

Arts Event Licence

Event site management plan kit

Create an event site management plan for an event space that is safe, secure, and considerate of your neighbours. This kit is a companion to the 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. The program began as a pilot in 2013 – 2015.

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

Instructions: Safety and Security Plan and Emergency Evacuation Procedures	2
Template: Safety and Security Plan	3
Template: Emergency Evacuation Procedures	4
Base Life Safety checklist	5
Event contact sheet	6
Sample: Neighbourhood notification letter	7

Instructions: Read Carefully

Safety and Security Plan and Emergency Evacuation Procedures

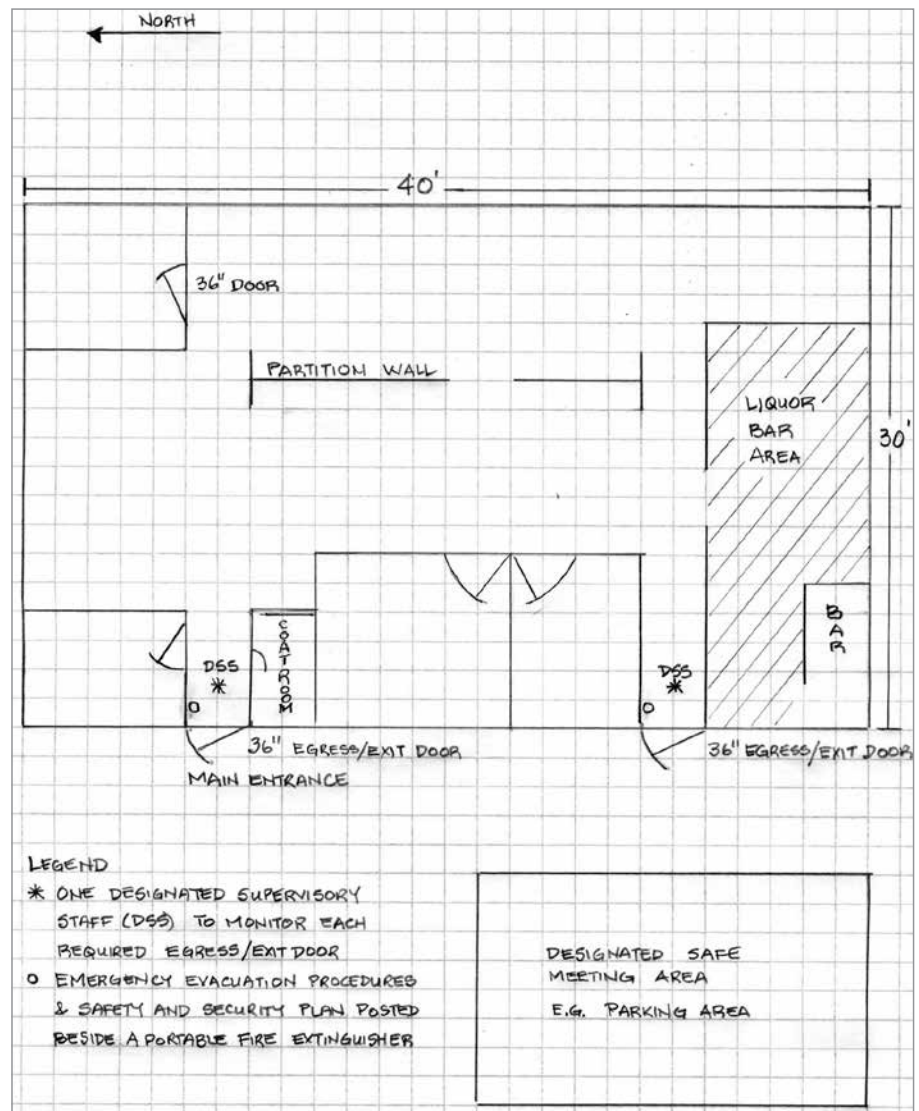
1. Prepare the **Safety and Security Plan** with the following information. You may use the template provided on page 3 or generate your own:

- Label main entrance and all exits
- Measurements of all exit widths and site dimensions
- Location(s) of Designated Supervisory Staff (DSS)
- Defined area licenced for liquor service and consumption
- Show bar area
- Show liquor ticket sales area, if location is different from the bar area
- Label designated safe meeting area outside the building

2. Prepare the **Emergency Evacuation Procedures** with the template provided on page 4.

3. Important! Post the **Safety and Security Plan** and **Emergency Evacuation Procedures** by fire extinguishers at all entrance(s) and egress/exit doors.

Safety and Security Plan - Site/Floor Plan



Safety and Security Plan – Site/Floor Plan (Post on Site)

Event Address: _____

Event Date(s): _____



Emergency Evacuation Procedures (Post on Site)

Event Address: _____

Event Date(s): _____

1. Verification by Designated Supervisory Staff, (*name*)

that there is indeed a fire or threat.

- 2.** Fire alarm will be activated by nearest event staff person.
- 3.** The Designated Supervisory Staff will call 9-1-1 and request for the Fire Department.
- 4.** The Designated Supervisory Staff will turn off all music and broadcast the nature of the emergency. All guests will be instructed to immediately EXIT the building in a calm and purposeful manner to a designated safe meeting area outside the building as indicated on the Safety and Security Site Plan.
- 5.** These instructions will be repeated by all event staff. Event staff will direct all guests to the nearest appropriate exits.
- 6.** In case of fire, the Designated Supervisory Staff will direct able-bodied event staff to turn on all available house lights, assess and attempt to extinguish the fire with any available extinguishers. The Designated Supervisory Staff will direct other staff members to wait outside at the entrances.
- 7.** Medical and first aid kits are (*location*):

These will be brought to the designated safe meeting area outside the building and any injured guest will be treated accordingly by event staff or preferably a first aid attendant (*name*):

- 8.** The Designated Supervisory Staff will then rely on the attending Fire Department liaison to address whether or not the event is safe to continue or should be cancelled.

Base Life Safety Requirements Checklist

Event Address: _____

Event Date(s): _____

Applicant: Please complete checklist	Yes	No	Staff (VFRS)
1. Is the event space permitted for retail, artist studio, office, production or rehearsal studio, wholesale, warehouse or factory? If no, you will have to find an alternate location for your event.			
2. Is the event space located in a building that DOES NOT contain high hazard industrial occupancy? If the building contains high hazard industrial occupancy, you will have to find an alternate location for your event.			
3. Is the proposed maximum occupant load (total staff and guest capacity at any given time) not more than 250 persons?			
4. Is the floor of the event space constructed of concrete supported by solid ground?			
5. If your answer is 'No' for question 4, have you provided a registered professional (structural) certificate for safe assembly of the event? If not provided, your licence application will not be processed.			
6. Is the event space located in the first storey or the storey below the first storey?			
7. If the event is located on the storey below the first storey, does the event space have a sprinkler system? If no, you will have to find an alternate location for your event.			
8. Is emergency lighting provided in washrooms and locations leading from the event space to the street?			
9. For single-toilet washrooms only: If your answer is 'No' for question 8, is emergency lighting provided immediately outside the washroom door and visible underneath the door?			
10. Is there an approved portable fire extinguisher installed at the main entrance and each egress/exit door?			
11. If your event is for not more than 60 persons:			
a) Is there a minimum of one exit?	a)	a)	a)
b) Is the event space wheelchair accessible?	b)	b)	b)
c) Is there a fire alarm system OR a minimum of one designated supervisory staff to monitor the required egress/exit door at all times and to carry out the approved emergency evacuation procedure?	c)	c)	c)
12. If your event is for 61 - 250 persons:			
a) Is there a minimum of two exits?	a)	a)	a)
b) Is the event space wheelchair accessible?	b)	b)	b)
c) Are there exiting signs and signs directing people towards exits?	c)	c)	c)
d) Is there a fire alarm system OR a minimum of two Designated Supervisory Staff to monitor the required egress/exit doors at all times and to carry out the approved emergency evacuation procedure?	d)	d)	d)

Licence staff (office use only)			/
--	--	--	---

Event Contacts

Event Address: _____

Event Date(s): _____

Event Staff	Name	Cell Number
Event Organizer/Coordinator		
On-site contact		
Designated Supervisory Staff		
Designated Supervisory Staff		
Supervisory Staff		
Supervisory Staff		
Supervisory Staff		
First aid attendant, if available		
Door attendant		
Special Occasion Licence applicant		
Serving It Right certificate holder		

Notes:

Designated Supervisory Staff are expected be familiar with their role, the Emergency Evacuation Procedures and the Safety and Security Plan.

If the event includes liquor service, Supervisory Staff must also be provided based on the number of guests as shown in the table to the right. Supervisory staff can play a dual role as a Designated Supervisory Staff.

All Supervisory Staff must have a visible name tag.

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

Sample: Neighbourhood Notification Letter

Today's Date: _____

To all business and resident neighbours,

Please be advised that our organization will be hosting a temporary special event. We would like to provide you with this information regarding it and its potential neighbourhood impact(s).

Organization: _____

Event name: _____

Event address: _____

Date of event: _____

Event details re: activities, hours, traffic, amplified sounds, etc.:

Steps taken to mitigate neighbourhood impacts as a result of our event:

For any questions or additional information, please contact:

Name: _____

Phone number: _____

If you have any concerns during the time of this event, please call our on-site contact:

Name: _____

Phone number: _____

Yours sincerely,
