

Arts Event Licence

Information guide

An Arts Event Licence makes it easy to host “pop up” performances in studios, warehouses, factories, shops, offices and other unconventional venue spaces. This program began as a pilot in 2013 – 2015.

vancouver.ca/doing-business/arts-event-licence.aspx

Applying for a licence	2
Requirements	2
Liquor service	3
Minimizing impact on neighbours	3
Green considerations	4
Other precautions and considerations	4
Contact information	5
Glossary of terms	6

Applying for a Licence

It's one application, one desk, one licence, and one reduced fee!

STEP 1

Create an event site management plan.

Use the event site management plan kit to prepare one.

STEP 2

Fill out the application form and submit it to the Arts Event Licence Coordinator.

Both the kit and the application form are available at vancouver.ca/doing-business/arts-event-licence.aspx

Note: If you are a representative applying for the licence, please include a letter of authorization from the organization.

OTHER REGULATORY AGENCIES

Serving food or alcohol? Get separate permits.

- Apply for a Temporary Food Service Permit (Vancouver Coastal Health) at vch.ca/your_environment/food_safety/permits/forms_and_permits
- Apply for a Special Occasion Liquor Licence (BC Liquor Control and Licensing Board) at pssg.gov.bc.ca/lclb/apply/special

Submission contact

Arts Event Licence Coordinator, Business Licences

Phone: 604-873-7954 or 3-1-1
arts.event.licence@vancouver.ca

Application processing time

Two weeks minimum. For complex applications, please allow for more time.

Licence fee

Guests and staff	Licence fee 2019
1 - 30	n/a*
31 - 60	\$27
61 - 150	\$108
151 - 250	\$162

For event series, one licence can cover up to three event days in a 30-day period.

* Events with 30 people or less do not need an Arts Event Licence but you should still have an event site management plan posted on site.

Requirements

Typically, events (assemblies) can only take place in spaces designed for assemblies. Under this program, events can take place in studio, retail, factory, office, wholesale and warehouse spaces that meet the requirements (listed below) without compromising safety.

Guests and staff

Up to 250-person capacity

Vancouver Fire and Rescue Services will determine the specific maximum occupant load (site capacity).

Recurrence

Up to three days, per month, per building

Note: BC Liquor and Cannabis Regulation Branch allows three Special Event Permits per month, to a maximum of 24 per year.

Eligible spaces

- Artist studios (*work only*)
- Production and rehearsal studios
- Retail, including galleries and cafes
- Factories, wholesale and warehouses
- Office

Spaces should be:

- on the ground floor, or in the basement with a fire sprinkler system.
- on a concrete floor supported by solid ground, or a floor that is professionally certified to be structurally safe.

Exiting and wheelchair accessibility

- At least one wheelchair accessible entrance
- Up to 60 people: At least one exit with a clear path
- 61 - 250 people: At least two exits with clear paths

All spaces require emergency lighting in washrooms (single-toilet washrooms can have emergency lighting immediately outside the washroom door and visible underneath the door) and areas leading outside, exit signs, and signs directing occupants towards exits.

Fire safety

Prepare and post the **Safety and Security Plan** and **Emergency Evacuation Procedures**. (The event site management plan kit will help you prepare one: vancouver.ca/doing-business/arts-event-licence.aspx).

All spaces require a fire alarm system, or a Designated Supervisory Staff per required exit.

Designated Supervisory Staff will monitor entries and exits at all times, and carry out the **Safety and Security Plan** and **Emergency Evacuation Procedures**.

Note: The building cannot have industrial amounts of hazardous materials.

Locations

- Downtown/Downtown Eastside/False Creek
- Any industrial or historic area
- Commercial areas (except C-1 zone)

Liquor Service

If you plan to serve liquor, you need a Special Event Permit (SEP) regulated by the BC Liquor and Cannabis Regulation Branch. Visit the BC Liquor Control and Licensing Branch online for more information: www.pssg.gov.bc.ca/lclb

Here is some general information to keep in mind.

Types of SEPs

Private Special Event Permit

- The event is only open to members or invited guests.
- Tickets are not sold at the door.

Public Special Event Permit

- The event is open to public.

Note: The Vancouver Police Department reviews applications before SEPs are issued.

Supervisory staff

Number of Guests	Required Supervisory Staff
Under 100	2
101 - 150	3
151 - 200	4
201 - 245	5

Supervisory staff are required to ensure:

- No minors are served liquor or allowed in designated liquor service areas.
- Alcohol consumption is restricted to the licensed area.
- The event does not exceed maximum capacity.

Key SEP requirements

- Ensure all organizers, employees, and supervisory staff wear visible name tags.
- Post “No liquor beyond this point” signs at all exits from the licensed area.
- Ensure servers hold a Serving It Right Certificate, are present at all times, and are on alert for minors and intoxicated guests.
- Have “last call” 30 minutes before liquor service ends, as defined on your Special Event Permit.
- Purchase all liquor through a government liquor store or another source approved by the BC Liquor and Cannabis Regulation Branch.
- Keep liquor receipts and any exemption approval onsite.

Minimizing Impact on Neighbours

Responsibilities of an event organizer include minimizing event impact on surrounding neighbours. Be especially considerate of neighbours if there are residents above or adjacent to the event space, or if the premise is not soundproof. Here are some general considerations that may apply to your event. Your licence may specify conditions as well.

Noise

- Notify neighbours of the event with an on-site contact phone number.
- Ensure all activities take place inside the building unless specified on your licence.
- Monitor noise levels and impacts outside the venue and consider ways to reduce impacts. See Glossary for details.
- Consider setting up multiple speakers throughout the venue instead of louder speakers on one end of the venue.
- Direct speakers away from doors and windows.
- Minimize sound amplification.
- Live or loud amplified music may go past midnight if specified in your licence.
- Ensure all guests are clear of the venue within 30 minutes of the event end time.

Doors

- Use doors that have direct access to the street.
- All doors and windows should be kept closed by 11 pm except for the purpose of entering or exiting.
- Do not allow guests in and out privileges after 11 pm if the event site is adjacent to residential spaces.
- Under Health Bylaw 9535, smoking is prohibited within six metres of openings into the building (such as doors, windows, air intakes).

Parking and line-ups

- Let guests know about the parking situation ahead of the event.
- Park legally to avoid getting a ticket.
- Suggest alternatives to driving, such as walking, cycling, and public transit.
- Ensure line-ups outside do not obstruct traffic or cause negative impacts to the neighbourhood.

Green your event!

Greenest City 2020 is a bold initiative that will address Vancouver's environmental challenges and put us on the path to become the greenest city in the world by 2020. Here are some considerations to help you rethink the amount of waste, energy and materials consumed during your event planning and activities. Let your staff, volunteers, and attendees know what you are doing to green your event and how they can help!

Transportation considerations

- Choose event locations that are accessible by foot, bicycle, and public transportation. Communicate greenway, cycling and transit route information to staff, volunteers and attendees guests.
- Provide sufficient secure bicycle parking where possible.

Purchasing and waste considerations

- Work with your venue and/or waste hauler to determine what services they offer for recycling or composting.
- Provide clear instructions or signage to encourage guests to recycle.
- Go paperless and choose electronic notices. Alternatively, talk to your printer about sustainable options.
- Select reusable or recyclable decorative materials.
- Choose green energy, like hydro-electricity or solar power, to meet your power needs wherever possible.

Food service considerations

- Choose reusable service ware, or as a second choice, products made from recyclable or compostable materials compatible with your waste hauler.
- Reduce the amount of single-use and waste-generating items such as straws.
- Choose caterers that offer a minimum number of sustainable options such as ingredients that are vegan, vegetarian, local or sustainably raised or harvested.
- Make tap water available to guests.
- Work with a local charity and Vancouver Coastal Health to donate of excess food.

Other Precautions

Below are some additional safety precautions and considerations that are part of the responsibilities of the event organizer.

Note: This is not a comprehensive list.

Safety precautions

- If cooking will produce grease-laden vapour, use commercial cooking and ventilation equipment as required in the Building By-law.
- Use flame-resistant decorative materials.
- Get required approvals from Vancouver Fire and Rescue Services for pyrotechnics. Learn more at: vancouver.ca/fire
- Be certain that electrical equipment does not exceed the building's electrical capacity.
- Ensure food handlers have a FoodSafe certificate.
- Place food trucks at least three metres away from any structure or building.

Important! Insurance

Contact your insurance company to obtain sufficient insurance coverage for your event to protect yourself and your organization.

Contact Information

City of Vancouver

Arts Event Licence Coordinator, Business Licences

Phone: 604-873-7954 or 3-1-1

Fax: 604-871-6394

arts.event.licence@vancouver.ca

Other City of Vancouver enquiries, phone 3-1-1

This includes Business Licence Office, Fire and Rescue Services, Vancouver Police Department, Property Use Inspection, Liquor Licence Review as well as Cultural Services.

Workplace health and safety

Actsafes

604-733-4682 or 1-888-229-1455

Suite 215 - 750 Hamilton Street,
Vancouver, BC V6B 2R5

Actsafes is dedicated to the promotion of workplace health and safety in the motion picture and performing arts industries in British Columbia

Liquor service

BC Liquor and Cannabis Regulation Branch (LCRB- Victoria)

1-866-209-2111

For more information:

pssg.gov.bc.ca/lclb/apply/special

BC Liquor Branch

To locate a BC Liquor store, visit:

bcliqorstores.com/store/locator

Food service

Vancouver Coastal Health

604-675-3800

1200 - 601 West Broadway

Vancouver, BC V5Z 4C2

For more information:

vch.ca/your_environment/food_safety/permits/forms_and_permits

Food Safe

foodsafes.ca

Glossary of Terms

Designated Supervisory Staff

A supervisory staff person designated to monitor the event and the egress/exit door(s) to keep clear in case of emergency and to carry out the approved Emergency Evacuation Procedures, to ensure the allowable number of persons for the event is not exceeded and check identification in case of serving alcohol. The Designated Supervisory Staff has the responsibility for the health and safety of the people attending, working and volunteering in the event.

egress/exit door

A doorway to provide evacuation from the floor area to an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

first storey

This refers to the uppermost storey having its floor level not more than two metres above grade.

fit out

Fit out is the setup of the building in which the event is taking place, which includes bringing and setting up of equipment, supplies and/or decorations.

FoodSafe certificate

The FoodSafe Program is a comprehensive food safety training program designed for the food service industry. FoodSafe courses are available face-to-face, online, and by correspondence, and are recognized throughout BC and across Canada as meeting the requirements for food safety training for food service industry workers. Website: foodsafe.ca

high hazard industrial occupancy

This means an industrial occupancy containing sufficient quantities of high combustible and flammable or explosive material which, because of their inherent characteristics, constitute a special fire hazard such as spray painting, paint manufacturing, mattress factory, flammable material storage, paper recycling plants, tire storage, high alcohol content distilleries, dry cleaning plants using flammable cleaning solvents, etc.

move out

This refers to the tearing down and vacating of the event, which includes taking down of equipment, supplies and/or decorations.

occupant load

This is calculated based on the floor area and the width of the exits. This defines the maximum number of people allowed at the event in any given time which is stated in the issued licence.

permitted use

A space which has the appropriate permits; e.g. City of Vancouver permit stating "retail use" is allowed.

Serving It Right

This is a mandatory self-study course that educates licensees, managers and servers about their legal responsibilities when serving alcohol, and provides effective techniques to prevent problems related to over-service. Website: servingitright.com

slab on grade

This refers to the floor of a building that is constructed of concrete supported by solid ground without suspended slab.

sound level

Condition	Sound measurement location (measured 1.2 m above ground)	Allowable sound level (3 minutes Leq)
There is a lane or street between the event site and affected neighbour	Outside the property line of the affected neighbour	Day time: 70 dBC Night time: 65 dBC
There is no lane or street between the event site and affected neighbour	Outside the property line of the event site.	Anytime: 3 dBA above ambient sound

Day time is from 7 am to 10 pm on any week day or Saturday, and from 10 am to 10 pm on any Sunday or holiday.

Night time is any time outside of day time hours.

Anytime is inclusive of day and night time.

dBA is a weighting system which approximates human perception to sounds of moderate intensity.

dBC is a C-weighting system used for lower sounds such as bass sounds.

Leq is an average sound level reading taken over a period of time.

Special Event Permit (SEP)

A Special Event Permit allows you to serve, sell and consume alcohol at your event, celebration or community festival. Licences are regulated by the Liquor Cannabis and Regulation Branch, Ministry of Public Safety and Solicitor General, and issued by the Liquor Distribution Branch. A complete copy of the laws that govern this licence can be found at the Liquor and Cannabis Regulation Branch online.

Website: pssg.gov.bc.ca/lclb

supervisory staff

A person who is responsible for ensuring that no minors are served liquor or allowed in designated liquor service areas, alcohol consumption is restricted to the licensed area, and the event does not exceed maximum capacity. Supervisory staff is required when there is liquor service at an event. The number of required supervisory staff is based on the number of guests, and supervisory staff can play a dual role as Designated Supervisory Staff.