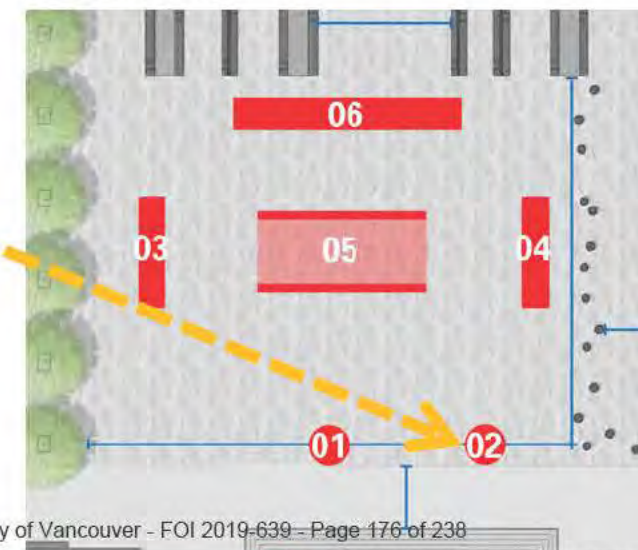


Name: Kongfu Tea Panda

Intro: The lantern presents Chinese culture to the world with the image of national treasure panda and the kongfu tea culture.

Size: Dia=2m; H=3.5m

Power: 1KW



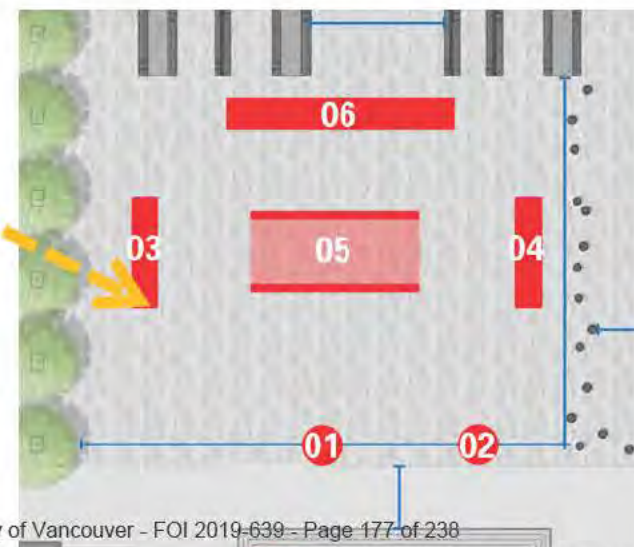


Name: Blossoms

Intro: Spring blossoms is also one of Chinese traditional auspicious sight, which represents people's longing for a happy and noble life. And it also symbolises everything comes back to life and new hope.

Size: L=6m; W=1.5m; H=3.5m

Power: 2.5KW



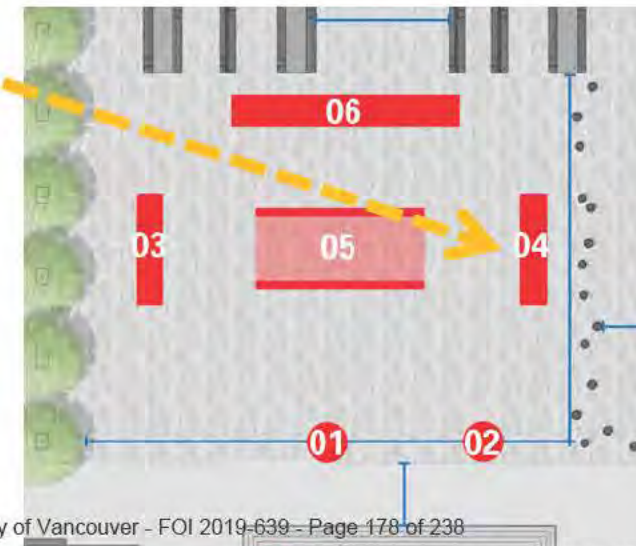


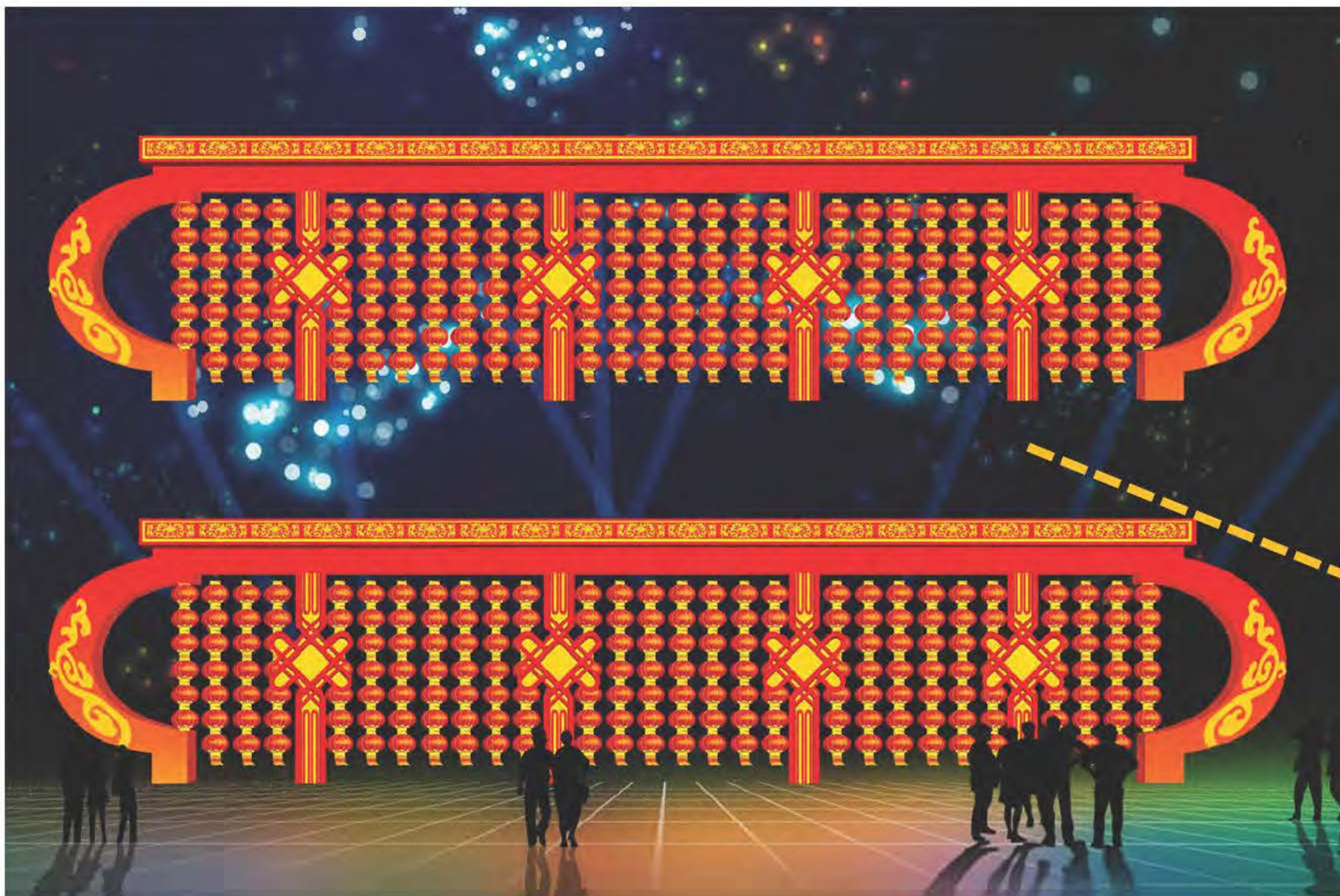
Name: Fragrance

Intro: The lanterns are carved on traditional Chinese fans with the auspicious birds magpie. It presents the best wishes for people.

Size: L=6m; W=1.5m; H=3.5m

Power: 2.5KW



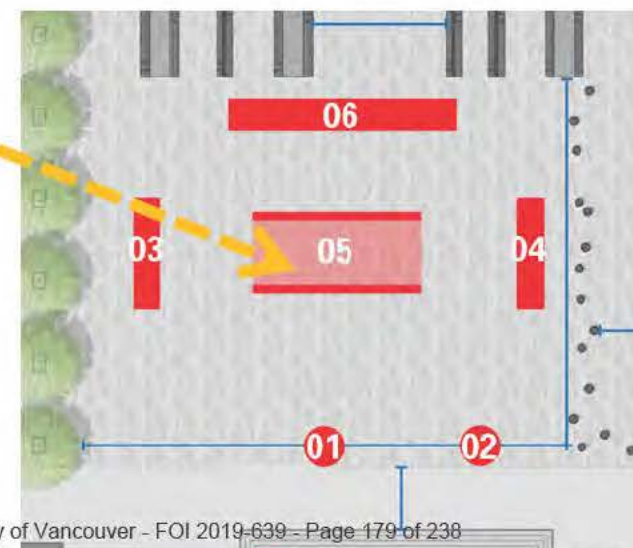


Name: Shinning Lantern

Intro: Lantern sets are modelling with many small lanterns and it seems like the lantern wall, to make a flourishing lively scene.

Size: L=10m; H=3m

Power: 4KW



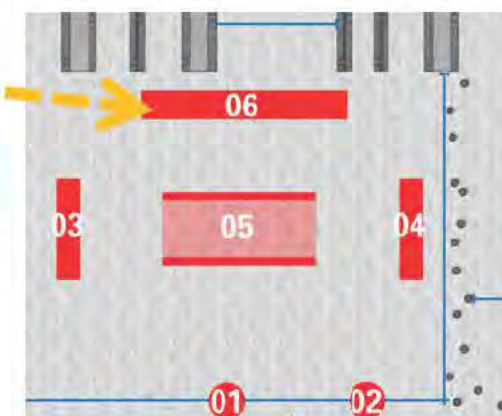


Name: Dragon Legend

Size: L=18m; H=5m

Power: 2.5KW

Intro: Dragons are a vital part of Chinese traditional culture. Two dragons are facing each other, playing with a precious pearl. It means good luck, wealth and longevity.





THANKS

自贡中艺文化产业有限公司



From: "Yanni Chen" <yanni@heyne.com>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: 陈子歆 <bellachen@heyne.com>
kadyxue <s.22(1)>
Date: 6/14/2019 10:16:04 AM
Subject: Re:FW: Site Plan 1

Hi Josie,

Thank you for your email. Could you please attach a document with the City of Vancouver letterhead stating the conditional approval. That the Chinese Culture and Arts Festival, 2019 Chinese Lantern Exhibition has the conditional approval to move forward, pending any outstanding items necessary for permitting.

Thanks and have a great weekend!

Yanni Chen

----- Original -----

From: "Hall, Josie" <josie.hall@vancouver.ca>;
Date: Fri, Jun 14, 2019 05:03 AM
To: "Yanni Chen (yanni@heyne.com)" <yanni@heyne.com>;
Cc: "Tom Meighan (VAG)" <TMeighan@vanartgallery.bc.ca>; "Bull, Selina" <Selina.Bull@vancouver.ca>;
Subject: FW: Site Plan 1

Hi Yanni,

Thank you for the updated site plans, I will review them and give you feedback if necessary.

The event has the conditional approval to move forward, pending any outstanding items necessary for permitting.

I spoke to Paolo Volpi and he is going to get back to me with regards to whether you will require a Building permit for the lanterns.

With regards to you take down on October 2nd. You must ensure that the north plaza is cleared out and clean by midnight of October 2nd, as another event will be loading in first thing in the morning of October 3rd.

Thanks

Josie

From: Yanni Chen [mailto:yanni@heyne.com]

Hello Josie,

Thank you for taking the time out of your busy schedule to meet with us last thursday, it was a pleasure meeting you!

Could you provide us with a letter confirming we can move full steam ahead with our preparations for the event?

Our event manager needs something on paper confirming the city has given us the green light to host the "Chinese Culture and Arts Festival, 2019 Chinese Lantern Exhibition" during September 26th to October 1st, 2019. so she can finalize the Lanterns order, confirm sponsors and start with the visa applications for the Lantern company and their team from China as well as the Guest Chef and Culinary team from China for the food festival.

Attached is the new 2 part site plan. Site Plan 1 is the lantern set up from Sept 22, 2019 and the other is for the 1 day festival on Sept 28, 2019. The set up for the festival will occur in the morning before the event starts at noon.

In regards the 4 day lantern set up, we have requested a set up schedule and will pass it along to you once we receive it

Thank you,

Yanni Chen

yanni@heyne.com
778.788.2884

From: "Kady Xue" <s.22(1)>

To: "Hall, Josie" <josie.hall@vancouver.ca>

CC: s.22(1)

Date: 9/19/2019 9:19:26 AM

Subject: Signed China Lights & Arts Festival

Attachments: Signed from CACA and CSFA.pdf

Good morning Josie,

Please kindly find the attached signed file for your records.

Best regards

Kady Xue

September 18, 2019

Canadian Alliance of Chinese Association (CACA)
& Canadian Sichuanese Friendship Association (CSFA)
3025 - 8888 Odlin Cr.
Richmond, B.C. V6X 3Z8

Attn: Kady Xue

Dear Sirs/Mesdames:

RE: China Lights & Arts Festival (the "Event")

Your application to hold the Event on **September 26 to October 1, 2019** has been reviewed by the Festival Expediting Staff Team ("FEST") Committee and approval to hold the Event has been given by the FEST Committee subject to the conditions of this letter.

The City of Vancouver (the "City") hereby grants the **Canadian Alliance of Chinese Association** (the "Organizer") a non-exclusive licence to use certain street areas and other City property as described in Schedule B (the "Licence Area") within the City of Vancouver on the following terms and conditions:

- (a) upon delivery of a signed copy of this letter to the City the Organizer will pay a fee for the licence granted herein in the amount of TEN DOLLARS (\$10.00) in addition to any other amounts payable to the City under this letter or otherwise;
- (b) the Organizer will not use any street areas or other City property other than the Licence Area without the prior written consent of the City;
- (c) the use of the Licence Area will be governed by the terms and conditions of this letter;
- (d) the Organizer will have the non-exclusive right to use the Licence Area between the hours of **8:00 a.m. and 11:00 p.m. on September 22 to October 2, 2019** (collectively, the "Term");
- (e) the Organizer will only use the Licence Area during the Term for the purpose of preparing for, holding and cleanup after the Event but for no other purpose whatsoever;
- (f) the Organizer will comply, at its own expense, with all municipal, provincial and federal laws, bylaws, regulations and requirements pertaining to or relating to the Event or the use of the Licence Area by the Organizer and its officials, directors,

officers, agents, employees, volunteers, contractors and subcontractors (collectively, the "Organizer Personnel"), including without limitation, all laws, bylaws, regulations and requirements relating to health, fire and safety;

- (g) the Organizer will obtain all required permits, licences and approvals required to hold the Event from all applicable federal, provincial and municipal authorities, including but not limited to all permits, licences and approvals required by the City and all permits, licences and approvals required by the Vancouver Coastal Health ("VCH") with respect to food, food vending and health aspects of the Event;
- (h) the Organizer will not commit or permit any nuisance on the Licence Area or any manner of use which causes or is likely to cause unreasonable annoyance or disturbance to the general public or abutting land owners or their tenants, licencees or occupants;
- (i) the Organizer will not release or permit to be released any contaminants onto the Licence Area, and "contaminants" means any deleterious, dangerous, hazardous, corrosive or toxic substances, pollutants, goods or waste the manufacture, storage, handling, treatment, generation, use, transport, release, disposal or discharge into the environment of which any environmental laws control, regulate, licence or prohibit or which are or may be deleterious, dangerous or hazardous to human, animal or plant health or life or the environment;
- (j) the Organizer will not suffer, cause or permit any unlawful events or events which endanger public safety on or around the Licence Area;
- (k) the Organizer will not commit or permit any damage, waste or injury to the Licence Area and the Organizer will repair or rectify any damage, waste or injury, to the satisfaction of the City Engineer, or will reimburse the City for the cost of repairing, all damage, waste or injury to the Licence Area caused or contributed to by the Organizer or the Organizer Personnel, plus 15% of all such costs for the City's administration costs;
- (l) the Organizer will provide uninterrupted and unrestricted access to the Licence Area by fire, police, medical, ambulance and City personnel throughout the Term;
- (m) the Organizer will provide first aid facilities and will establish safety, first aid and emergency response procedures that would be provided or established by prudent organizers of similar public events;
- (n) the Organizer will pay all costs incurred by, or on behalf of the City to accommodate the Event on the Licence Area, including, but not limited to, the costs of barricades, delineators, signs, pavement markings, traffic diversions, portable flashers, electrical services, pay-duty police officers, advertisements advising the public of the Event and any other measures that the City Engineer deems necessary and in the interest of the public, plus 15% of all such costs for the City's administration costs;
- (o) the Organizer will comply at all times during the Term with a traffic management plan for the Event which has been approved by the City, if applicable;
- (p) the Organizer will not set up or place any kiosks, temporary utilities or services (including adequate public washroom facilities), temporary structures, fences,

barricades, barriers or other equipment or structures (collectively, the "Event Equipment") on any Licence Area unless and until the specifics and locations of such Event Equipment have been approved by the City;

- (q) the Organizer will not commence set up for the Event or place any Event Equipment on Licence Area prior to **8:00 am on September 22, 2019**. The Organizer will complete the removal of all Event Equipment from Licence Area and will finish clean-up of the Event to the satisfaction of the City Engineer no later than **11:00 pm on October 2, 2019**. If the Organizer does not remove all of the Event Equipment, vehicles, banners, advertisements, litter or debris from the Licence Area to the satisfaction of the City Engineer by the time limited herein, the City may, but will not be required to do so, remove such Event Equipment, vehicles, banners, advertisements, litter or debris and the Organizer will promptly pay to the City the cost of such removal plus 15% of all such costs for the City's administration costs;
- (r) the Organizer may licence vendors to sell food or other merchandise during the Event pursuant to the Special Event Market Permit issued by the City and the Organizer will ensure that every such vendor will:
 - (i) have and display copies of all required health permits and other permits required by the City or any other applicable authority to operate; and
 - (ii) provide evidence of the insurance required pursuant to paragraph (b) of Schedule A attached hereto;
- (s) the Organizer will be responsible for ensuring that the Licence Area is appropriate for the Event and that the Event is carried out in a safe, well controlled manner;
- (t) the Organizer will deliver to the City a deposit in the amount of \$100.00 (the "Deposit") to be applied toward the payment of any City Engineering Services and Vancouver Police Department costs associated with permits, the installation of temporary no stopping signs, equipment, traffic control and any other services provided by the City (collectively, the "Services Costs"). The Deposit will be delivered via cheque made payable to the City of Vancouver and must be submitted prior to the date of the Event. The Organizer will not be paid any interest on the Deposit. The amount of the Deposit will not be construed as a limit on the Services Costs payable by the Organizer and the Organizer acknowledges that it is responsible for payment of all Services Costs regardless of whether the Services Costs are higher than the Deposit delivered hereunder. The City will apply the Deposit towards payment of the Services Costs and if, after application of the Deposit as aforesaid:
 - (i) any Deposit funds remain after the Event, such remaining Deposit funds will be forwarded to the Organizer with a breakdown of the actual Services Costs deducted from the Deposit; and
 - (ii) there remains an amount owing by the Organizer in respect of actual Services Costs, the City will deliver an invoice to the Organizer along with a breakdown of actual Services Costs and the Organizer will pay to the City the difference between the actual Services Costs and the Deposit within 30 days of the date of the invoice;
- (u) the insurance requirements for the Event are set out in Schedule A to this letter. The Organizer will deliver to the Film and Special Events Office a certificate of insurance

(on the form provided by the City) evidencing the insurance coverage required by the City no later than five (5) business days before the date of the Event;

- (v) the Organizer will be the "prime contractor" (as defined in the Workers Compensation Act) for the Licence Area during the Term and will carry out all obligations "prime contractor" except that the Organizer may, with the City's approval, designate another party to be the "prime contractor" in which case the City will enter into an agreement with such other party designating it as the "prime contractor";
- (w) the Organizer will advertise the route for the Event for the benefit of the public in a manner satisfactory to the City. The Organizer will deliver the ad copy to the City of Vancouver Film and Special Events Office prior to publication;
- (x) the Organizer will work with Coast Mountain Bus Company to ensure that transit services are minimally affected by the Event. Coast Mountain Bus Company has agreed to relocate bus stops and supply an on-site supervisor for the Event.
- (y) notwithstanding any other provision of this letter, the Organizer will comply at all times with the requirements of the City of Vancouver Noise Control By-Law;
- (z) the Organizer hereby releases the City and the Vancouver Police Board and their respective officers, commissioners, elected or appointed officials, employees and agents (collectively, the "City Personnel") from and agrees to indemnify and save harmless the City, the Vancouver Police Board and the City Personnel from and against all costs, losses, damages, compensation, claims, demands, actions, judgments and expenses (including those for injury to persons, including death, loss of use of property, or damage to property including property belonging to the City) resulting from, or that would not or could not have occurred "but for" the occupation, possession or use of the Licence Area and activities conducted on the Licence Area by the Organizer or Organizer Personnel. Notwithstanding anything to the contrary, the release and indemnity contained in this paragraph will survive the expiry or termination of the licence granted by this letter;
- (aa) the Organizer covenants and agrees that the City has:
 - (i) made no representation or warranties as to the fitness for any particular use, safety, condition or state of repair of the Licence Area and the Organization has inspected the Licence Area and hereby accepts the Licence Area "as is"; and
 - (ii) no obligation concerning construction, fitting, finishing or furnishing of the Licence Area for use by the Organizer other than as specifically set forth in this letter;
- (bb) the license granted in this letter will not be construed as creating any interest in the Licence Area whatsoever;
- (cc) approval to hold the Event is based on the information provided to the City by the Organizer. The Organizer will immediately advise the City of Vancouver Film and Special Events Office of any changes which may affect the use of Licence Area or City resources;

- (dd) if the City requires the Licence Area for any City purpose, the City may temporarily interrupt, or if the City deems necessary, cancel the licence granted in this letter by the delivery to the Organizer of reasonable written notice, except in the case of a real or apprehended emergency, when no notice will be necessary. The City may terminate the licence granted herein if the Organizer fails to comply with any of the foregoing terms and conditions;
- (ee) the Organizer will not assign, sublicense or otherwise part with any or all of the rights granted under this letter without the prior written consent of the City; and
- (ff) nothing contained in this letter will be construed as a limitation on the powers of the City as a municipal corporation.

Please call the writer at 604 257-8853 if you require further information.

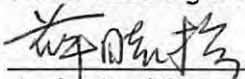
Yours truly,
City of Vancouver

Per: Josie Hall

The undersigned agrees to the terms and conditions of this letter this 18 day of September 2019.

Canadian Alliance of Chinese Association (CACA)
Canadian Sichuanese Friendship Association (CSFA)

Per: 
Authorized Signatory

Per: 
Authorized Signatory

**SCHEDULE A
INSURANCE REQUIREMENTS**

- (a) The Organizer will maintain and keep in force during the Term a Commercial General Liability Insurance policy in an occurrence form for an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence with a deductible no greater than FIVE THOUSAND DOLLARS(\$5,000). The Commercial General Liability policy will contain the following extensions:
- (i) personal injury including advertising liability;
 - (ii) broad form products and completed operations;
 - (iii) blanket contractual liability;
 - (iv) cross liability or severability of interest;
 - (v) non-owned automobile liability; and
 - (vi) non-owned watercraft liability;
- and will also contain the following provisions:
- (vii) the policy will not be suspended, cancelled or materially altered without the insurer giving at least 30 days' written notice to the City's Special Events Office;
 - (viii) the City of Vancouver, the Vancouver Police Board and all the sponsors, including their officials, officers, employees, agents and volunteers will be added as additional insureds, but only with respect to liability arising out of the Event; and
 - (ix) the insurance coverage will be primary insurance with respect to the City of Vancouver and the Vancouver Police Board for all losses resulting in property damage, death and bodily injury arising out of the Event, and any insurance or self-insurance maintained by or on behalf of the City of Vancouver and the Vancouver Police Board will be excess of this insurance and will not contribute with it.
- (b) Unless otherwise agreed in writing by the City, if the Organizer retains a contractor or subcontractor to perform any work or services related to the Event, the Organizer will cause each such contractor or subcontractor to obtain commercial general liability insurance with limits not less than TWO MILLION DOLLARS (\$2,000,000.00) and on the terms set out in Section (a) above.
- (c) Prior to the commencement of the Event, the Organizer will deliver to the City's Special Events Office evidence of insurance as required by this Schedule A in the form of a City of Vancouver Certificate of Insurance. If required by the City, the Organizer will provide certified copies of the policies signed by the insurers.

**SCHEDULE B
LICENCE AREA**

750 Hornby – šxʷlənəq Xwtl'e7énk Square — Vancouver Art Gallery N/plaza

From: "Yanni Chen" <yanni@heyne.com>
To: "Hall, Josie" <josie.hall@vancouver.ca>
CC: camillezy123 <s.22(1)>
liushumei <s.22(1)>
hlou <hlou@sutton.com>
kadyxue <s.22(1)>
Date: 8/13/2019 6:02:29 PM
Subject: The Chinese Culture and Arts Festival - City of Vancouver

Hello Josie,

I hope this email finds you well.

Due to unforeseen circumstances there has been changes in the scope and production of the The Chinese Culture and Arts Festival/Lantern Exhibition. As a result, our team at Heyni and the hosts Canadian Alliance of Chinese Associations (CACA) have mutually decided we will transfer planning and execution of the event to the host, CACA.

The event has been downsized to focus solely on the lantern Exhibition. The new liaison should be in touch with you shortly with a new site plan for approval.

A question: If the food vendors and culture & arts festival portion (stage, performances, etc.) are being taken out leaving just the lanterns being on display Sept 26-Oct 1 along with around eight 10' by 10' tents, will that have any impact on the requirements of toilets, recycle/waste bins, water-fountains? Would less be required as it's now just a lantern display rather than a festival?

The new liaisons are aware that we have received conditional approval and that a special events activity permit will be issued once all outstanding items below are completed.

1. Event Schedule
2. Safety Security plan
3. Safe Event Check list
4. Site plan, indicating full layout
5. Copy of the signed CoV letter of agreement
6. Copy of insurance
7. Additional permits (if required – VCH, Development Services)
8. Final approvals and clearances from additional stakeholders

Although we're sad the original vision for the event will not be realized, on behalf of the team at Heyni, Bella, Jack and myself we would like to thank you for all your support and assistance! I hope we'll have the opportunity to work together again in the future. Attached is a letter with the contact info for the new liaison(s), also CC's in this email. I'm happy to help in any way I can for a smooth transition so if you have any questions or concerns, please feel free to email or call me at 778.788.2884.

Kind regards,

Yanni Chen,
Events Coordinator

Canadian Alliance of Chinese Associations
3025-8888 Odlin Cr.
Richmond, BC V6X 3Z8
Tel: 778-227-9527

August 10, 2019

To Whom It May Concern:

The hosts of the event, the Canadian Alliance of Chinese Associations (CACA)/Canadian Sichuanese Friendship Association would like to acknowledge and thank Heyni Technology Corp. (HEYNI) for their hard work and successful pre-planning of the 2019 ZiGong Lantern Exhibition and the Chinese Culture and Arts Festival. HEYNI & CACA have mutually decided that HEYNI will conclude the planning of the 2019 ZiGong Lantern Exhibition and the Chinese Culture and Arts Festival effective August 10, 2019. Going forward, HEYNI will transfer all necessary documents, contacts and correspondence to CACA. CACA will now be responsible for all further planning, execution as well as all outstanding obligations held by Heyni in regards to the 2019 ZiGong Lantern Exhibition and the Chinese Culture and Arts Festival from both before and after this dissolution.

We appreciate HEYNI's on-going support of CACA and look forward to future collaborations with them.

If you have any questions or concerns, please don't hesitate to contact CACA's Representative Kady Xue at ^{s.22(1)} [REDACTED]. For questions regarding the 2019 ZiGong Lantern Exhibition and the Chinese Culture and Arts Festival please contact Camille at 604.365.0166 / ^{s.22(1)} [REDACTED].

Yours sincerely,


Authentic
8/12/2019 9:18:33 PM MDT
Shu Mei Liu

Canadian Alliance of Chinese Associations (CACA)

T: 778-788-2884
E: yanni@heyni.com

Heyni Technology Corp.
3800 Westbrook Mall, Vancouver, BC.
V6T 1W5
www.heynitalk.com

From: "Hall, Josie" <josie.hall@vancouver.ca>

To: "Kady Xue (s.22(1))" <s.22(1)>

Date: 4/25/2019 7:45:24 AM

Subject: VAG N/plaza User Guide

Attachments: VAG šx"Āenəq Xwtle7énk Square - NP User Guide Final (Reduced).pdf

Hi Kady,

It was nice to meet you and your team.

I have attached the User Guide for your info.

Once we have received feedback from our steak holders, we will be in touch with you.

Thanks,
Josie

Josie Hall | Filming and Events Liaison

Engineering | City of Vancouver

josie.hall@vancouver.ca

t. 604.257.8853 | f. 604.257.8859

Special Event website: <http://vancouver.ca/doing-business/event-permits.aspx>

film.office@vancouver.ca



šxwłənəq Xwtl'e7énk Square User Guide



Prepared by:

Nick Milkovich Architects Inc.

303-375 West Fifth Ave
Vancouver, BC V5Y 1J6
604 737 6061

milkovicharchitects.com

Hapa Collaborative

403-375 West Fifth Ave
Vancouver, BC V5Y 1J6
604 909 4150

hapacobo.com



1

Overview

- 5 Introduction
- 6 Permit and Deposit
- 8 Layout Plan
- 10 Safety and Security

2

Operations

- 12 Vehicle Access + Entry
- 14 Services + Utilities
- 20 Site Furnishings
- 22 Tree Protection
- 24 Tents + Temporary Site Furnishings
- 26 Event + Layout Plan
- 28 Loading

3

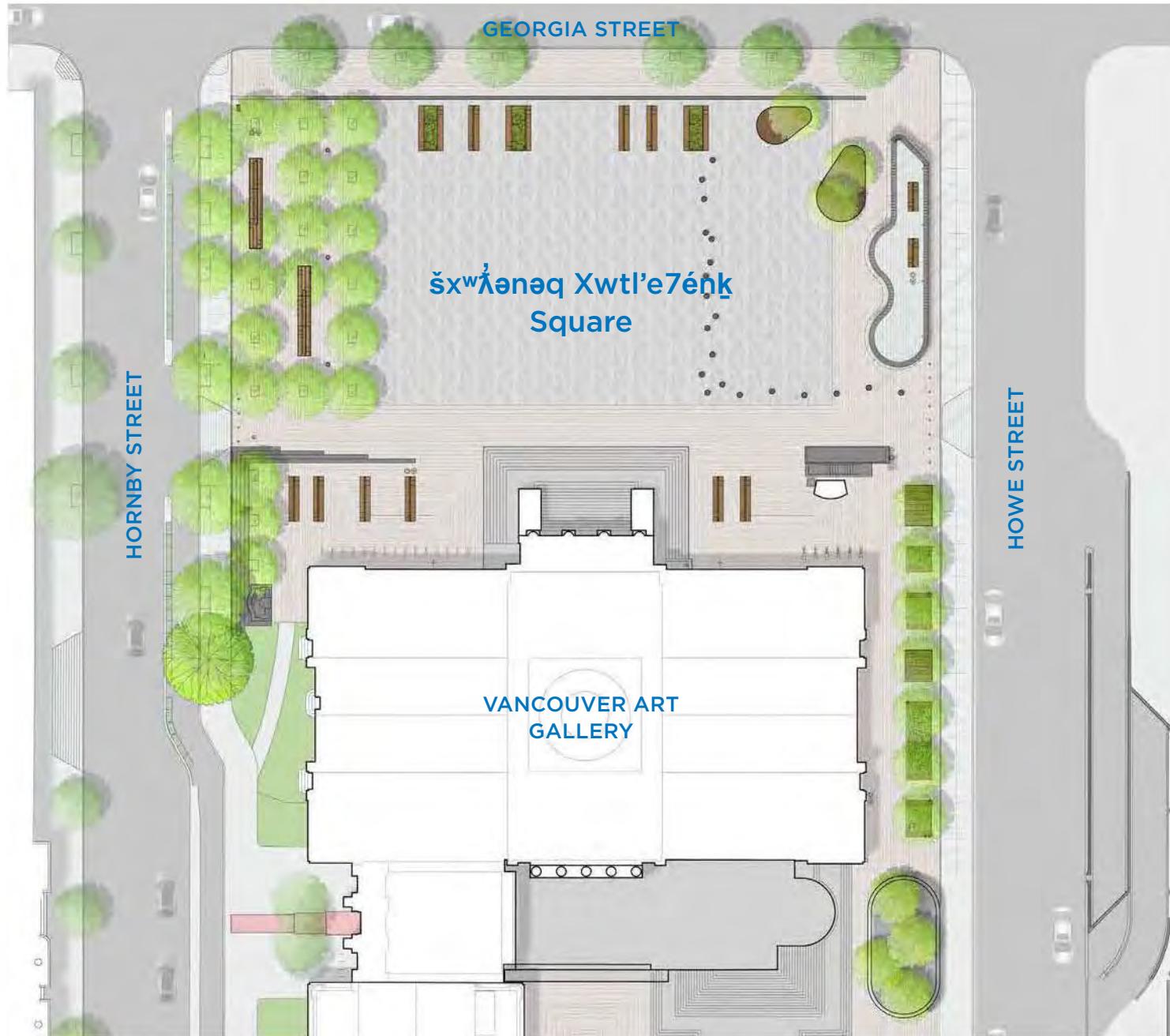
How to

- 32 Maintain + Clean Up
- 34 Access Hose Bib
- 35 Access Power Station Panel
- 36 Move Bollards
- 37 Move Benches, Tables and Chairs
- 38 Operate Machinery on Site

4

Appendix

- AA Sample Letter of Agreement
- BB Event Checklist
- CC Special Event Permit



Introduction

Located in the heart of the City's downtown, ṣxʷl̓ənəq Xwtl'e7énk Square is the premier public gathering space for the citizens of and visitors to Vancouver. Completed in the summer of 2017, this important public space is for everyday gathering as well as a venue for year-round events.

This document is a guide to help event organizers operate with ease and to ensure the space is maintained accordingly for the enjoyment and future use of all.

On June 18, 2018 the City of Vancouver, xʷməθkʷəy̓əm (Musqueam), Sk̓wxwú7mesh (Squamish), and sə́lilwətaʔt̓ (Tsleil-Waututh) announced two new names for prominent public spaces in downtown Vancouver. Acknowledging the colonial legacy of naming in Vancouver, the square naming process sought to return decision-making to the original inhabitants of this land and bring more visibility to the local Indigenous languages and cultures.

Permit + Deposit

Permits

Events held in the Square require a **Special Event Permit issued** by the City of Vancouver Film and Special Events office, [See Appendix CC](#). Requirements for the permits vary and organizers should contact this group well in advance of their event for detailed information regarding insurance, erecting structures, building permits (required for tents and stages), etc. A site plan will be required as part of the permit process. The site plan is subject to review by the City. The City of Vancouver may also require a License Agreement between the organizers and the City of Vancouver. This agreement is drafted by the City and sets out requirements for insurance, WorkSafe BC requirements, etc. A sample agreement is attached to this document.

Event organizers are responsible for acquiring their own necessary **liquor, music** and all other event specific related permits.

Building Permits are required for:

- Tents over 645 sq. ft. (or 20' x 30') or multiple tents put together (less than 10' apart) where the total structure exceeds 645 sq. ft. (e.g. six 10'x10' tents);
- Stages over 430 sq. ft. (or 20' x 20') and/or 4' high

Deposit

All permit holders will be required to leave a deposit. The value will be determined based on the type of event and use of the Square. This will be determined by City on a case by case basis. A pre and post event walkthrough with the City is required for all events. See checklist in Appendix.

For any site related concerns or questions use the following contact:

Contact:

City of Vancouver Special Event Office

126 Keefer St

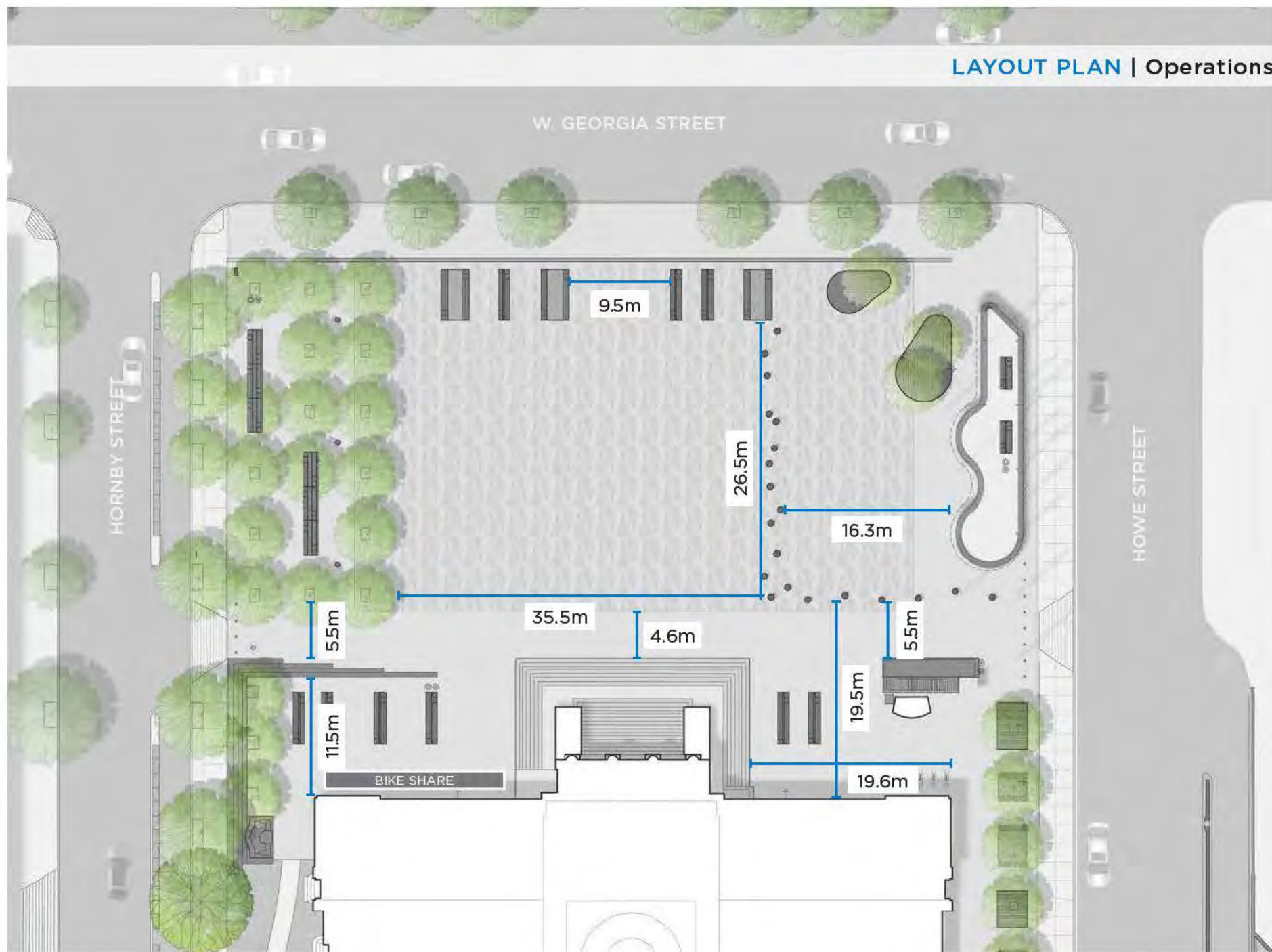
Vancouver, BC V6A 1X4

Phone: 604-257-8850

Layout Plan

The design of ʔxwʼlənəq Xwtl'e7énk Square maximizes the central area to allow for gatherings, special events, and general site circulation. Key site elements have been thoughtfully placed to encourage positive use of the Square including:

- Fixed sittable bollards carefully laid out to protect underground assets;
- A tree bosque just off of Hornby Street has been incorporated to create a quiet break from the urban environment;
- Seating elements around the perimeter of the site offer plenty of opportunity for a break throughout the day;
- One publicly accessible toilet is located just off Howe Street; and
- An architectural pavilion located just off Howe Street is a key feature of the site, functioning as much more than just a bus shelter and weather protection.



Safety + Security

General safety and security are the sole responsibility of the event organizers. Arrangements for both should be part of the event plan. The Vancouver Art Gallery building has security cameras that may be available for viewing should issues arise, however, the gallery is not responsible for any occurrences on site.

All events are required to have insurance applicable to the use of space and type of event.

Operations



Vehicle Access + Entry

Controlled vehicular access into the Square is from Howe Street and Hornby Street at the location of the removable bollards. Gallery security is responsible for removing and installing bollards at this location.

Do not permit any vehicular traffic near the bollards, benches, or trees without a spotter/flagger wearing a protective vest.

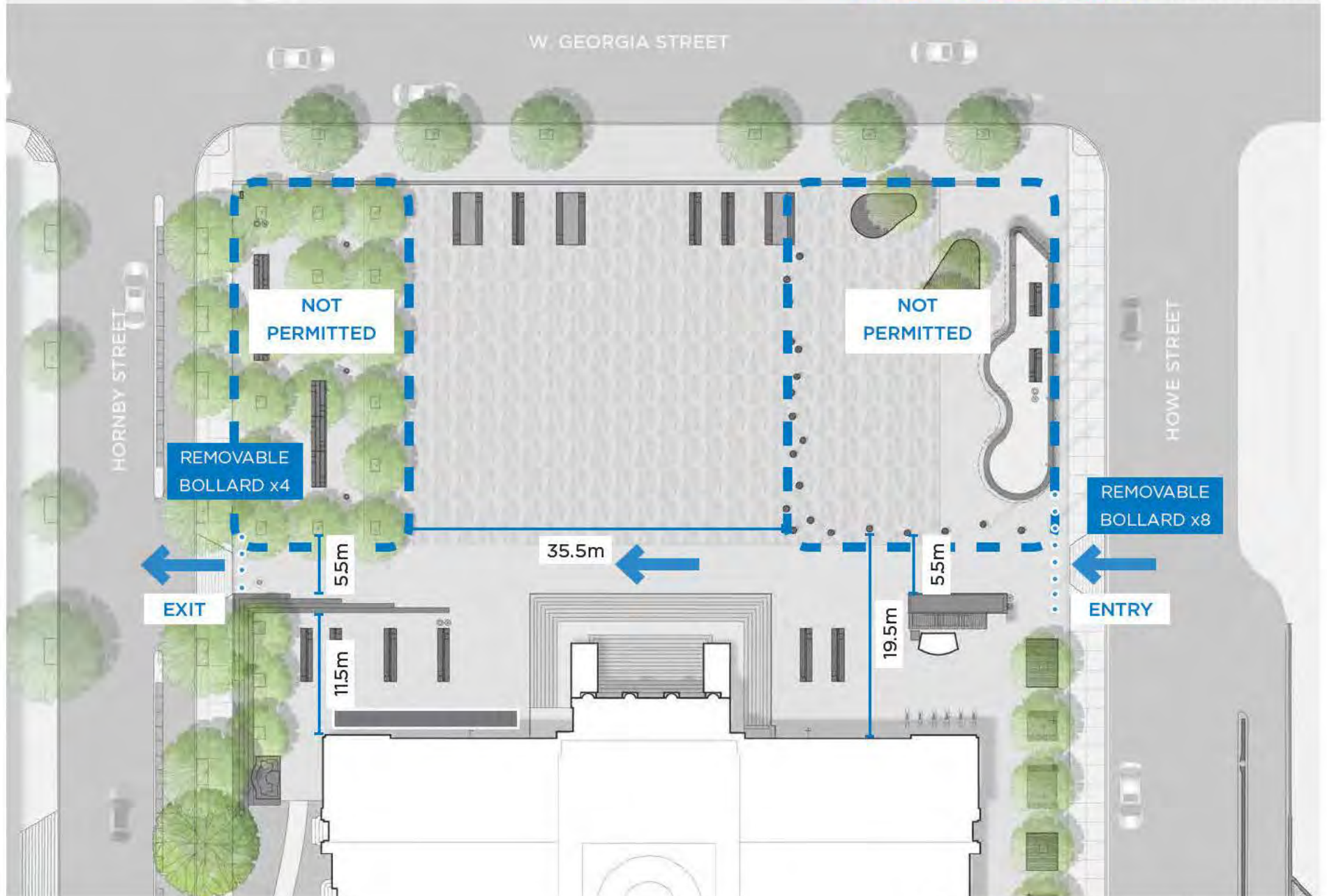
Vehicles are not permitted in the treed area on the west side of the Square (the “Bosque”), within 3m of trees, or in the area bounded by the sittable, grey bollards. Grey bollards and pavers around tree wells are especially vulnerable to damage. Vehicles driven on site must observe a “walking pace” speed limit and be accompanied by a flagger.



Hornby St. Entrance



Howe St. Entrance



Services + Utilities

Available Services:

Both power and water are available for events. Access to services is controlled by security staff of the Vancouver Art Gallery. Keys for access points and adapter cords are available from Gallery security. The 200 and 400 Amp outlets are provided with Posi-Lok connections. The adapter cords make it possible to connect with Cam-Lok cables.

Power

Power outlets are located as follows (see also services map):

Power Station #1 (100 Amp) – South side of southernmost planter on Howe St.

Power Station #2 (100 Amp) – South side of southernmost planter on Howe St.

Power Station #3 (200 Amp) – West face of seating island near Georgia St.

Power Station #4 (200 Amp) – Southeast corner of Grand Staircase

Power Station #5 (400 Amp) – West face of southern long bench near Hornby St.

Power Station #6 (200 Amp) – West face of southern long bench near Hornby St.

All productions who wish to use these power stations must agree to the following Location Agreement clause:

The event organizer is fully responsible for the safe keeping of all electrical equipment loaned by the Gallery for the purpose of using the power station(s). The organizer must pay to replace any lost equipment and pay all repair costs arising as a result of damage to equipment. The Vancouver Art Gallery and the City of Vancouver accepts no responsibility for any power failure, power surge or outage experienced by the Licensee whilst using the Power Stations.”

Power Stations

- Power cables and connectors will be collected from Security and signed out by a qualified electrician.
- A visual inspection of the cables and connectors will be made before the cables are removed from security with all noticeable damage or other concerns reported immediately.
- A qualified electrician must visually inspect each external power station before use and immediately report any damage or other concerns.
- The correct connect and disconnect procedures must be followed to minimize chances of damage (see How-to, P. 35).

Power stations will not be activated by security until a qualified electrician confirms they are set up satisfactorily. Cables must not be left unattended – any theft from the site will be the production’s responsibility. The electrician will inform Security as soon as the electrical output is no longer required and then security can de-activate the power to the external power stations.

Operations



Cable mats

Organizers wishing to keep the cables in place overnight, during their occupancy, must instruct their security and/or Location Department to regularly check on all the cables. Cables will be returned to security by the electrician at the earliest available opportunity. A visual inspection will be carried out before the cables are signed back in to security.

Usage

Cables should be used by a competent person only following correct connect and disconnect procedures. Cable mats should be deployed to keep areas safe and clear. Failure to connect/disconnect in the correct order will likely result in damage.

See [How-to, P. 35](#) for overview procedure on installing cables.

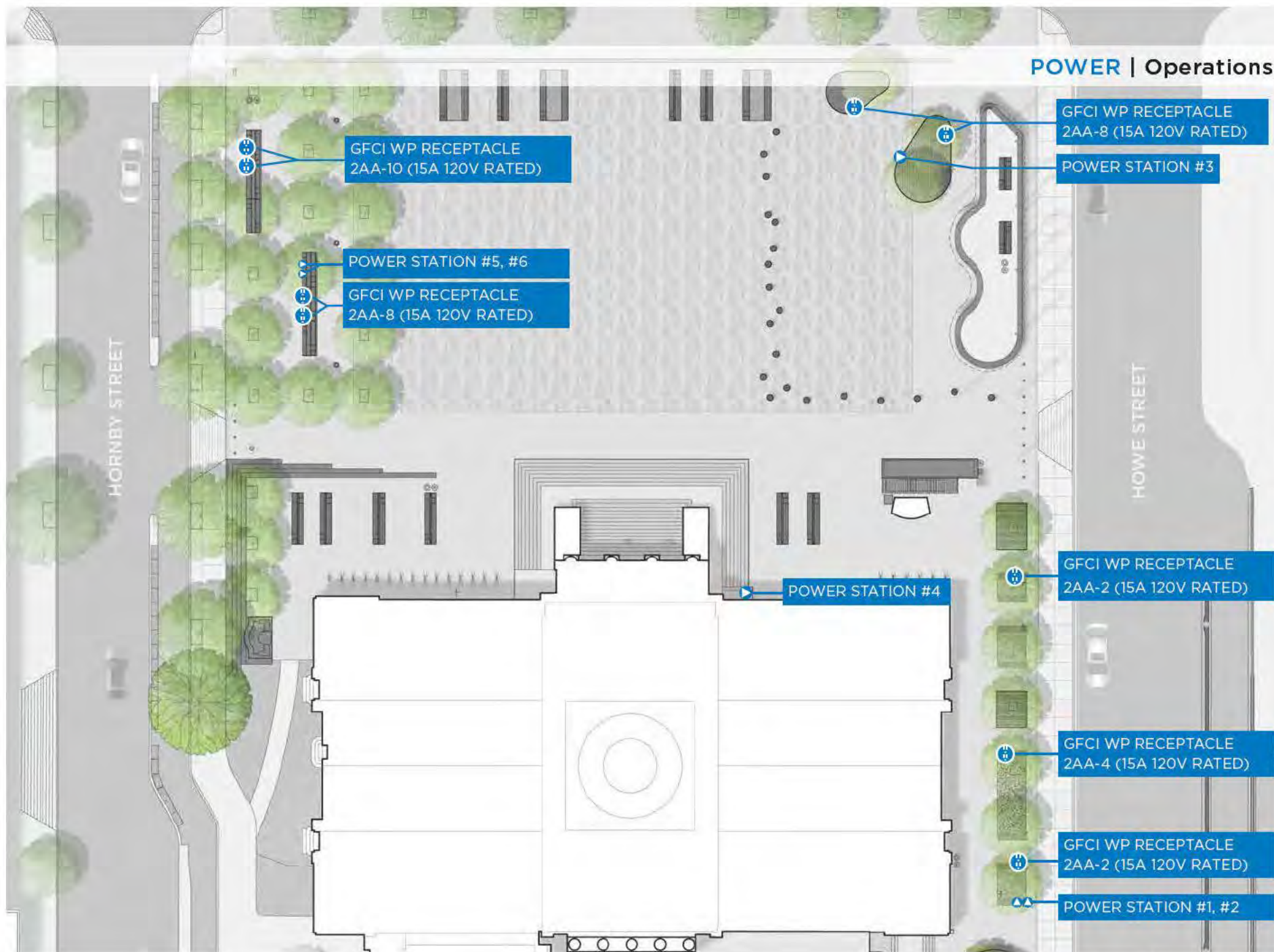
Water Access

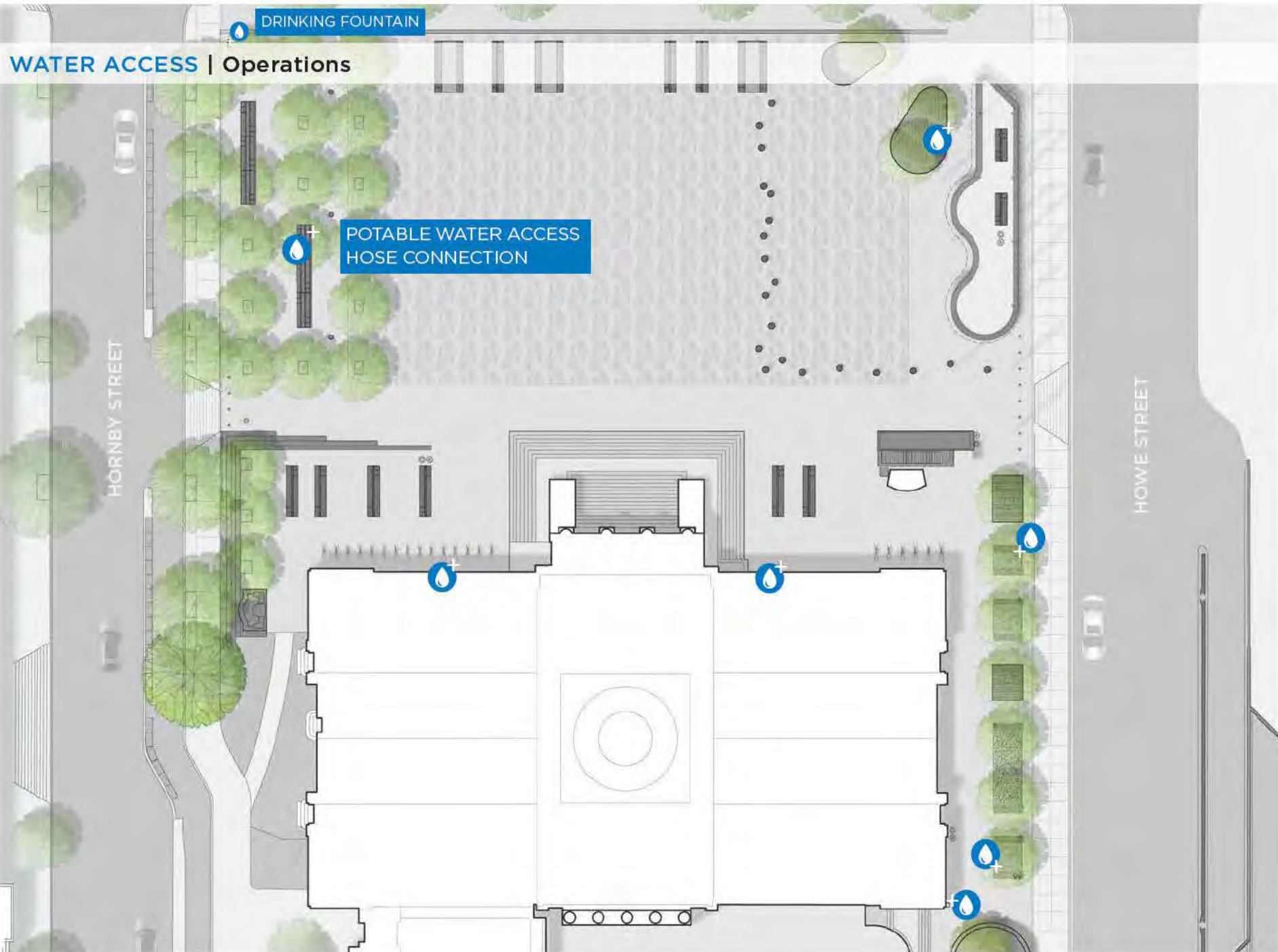
Water access by way of controlled hose bibs are noted in the plan on page 18. Event organizers are responsible for ensuring all water has been shut off completely once finished on site. Organizers are asked not to leave water running in excess and ensure there are no leaks at any hose connections. **No grey water can be disposed of in the Square.**

Lighting Control

Lighting control has been programmed with certain “display” features which activate based on time and day/night settings. Certain functions can be varied and can only be done with the assistance of Art Gallery staff.

POWER | Operations





WATER ACCESS | Operations

GARBAGE + RECYCLING
RECEPTACLES

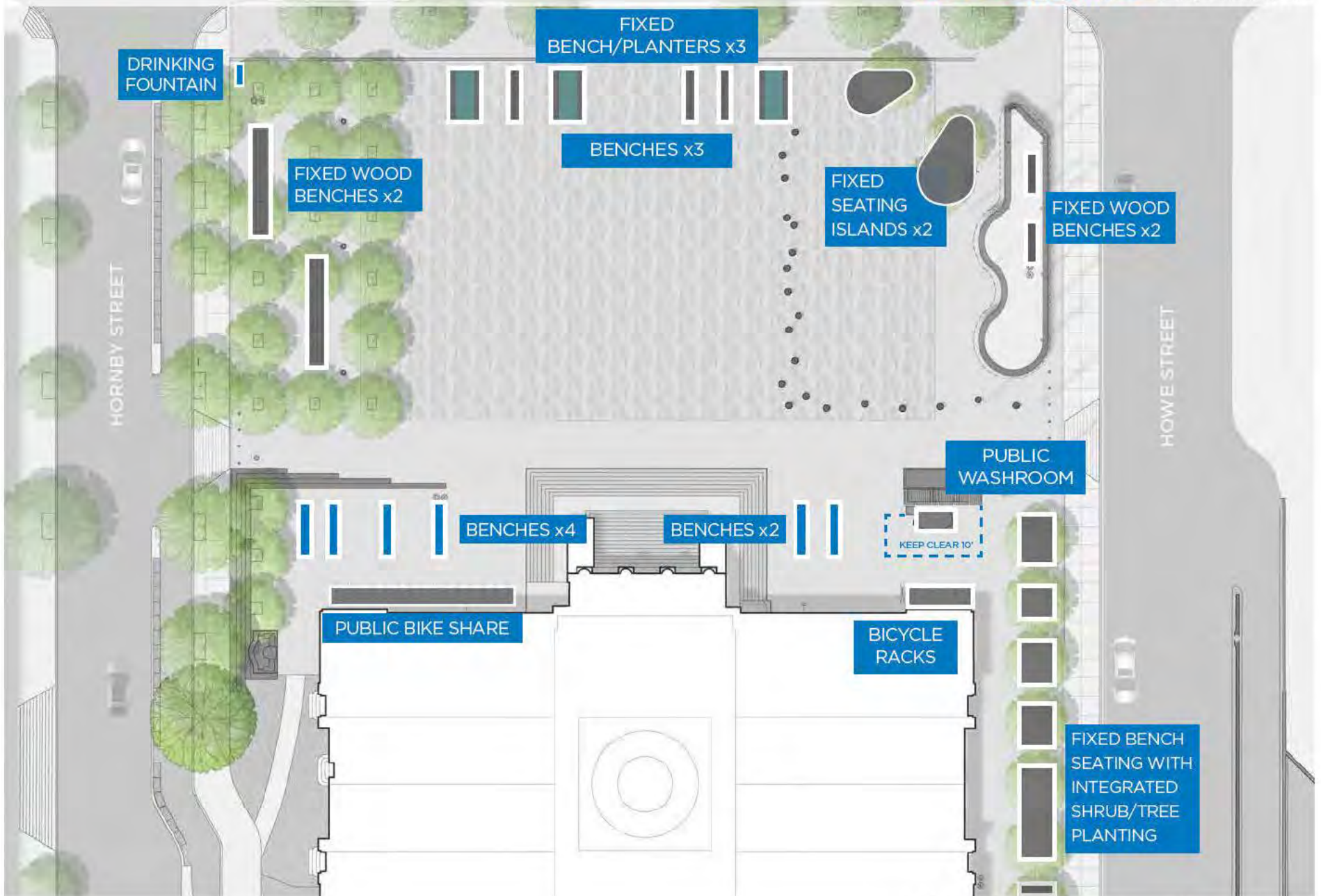


Site Furnishings

All wood/metal site furnishings are custom designed and built. Fixed wood benches cannot be moved, altered or adjusted in any way. The site consists of three (3) planter/wood benches and nine (9) wood benches that are considered **movable with appropriate equipment**. (Refer P. 37)

In addition to the wood benches and bench planters, the Square has the following amenities:

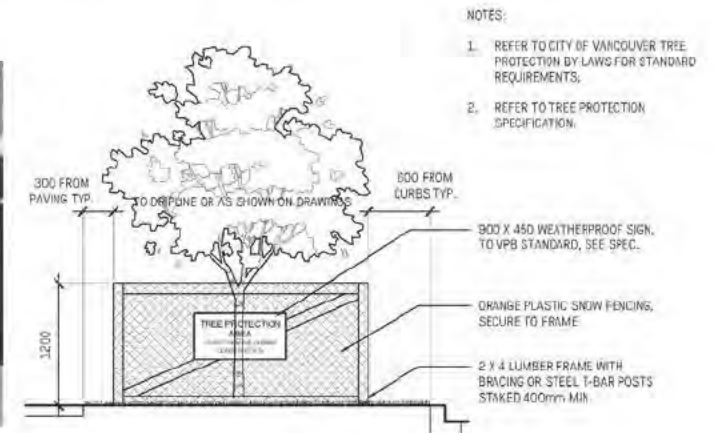
- two (2) fixed wood linear benches;
- two (2) fixed wood seating islands;
- five (5) seating islands with integrated planting and seating on Howe Street;
- a collection of movable tables and chairs;
- twenty (20) fixed sittable bollards (grey);
- one (1) fixed drinking fountain and bottle fill station;
- one (1) public washroom; and
- five (5) fixed bicycle racks.

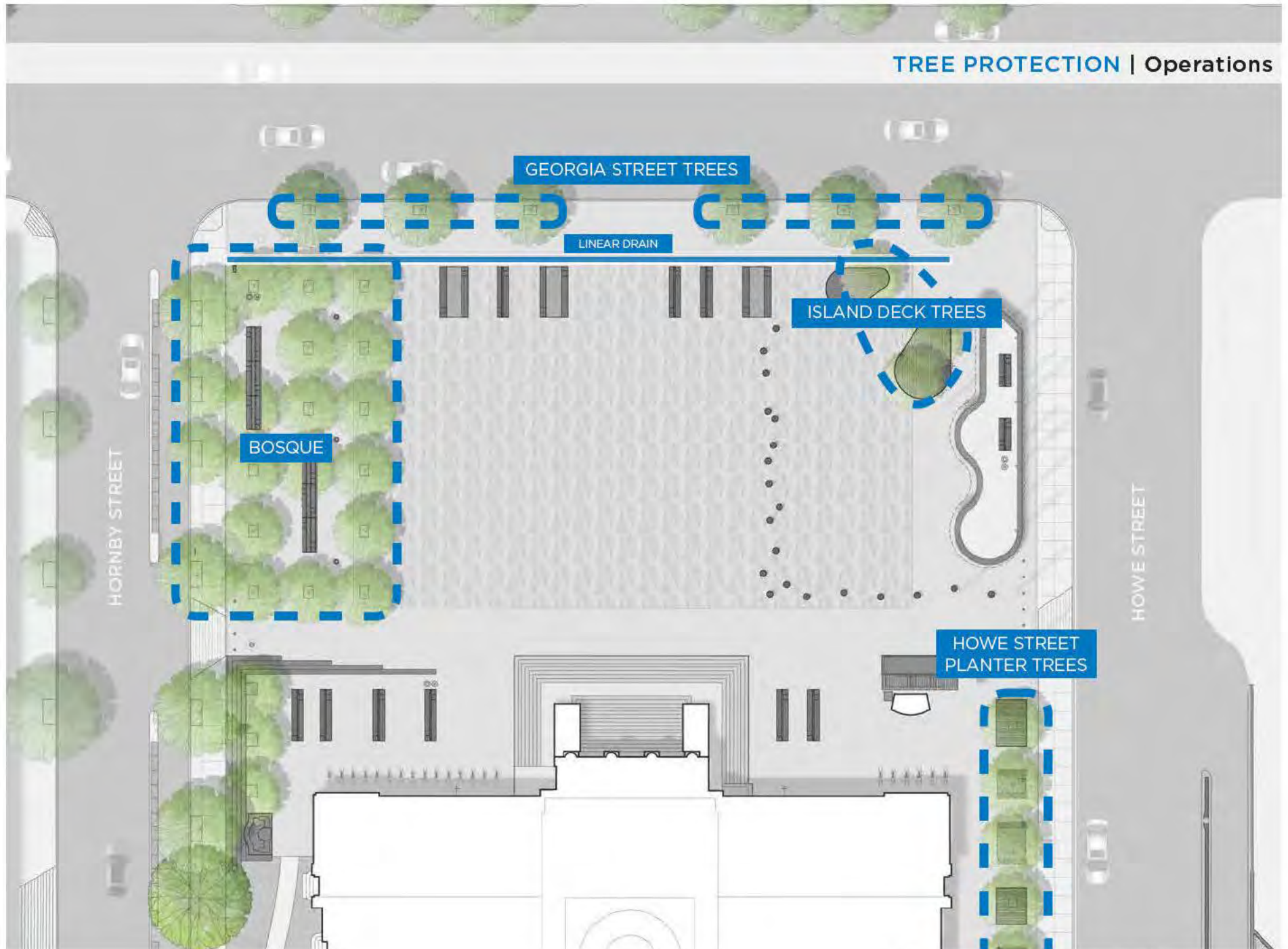


Tree Protection

All trees in the Square require a 3m minimum setback from the trunk. During setup and takedown, all trees are to have cones demarcating the protection area.

The linear drain that runs east-west along the edge of the sidewalk between the trapezoid pavers and the Robson paving slabs collects the majority of stormwater from the site and waters the trees in the bosque through a system of underground distribution pipes. Therefore, it is essential that no toxic or unwanted liquids be dumped into the drains or anywhere else in the Square.





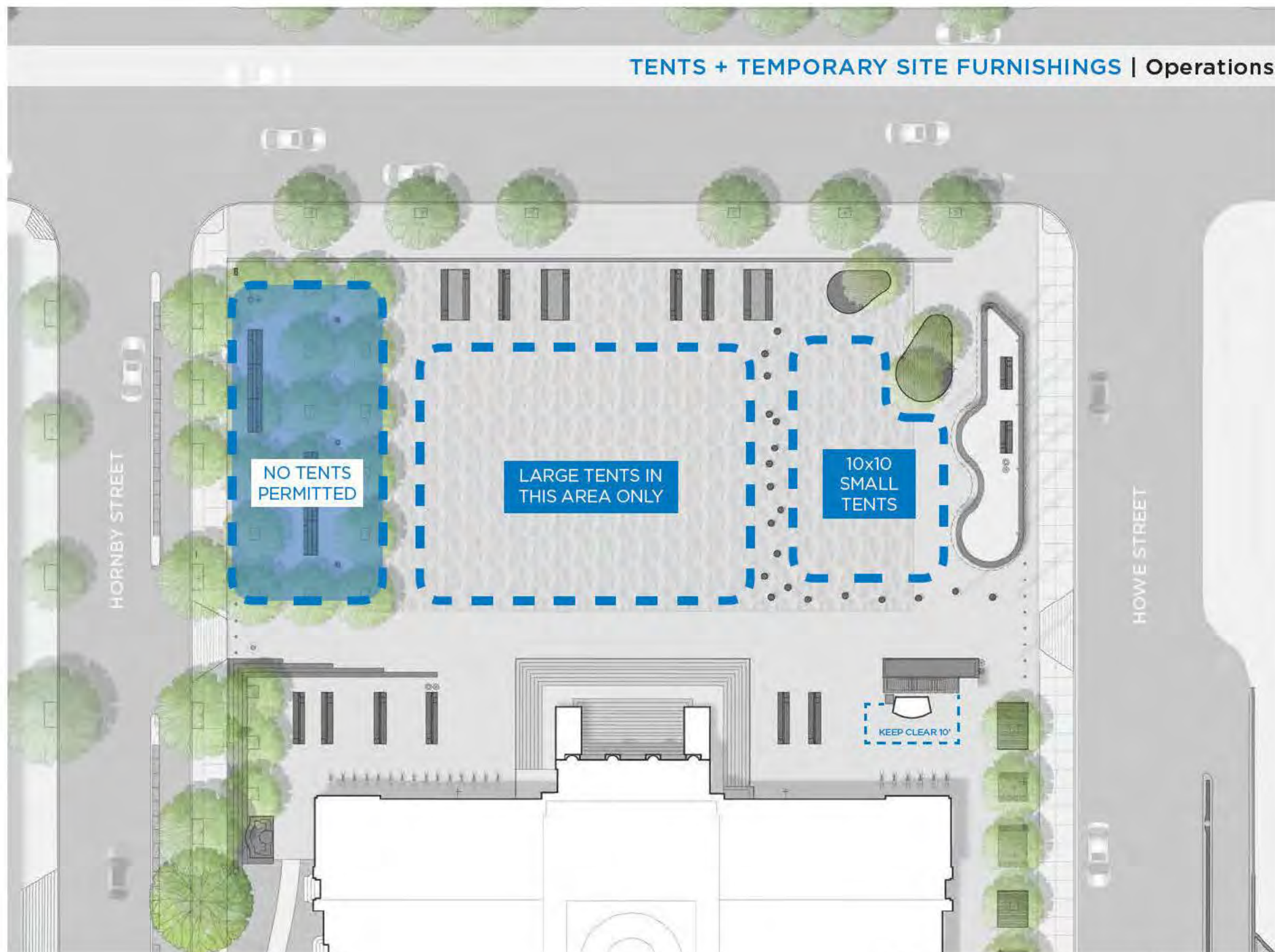
Tents + Temporary Site Furnishings

Tent structures may require a building permit from the City of Vancouver. Permits may require sealed drawings from a professional engineer. Contact CoV Enquiry Centre regarding Temporary Event Permits.

Large tent structures which require concrete lock blocks for stability and support shall have plywood placed beneath all weights or blocks to protect the paver surface.

Large tents are only permitted in the area marked. No structures are permitted within the treed area of the square. Small (max. 10' x 10') are only permitted within the area bounded by sittable grey bollards. Such structures are to be hand assembled.

Refer to loading restrictions located on P. 29 of this document.

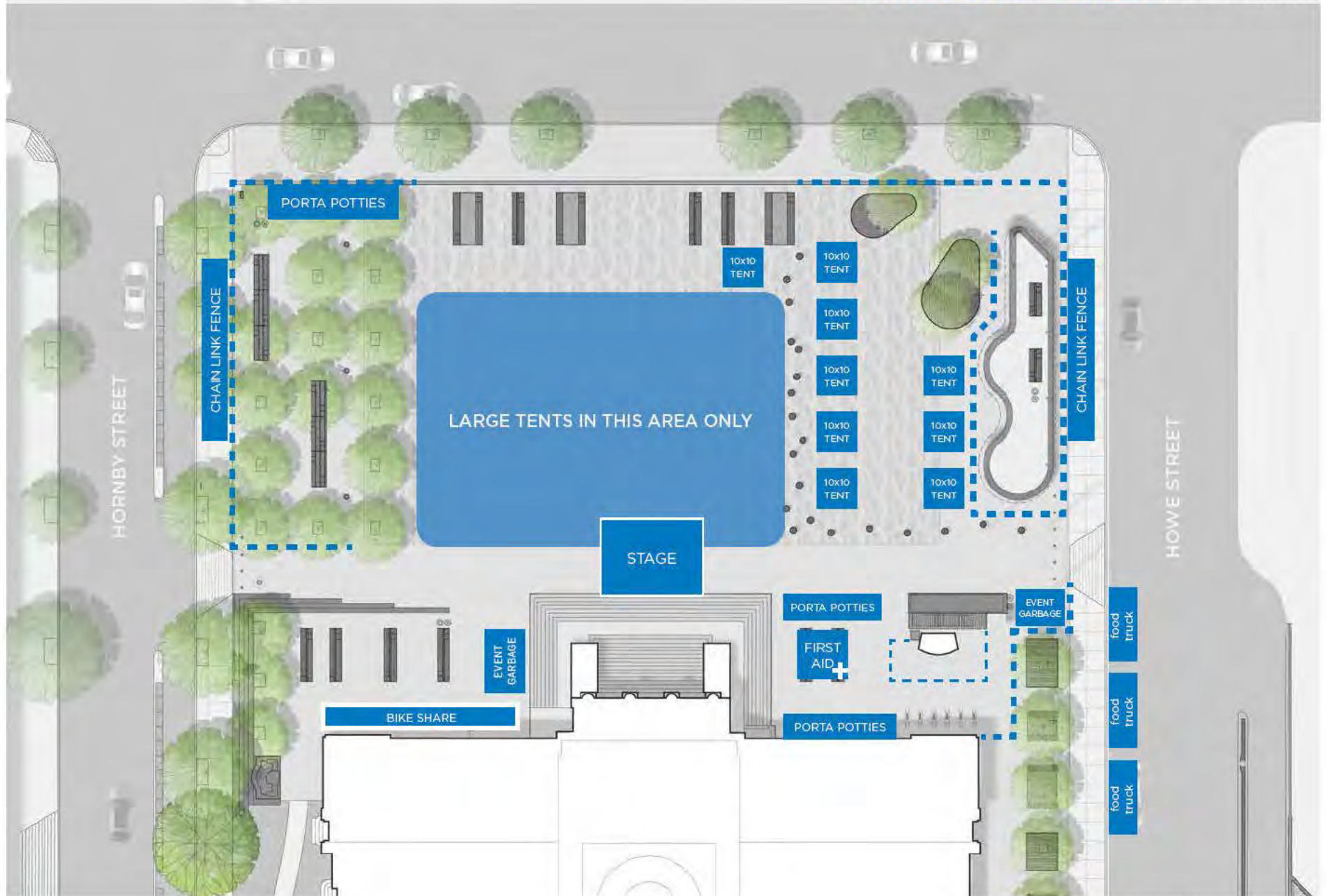


Event Layout + Event Plan

It is the responsibility of the event organizer to submit an event plan to the City (Film and Special Events) for review.

Food Trucks

It is encouraged not to plan for food trucks within the Square but to have them located at designated parking stalls along Howe Street. It is the responsibility of the event organizer to arrange food trucks to use these stalls. If food trucks are required in the Square they should take every precaution to ensure there is robust protection (minimum plywood) under and around the truck from oil, grease, and other food-related messes.



Loading

The Square has strict loading capacities as indicated in the adjacent diagram. Underground structures below grade of the Vancouver Art Gallery are protected from vehicular access by fixed sittable bollards. In addition to vehicle restrictions, storage of equipment, wood benches/planters or other heavy objects are prohibited in this area. Smaller items, such as moveable tables/chairs are acceptable in this area.

Loading that exceeds the schedule or concentrated loads that do not comply with specified spacing require approval by C.Y. Loh Associates Ltd.

Both types of concrete pavings (Robson Paving Slabs and Trapezoid Pavers) are made of 4" precast concrete. Although these are the toughest of concrete paving type, they do have limitations. All point loads are to be distributed using plywood or structural mats.

TABLE 1: LOADING SCHEDULE






AREA	DESCRIPTION	MAXIMUM UNIFORMLY DISTRIBUTED LOAD	MAXIMUM CONCENTRATED LOAD
	GENERAL PLAZA	12.0 kPa (250 PSF)	54 kN (12,000 LBS) MIN. LOADED AREA: 0.19m ² (2ft ²) PERMITTED & APPROVED VEHICLES OVER 9000 kg GROSS WEIGHT WHICH DO NOT EXCEED CONCENTRATED LOAD LIMITS
	PLAZA ABOVE UNDERGROUND STRUCTURE	7.2 kPa (150 PSF)	36 kN (8,000 LBS) MIN. LOADED AREA: 0.023m ² (0.25ft ²) PERMITTED & APPROVED VEHICLES UNDER 9000 kg GROSS WEIGHT WHICH DO NOT EXCEED CONCENTRATED LOAD LIMITS
	SERVICE LANE ABOVE UNDERGROUND STRUCTURE	12.0 kPa (250 PSF)	54 kN (12,000 LBS) MIN. LOADED AREA: 0.19m ² (2ft ²) PERMITTED & APPROVED VEHICLES OVER 9000 kg GROSS WEIGHT WHICH DO NOT EXCEED CONCENTRATED LOAD LIMITS
	PLANTERS/BENCHES	4.8 kPa (100 PSF)	1 kN (225 LBS) NO VEHICLES PERMITTED
	AREA NOT COVERED BY THIS SCHEDULE		

TABLE 2: MULTIPLE CONCENTRATED LOAD SCHEDULE

LOAD	MINIMUM SPACING BETWEEN LOADS	MINIMUM LOADED AREA
LESS THAN 1,000 LBS (4.5kN)	2'-6" (760mm)	GREATER THAN: 0.25 ft ² (eg. 6"x6") 0.023 m ² (eg. 150x150)
1,000-2,000 LBS (4.5-9.0 kN)	3'-6" (1070mm)	
2,000-4,000 LBS (9.0-18.0 kN)	5'-0" (1525mm)	
4,000-6,000 LBS (18.0-27.0 kN)	6'-0" (1830mm)	
6,000-8,000 LBS (27.0-36.0 kN)	7'-0" (2130mm)	GREATER THAN: 2.0 ft ² (eg. 12"x24") 0.18 m ² (eg. 300x600)
8,000-12,000 LBS (36.0-54.0 kN)	8'-0" (2440mm)	

NOTES:

1. LOADS ARE UNFACTORED MAXIMUM LIVE LOADS.
2. ONLY AUTHORIZED VEHICLES ARE EQUIPMENT ARE PERMITTED ON AREAS A, B, AND C.
3. CONCENTRATED LOADS ARE NOT TO BE APPLIED SIMULTANEOUSLY WITH UNIFORM LOADS.
4. FOR MULTIPLE CONCENTRATED LOAD SPACING AND LOADED AREA REQUIREMENTS SEE TABLE 2 AND SL2 FOR EXAMPLES.
5. LOADINGS THAT EXCEEDS THE SCHEDULE OR CONCENTRATED LOADS THAT DO NOT COMPLY WITH SPECIFIED SPACING REQUIRE APPROVAL BY C.Y. LHM ASSOCIATES LTD.
6. CRANES ARE NOT PERMITTED OVER UNDERGROUND STRUCTURE (AREA B OR C). CRANES OVER PLAZA (AREA A) AND THEIR OUTRIGGER LOADS IN EXCESS OF LOADS IN TABLE 1 REQUIRE SEPARATE ASSESSMENT BY ENGINEER.
7. CAPACITY OF THE UNDERGROUND STRUCTURE ASSESSED IN ACCORDANCE WITH THE VANCOUVER BUILDING BY-LAW 2014.

VEHICLE EXAMPLE

NOTES:

- FOR AXIAL LOAD REFER TO VEHICLE MANUFACTURE'S SPECIFICATIONS
- VEHICLE SHOWN IS BETWEEN 6000 kg AND 6000 kg GROSS WEIGHT. WHEEL LOAD IS UNDER 8000 lbs (36 kN)

ARIEL PLATFORM EXAMPLE

NOTES:

- FOR AXIAL LOAD REFER TO EQUIPMENT MANUFACTURE'S SPECIFICATIONS
- MEDIUM SIZE SCISSOR LIFT EQUIPMENT WEIGHT 4000 LBS. PLATFORM LOAD 1800 LBS AND WHEEL LOAD 1250 LBS

STAGE PLATFORM CONFIGURATIONS

NOTES:

- TABLE 2 ON SL1 DOES NOT APPLY TO STAGE PLATFORMS SUPPORTING UNIFORM LOADS AND POINT LOADS LESS THAN 400 LBS (1.8 kN). SEE STAGE PLATFORM CONFIGURATIONS BELOW FOR ALLOWABLE SPACING OF SUPPORT SYSTEM. STAGE CONFIGURATIONS BELOW ALLOW FOR UNIFORM LOAD, 100 PSF LIVE LOAD (OCCUPANCY LOAD) AND 25 PSF DEAD LOAD (SELF WEIGHT OF STAGE AND EQUIPMENT) TOTAL OF 125 PSF
- SPECIAL CONSIDERATION MUST BE GIVEN FOR STAGES SUPPORTING POINT LOADS GREATER THAN 400 LBS (1.8 kN). CONSULT WITH C.Y. LOH ASSOCIATES FOR REVIEW OF LOADS

C1 (EQUAL GRID)

C2 (UNEQUAL GRIDS)

C3 (CONTINUOUS SUPPORTS)

CONCENTRATED LOAD EXAMPLES AND STAGE CONFIGURATIONS

NOTES:

- CONCENTRATED LOADS ARE ALLOWED ON STAGES PROVIDED THE STAGE IS DESIGNED FOR SUCH LOADS. SEE STAGE PLATFORM CONFIGURATIONS BELOW FOR ALLOWABLE SPACING OF SUPPORT SYSTEM. STAGE CONFIGURATIONS BELOW ALLOW FOR UNIFORM LOAD, 100 PSF LIVE LOAD (OCCUPANCY LOAD) AND 25 PSF DEAD LOAD (SELF WEIGHT OF STAGE AND EQUIPMENT) TOTAL OF 125 PSF
- SPECIAL CONSIDERATION MUST BE GIVEN FOR STAGES SUPPORTING POINT LOADS GREATER THAN 400 LBS (1.8 kN). CONSULT WITH C.Y. LOH ASSOCIATES FOR REVIEW OF LOADS

C1 (EQUAL GRID)

C2 (UNEQUAL GRIDS)

C3 (CONTINUOUS SUPPORTS)

How to



Maintain + Clean Up

Spills, Staining, etc.

- Do not permit any food products or vehicles which may release grease or oil on the paving within the Square at any time without robust protection for the paving.
- Do not discharge food or oils or other deleterious material into the Square's area drains.

Pressure Cleaning

Jet style pressure cleaners are NOT PERMITTED. While general pressure cleaning of the Square surface is not always necessary after each event, stains resulting from any spills of food, oil, grease, or other deleterious material shall be cleaned promptly. Pressure cleaning shall be done with care and only by using a **rotary type pressure washer** with lower pressure. In addition, care shall be taken in pressure washing near joints in the pavers. The joints are filled with polymeric sand which forms a rigid joint and prevents rainwater from saturating the ground under the pavers. It is possible to dislodge the jointing sand with a direct stream from a nozzle. Use of a rotary washer head will help prevent damage to the pavers and paving joints. If a standard nozzle must be used for spot cleaning, direct the stream away from the joints and move backwards while cleaning so that the pavers do not become overly saturated.

Food Related Events:

- Remove all cooking water, grease, and cooking by-products (gray water) from the Square.
- No gray water can be disposed of in the Square. You may not use storm or area drains for this purpose. You **MUST** remove all gray water from the Square.

Accepted cleaning agent for tough stains and grease: **Techniseal Dirt and Grease Cleaner for Pavers**. Follow manufacturer's recommendations.

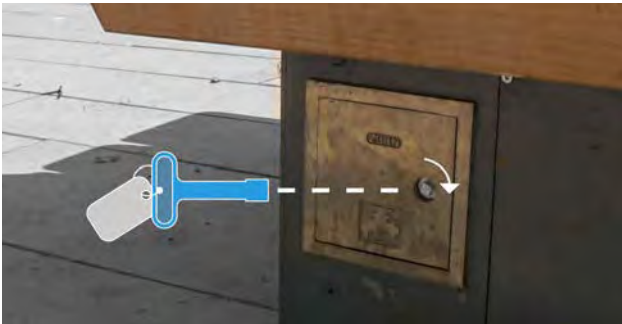


Cleaning should occur immediately after the event to return the Square to its required state and to ensure no conflicts with any following events. Cleaning plan must also be noted in the event brief. For events that require extra days for setup + takedown, organizers should coordinate further scheduling with Security.



Rotary pressure cleaner to be used on pavers **ONLY**. Can be rented at local hardware stores.

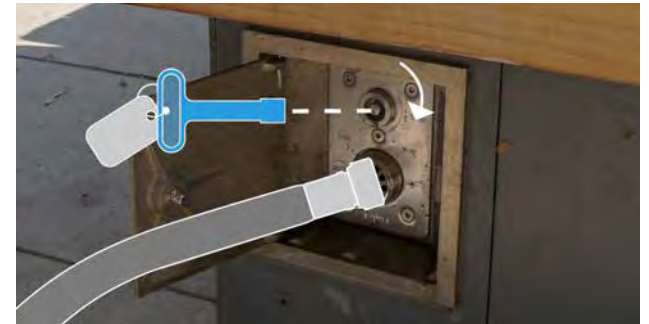
Access Hose Bib



1. Unfasten hydrant faceplate with operating key [GPWK1].



2. Attach hose to nozzle.



3. Gently cycle the hydrant from **OFF** to **ON** using a half-turn with the operating key [GPWK2].

Access Power Station Panel



1. Unscrew and remove metal panel.



2. Unfasten power station faceplate.

POWER STATIONS 3, 4, 5, and 6:



3. Working in sequence LEFT to RIGHT, lift each coloured flap in turn and install the matching coloured cable before moving to the next cable until all 5 are connected:

[GREEN > WHITE > BLACK > RED > BLUE] To disconnect, work in reverse.



POWER STATIONS 1 and 2:



3. Open lid and attach cable to receptacle.
To unlock lid: turn left / To lock: turn right.
Consult Security for proper cables.

DISCONNECT IN REVERSE, RIGHT to LEFT.

Once a cable has been removed, the corresponding plastic coloured flap must be closed and clicked into place before the next cable is removed.

Note: Never try to connect/disconnect by use of physical force – if a cable is resisting, the correct procedure is likely not being followed or there is already damage. Please stop and ask security for assistance.

Move Bollards

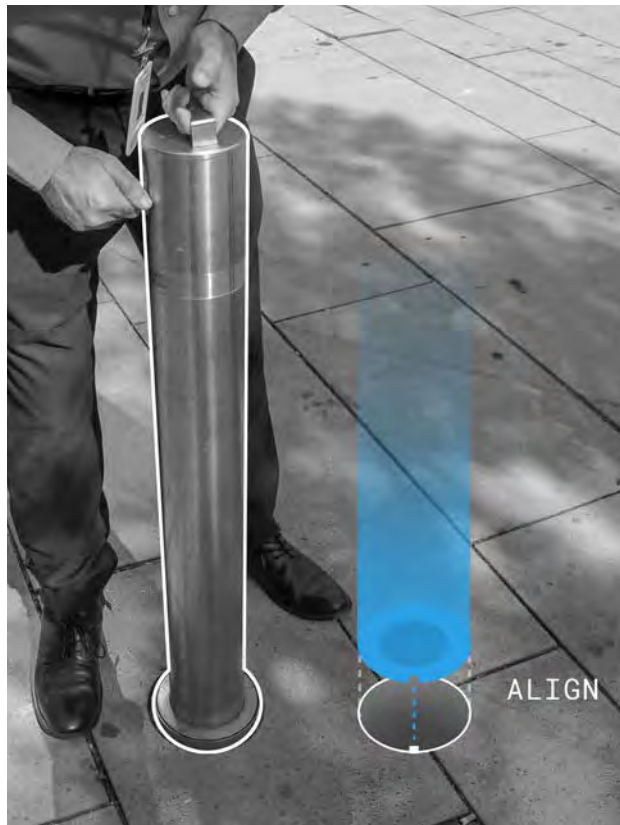
FOR REFERENCE ONLY. BOLLARD REMOVAL WILL BY COMPLETED BY VANCOUVER ART GALLERY SECURITY.



1. Carefully set bollard near installation site.
Remove bollard receiver cover.



2. Insert and turn key into bollard to retract plunger.



3. Lower bollard into receiver observing proper notch alignments.



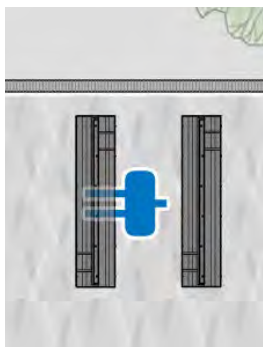
4. After setting bollard, release key in original position and remove.

Move Benches, Tables, and Chairs



Moveable benches must be moved with at least one power pallet jack.

Furniture is provided by the City of Vancouver for public use and may be used by event organizers. If the furniture is re-arranged by the event or moved off to the side and not used, it must be returned to approximate original positions after the event.



Operate Machinery on Site



1. Do not place any heavy machinery, vehicles, or structures within the tree protection area and ensure compliance with the other tree protection guidelines provided by the City to the event organizer.



2. Do not run or place any machinery, vehicles, or equipment above a weight of 9000 kg (19,800 lbs) gross weight on the pavers within the Square without [plywood protection](#) below.



3. Do not run or place any machinery equipped with solid, rubber tires on the square. Only [inflatable tires](#) shall be used.

Appendix



Sample Letter of Agreement



Real Estate and Facilities Management
Facilities Planning & Development

Date: _____

Attention: _____

Dear: _____

Re: Tenant Improvements at _____ Temporary Structures - Special Event

For the above-named tenant improvement, the City of Vancouver (the "City") will issue building bylaw Schedule E-2, "Owner's Undertaking for Tenant Improvements" on the condition the following obligations are met by _____ (the "Event Organizer").

The Event Organizer agrees to:

- Act and be responsible as the "Owner" on behalf of the City as outlined in Schedule E-2.
- Co-sign schedule E-3 for all tenant improvements.
- Ensure the structures used for the Event are consistent with the site layout attached to this letter as Appendix A.
- Comply, at its own expense, with all municipal, provincial, and federal health, fire, and safety laws, bylaws, regulations, and requirements pertaining to or arising as a consequence of the use of the Event Area by the Event Organizer and its officials, directors, officers, agents, employees, volunteers, contractors, and subcontractors (the "Event Personnel").
- Obtain all required permits, licences, and approvals required in order to operate the Event.
- Be the "prime contractor" (as defined in the *Workers Compensation Act*) for WorkSafeBC purposes in respect of any work performed by or on behalf of the Event Organizer in the Event Area and accept all responsibilities of the prime contractor as outlined in the *Workers Compensation Act* (Part 3), and the WorkSafeBC Occupational Health & Safety Regulation.
- Clean the Event Area, including the removal of all litter and detritus created by operating the Event, immediately after the conclusion of the Event and be responsible for all costs associated with doing so.
- Release, indemnify and save harmless the City, its Board of Parks and Recreation and their respective officers, elected officials, employees, and agents (collectively "City Personnel") from and against all costs, losses, damages, compensation, claims, demands, actions, judgments, and expenses, including those for injury to persons, including death, loss of use of property, or damage to property including property belonging to the City, resulting from, or that would not or could not have occurred but for the occupation, possession, or use of the Event Area and activities conducted on the Event Area by the Event Organizer or the Event Personnel, provided that this release and indemnity will not apply with respect to costs, losses, damages, compensation, claims, demands, actions, judgments, and expenses the City may incur or suffer as a direct result of the negligence of the City or City Personnel.

City of Vancouver
453 West 12th Avenue
Vancouver, British Columbia V5Y 1V4 Canada
tel 3-1-1, Outside Vancouver 604 873 7000 fax: 604 873 7419
website: vancouver.ca



If you agree with the above terms and conditions, please have a duly authorized representative sign this letter in the space provided below and return one copy to me. Once signed below, this letter shall constitute a legally binding agreement between the City and the Event Organizer.

Please don't hesitate to contact me if you have any questions or need clarifications.

Regards,

Project Manager, Facilities Development

CC: Director, Facilities Planning and Development
Associate Director, Facilities Development
Special Events and Filming, Parks and Recreation
Manager, Property Management

On behalf of the Event Organizer, I agree to the above terms and conditions.

Signed: _____ Date: _____

Name: _____

Title: _____

(02004234v2)

Page 2 of 3

Event Checklist

This list is to be completed by Film and Special Event Staff (FASE) together with representatives of the Event Organizers (EO), Vancouver Art Gallery (VAG) and Real Estate and Facility Management Operations (REFM) and is in two parts: pre- and post-event.

Site Name & Address: _____
 Event Name & Date: _____
 Event Representative: _____
 FASE Representative: _____
 REFM Representative: _____
 VAG Representative: _____

Pre-Event

Yes	No	Item	Comments
		1. FASE confirms received Special Event Permit application and information	Answer 'YES' in section C3 would trigger BP Application
		2. EO has received User Guidelines and checklist	
		3. REFM has provided TI Letter template for EO signature	
		4. EO, FASE, VAG & REFM have met on site to discuss event plan	
		5. EO Submits Event Plan, including damage deposit, with preliminary site layout.	
		6. VAG, REFM comment & submit via FASE	
		7. Building Permit Application submitted (if tents & stages are above threshold)	

BB CONT. | Appendix

Post Event

		1. EO, FASE, REFM meet on site	
		2. Issues identified and listed (over)	
		3. Clean up scheduled	
		4. Clean up reviewed and approved	

Issues/Follow-up

Attach photos as necessary

Special Event Permit

Events bring people together to have fun, to mark important events, or to work towards a higher purpose. The focus of event approvals is to make sure that events are safe, and don't negatively affect the community. We want you to have a fun, safe, memorable event. There are few absolute rules and each application is examined based on impacts to the community.

To apply for a special event permit, or to learn more information about the process, timeline, and requirements, visit the City of Vancouver Permit website:

<https://vancouver.ca/doing-business/event-permits.aspx>

