

Special Event Activity Proposal - Private Property

This proposal form is required for special events that will be held in the City of Vancouver on private property. For special events held on City street, public property or private property with anticipated impacts to residents or businesses, please contact the City of Vancouver's Film & Special Events Office (Engineering Services).

Completed proposal should be returned to: Licence Office 515 West 10th Avenue, Vancouver, BC, V5Y 1V4

Application Date: _____

APPLICANT INFORMATION		FACILITY PROPERTY INFORMATION	
Charitable Status:		Facility/Property Name:	
Organization:		Address:	
Contact Name:		Owner Name :	
Address:		Phone:	
Email:		Address:	
Phone:		Building Owner Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHEDULE INFORMATION			
Contracted Dates		Start Date & Time:	End Date & Time:
Set-Up (Installation of tents, trailers, signage, furniture,		Start Date & Time:	End Date & Time:
Event/Activity		Start Date & Time:	End Date & Time:
Move-Out (Removal of tents, trailers, signage, furniture, equipment, etc.)		Start Date & Time:	End Date & Time:
EVENT INFORMATION			
Event Name:			
Event Description: _____ _____ _____ _____			
1. Event Category: <input type="checkbox"/> Ticketed Public Event <input type="checkbox"/> Free Public Event <input type="checkbox"/> Private Event			
2. Activities Descriptions: Please describe the activities during each of the phases listed below.			
<input type="checkbox"/> Set-Up: (sizes and installation of tents, trailers, signage, furniture, equipment, etc.) _____			
<input type="checkbox"/> Event/Activities: _____ _____			
<input type="checkbox"/> Move - Out: _____ _____			

3. Licensing Information: Please describe your plans for alcohol service. Does the facility/property or owner/tenant have an existing liquor licence? Will liquor be served free or sold to patrons? Do you plan to allow minors in areas where liquor will be served? Please provide serving dates and hours and indicate on drawings the locations where alcohol will be served.

4. Food Service Plans: Please provide plans for food service - dates and hours of service, type of menu that will be served, etc.

5. Security Plans: Please provide any security plans for this activity - contracted security firm, attendee screening plans. (i.e. - magnetometers, bag checks), etc.

6. Event Details:

How many attendees are expected? _____

Are you planning to have amplified speeches at the event? Yes No

Are you planning to have background music at the event? Yes No

Are you planning to use any sound system or have amplified live performances at the event? Yes No

Are you planning to have retail sales at the event? Yes No

7. Parking Plans: (Please mark one)

Private Lot Public Lot City Streets

8. Use of Public Property: Please note any proposed use of streets, sidewalks, parks or public rights of way.

- - BELOW IS FOR CITY OF VANCOUVER USE ONLY - -

Checklist of items may be required after City of Vancouver's review:

Required	Not Required	
<input type="radio"/>	<input type="radio"/>	Site Plan - Shows legal lot(s) upon which the development is proposed and how all buildings are situated on the site, relative to zoning setback requirements. Show emergency access to site. Show the limits of any rights of way on the property.
<input type="radio"/>	<input type="radio"/>	Floor Plans - Illustrate the room or unit layout for each floor level, including access from the street and to on-site parking, loading and garbage facilities where available, temporary electrical installations if required. Show all emergency exits.
<input type="radio"/>	<input type="radio"/>	Photos of the facility/property - please provide photos of the facility/property as it currently exists.
<input type="radio"/>	<input type="radio"/>	Approvals Required <input type="checkbox"/> Council <input type="checkbox"/> Chief Licence Inspector <input type="checkbox"/> Vancouver Police Department <input type="checkbox"/> Land Use <input type="checkbox"/> Building <input type="checkbox"/> Fire Prevention Office <input type="checkbox"/> Engineering <input type="checkbox"/> Vancouver Athletic Commission <input type="checkbox"/> Park Board <input type="checkbox"/> Other

Business Licence Number: _____