

## Combat Sports (Martial Arts) - Event Permit Application

Your completed application, with all required documents, must be submitted to the Licence Office  
**no later than 30 BUSINESS DAYS PRIOR TO YOUR EVENT DATE.**

### PART 1 EVENT PROMOTER INFORMATION:

Date: \_\_\_\_\_

|                      |   |
|----------------------|---|
| Promoter's Name:     | Vancouver Business Licence# (Event Promoter): |
| Business Trade Name: | Email:  |
| Business Address:    | Contact Phone Number(s):                      |

**\*If the promoter is acting on behalf on an Organization, please provide Organization's information:**

|                             |  |
|-----------------------------|--|
| Legal Name of Organization: | Vancouver Business Licence #: (Event Promoter) |
| Business Trade Name:        | Contact Phone Number(s):                       |
| Address:                    | Email:   |

### PART 2 EVENT INFORMATION:

|   |                             |
|---|-----------------------------|
| Name of Venue:  | Address:                    |
| Contact Name:   | Contact Number(s):          |
| Type of Event ( <i>describe the activities/purpose of this event</i> ): | Proposed Event Date : _____ |

#### EVENT HOURS:

Time on site/set-up: \_\_\_\_\_ Event Doors Open: \_\_\_\_\_ Doors close/event ends: \_\_\_\_\_ Site clean-up/Leave: \_\_\_\_\_

#### ATTENDANCE COUNT:

Number of staff and volunteers: \_\_\_\_\_ Number of guests and spectators anticipated: \_\_\_\_\_ Proposed Total: \_\_\_\_\_  
**NOTE:** The Vancouver Fire Department will determine the occupant load for each event, based on the floor plan you submit.

#### Fighters:

- Professional  
 Amateur  
 Both

#### SOUND:

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

#### LIQUOR SERVICE:

**Are you serving alcohol?:**

- Yes  No

**\*\* Please see second page for further information.**

#### PARKING PLANS:

- Private Lot  Public Lot  City Streets

Please note any proposed use of streets, sidewalks, parks or public rights of way:

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

#### Approvals Required:

- |   |   |
|---|---|
| <input type="checkbox"/> Chief/Deputy Chief Licence Inspector | <input type="checkbox"/> Health Department              |
| <input type="checkbox"/> Vancouver Police Department          | Food Service: _____ Date Approved: _____                |
| Security Clearance: _____ Date Approved: _____                | <input type="checkbox"/> Liquor Licence                 |
| <input type="checkbox"/> Fire Prevention Office               | <input type="checkbox"/> Building Department            |
| Approved Occ Load: _____ Date Approved: _____                 | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Floor Plan                           | <input type="checkbox"/> Business Licence Number: _____ |

**\*SEE SECOND PAGE FOR LIST OF REQUIREMENTS\***

## PART 3 REQUIREMENT CHECKLIST:

### **Combat Application Form:**

\*\*Remember to note the hours of the event (i.e. doors open/close) on your application.

### **Fighter List:**

Submit a copy of the fighter list, in a table format, with each fighters name and date of birth.

NOTE: We understand that the Fight Card can change leading up to the event. Therefore, please submit the first draft of your fight card with your event application. Once your fight card is 'confirmed', please send in a copy which will then be forwarded to VPD.

### **Health Department:**

A clearance from the Health Department is required when food is served at an event. Please see the following links for guidelines and application: <http://www.vch.ca/your-environment/food-safety/>

Please provide your plans for food service including dates, hours of service, and type of menu that will be served, etc

### **Special Occasion Liquor Licence (if alcohol is being served):**

- Submit a copy of your Liquor Licence (private events can obtain a licence from a BC Liquor Store) with your event application

- OR if you are using the venue's Liquor Licence, submit a copy of their licence along with your event application.

### **Fire Department Approval:**

- A floor plan with dimensions showing the floor layout with proposed ring configuration, seating plan, tables, first aid station, etc. Ensure you show all emergency exits.

**NOTE: One map can be submitted with your event application if it fulfills both the Fire Department and VPD requirements.**

- Number of attendees (including support staff) so FIRE can calculate the event's occupant load.

### **VPD List of Requirements for Event:**

In order to provide VPD approval for combat events taking place in the City of Vancouver (CoV), the below information/documents must be forwarded to the VPD, via the CoV Licensing office a **minimum of 30 days** in advance of the event date. The information must be included in a complete package and will not be accepted piecemeal:

Security plan from a licensed and accredited security company. The security plan must include:

- Floor plan with the locations of all access/egress points (identifying the primary entrance), ring, judges, alcohol service location(s) and security points. If security will be redeployed during/after the event, this needs to be identified in the security plan.
- Number of security personnel deployed – including duty hours.
- Manner in which patron searches will be carried out (bags, cursory etc.)
- The type of items patrons are not authorized to bring into the premises and the procedure for dealing with unauthorized seized property.
- Policy with respect to unruly/intoxicated patrons.
- Evacuation policy and procedure.
- On site security supervisor name and contact information.

Name and DOB of the promoter, and copy of a valid City of Vancouver Event Promoter Licence.

Dates and locations of all events the promoter has promoted in the previous 24 months.

An explanation of how ticket sales will take place – will they be pre-sold or available at the door?

Name and contact information for the person(s) who will be in charge and on-site on event day.

Copy of the Event permit (sanction) issued by the BC Athletic Commission (only required for MMA, Muay Thai, Kickboxing or Pankration events, at this time).

Copy of a Private Special Occasion Liquor license (if alcohol is to be served at event).

**If a Public Special Occasion Liquor license is being applied for, the above information/documents must be received a minimum of 6 weeks in advance of the event date.**