



# Special Event Permitting Handbook

A guide to special event permitting on Vancouver streets, sidewalks, plazas, parks and civic spaces.

This Handbook is issued under the authority of City Council as delegated to the City Manager pursuant to the Special Event Policy – ADMIN-031 and accordingly, in the event of any inconsistency between this Handbook and the Special Event Policy, the latter will govern over the former.

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## Version History

Version	Changes Made	Date
1.0	Updated template	Feb 1, 2020
1.1	Revised Charter Right Activities section	August 18, 2021

# Chapter 1: Introduction

## About This Handbook

This event permitting handbook has been developed by the City of Vancouver to help assist event organizers plan special events on Vancouver's streets, sidewalks, plazas, parks and other civic spaces. The content of this guide expands on the City's [Special Event Policy](#) to provide details and examples to help applicants apply for a special event permit and the permitting process that follows after an application is submitted. In the case of a discrepancy between this handbook and the Special Event Policy, the Policy will prevail.

## Event Permitting Jurisdictions

There are three main permitting bodies for special events in the City of Vancouver, they are the City of Vancouver Film and Event Office (FASE), the Vancouver Park Board and the City of Vancouver Licence Office. In addition to the three event permitting offices, there is also the "Share a Square" pilot project led by Engineering Services Streets Activities branch. **This guide is primarily focused on events on City and Park Board property.** Below is a guide to determine what each group/office permits.

City of Vancouver Film and Special Events (FASE)	Vancouver Park Board	City of Vancouver Licence Office	Share-a-Square Pilot Project
<ul style="list-style-type: none"> <li>•Permits City of Vancouver Streets, sidewalks, plazas, other civic spaces and seawall areas not abutting parks</li> <li>•May work in conjunction with the Parks Board and/or Licence Office if event location is multi-jurisdictional</li> </ul>	<ul style="list-style-type: none"> <li>•Permits events in City of Vancouver Parks</li> <li>•Permits portions of the seawall abutting a park</li> <li>•May work in conjunction with the City of Vancouver Film and Event and/or Licence Offices if event location is multi-jurisdictional</li> </ul>	<ul style="list-style-type: none"> <li>•Permits events contained to private property</li> <li>•May work in conjunction with the City of Vancouver Film and Event and/or Licence Office if event is multi-jurisdictional</li> </ul>	<ul style="list-style-type: none"> <li>•The Plaza Stewardship program aims to provide plaza spaces to small events and gatherings free of charge</li> <li>•To see if your event qualifies for the "Share-a-Square" program, visit the Plaza Stewardship website for more information</li> </ul>



Please read this handbook before applying for a special event permit

## So Fun City!

The City of Vancouver welcomes celebrations and special events that support community, arts, culture, heritage, sporting and recreation activities as they contribute to making Vancouver a vibrant city. Special events reflect our diversity and neighbourhood character, and are associated with how we experience the city. The City recognizes that special events contribute to the individual, social, economic and environmental well-being of our community.

Every year millions of locals and visitors attend a diverse range of events and experiences across the city such as block parties, community celebrations, festivals, parades, sporting or recreation events.

The City of Vancouver supports special events as they bring multiple benefits to the community:

<b>Free access for all</b>	<b>Social connections</b>
<b>Active living</b>	<b>Economic vibrancy</b>
<b>Fun and enjoyment</b>	<b>Cultural equity</b>
<b>Creative expression</b>	<b>Health and livability</b>

Events take place in a variety of spaces across the city, such as parks and beaches, sidewalks, laneways, plazas, other public spaces, and private property. Through a coordinated effort from multiple City departments — events are supported to ensure they are an enjoyable, safe, and fun experience.

## City of Reconciliation



The City of Vancouver is located on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətaʔ (Tsleil-Waututh) Peoples.



In 2014, the City of Vancouver affirmed our commitment to reconciliation with the adoption of the City of Reconciliation Framework. The long-term goals of the Framework are to: strengthen relations with local First Nations and the urban Indigenous community; promote Indigenous Peoples' arts, culture, awareness, and understanding; and incorporate First Nations and urban Indigenous perspectives for effective City services.



In 2019, the City's approved its new culture plan, Culture I Shift: Blanketing the City in Arts and Culture. The plan includes reconciliation and decolonization as a strategic direction, with the specific goals of recognizing and supporting Indigenous cultural knowledge and presence through decolonizing practices and increased visibility.

The City's commitment to Reconciliation includes support for the full inclusion,

leadership and participation of Indigenous Peoples in arts, culture and community building. This includes supporting Indigenous-led special events, cultural gatherings, and celebrations in addition to promoting Indigenous inclusion and visibility across the diverse array of special events in the city. We recommend all special events coordinators consider how they can reflect reconciliation in their events:

- Support local Indigenous artists, performers, musicians and other Indigenous talent.
- Support local Indigenous businesses and professionals for your event service's needs.
- Direct a portion of event proceeds to a local Indigenous community service organization or arts and culture association.
- Include a territorial acknowledgement, relevant Indigenous content, and reflection of Indigenous Peoples in your event programming.

## Territorial Acknowledgements

Territorial acknowledgements (also referred to as “land acknowledgements”) are statements that recognize our place on Indigenous land. In the city of Vancouver we recognize the unceded, traditional, ancestral territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.

**Traditional:** Refers to land that has been and continues to be inhabited and stewarded by Indigenous Peoples.

**Ancestral:** Refers to land that has been stewarded and shared from generation to generation.

**Unceded:** Refers to land that was never transferred or legally ceded to the Canadian government by treaty or through any other agreement.

Territorial acknowledgements are most often shared at the beginning of an event or gathering as a moment of recognition and reflection and to set the context for the event proceedings. At large events and/or events that align strongly with the priorities of local First Nations, it is appropriate to invite a representative to participate. You may reach out to a local Nation through the City of Vancouver's Protocol Office well in advance of your event. A representative may wish to offer a traditional welcome to open your event. It is respectful to recognize this support with an honorarium.

At smaller events, territorial acknowledgements can be shared by the Event Host(s) or coordinators. You may wish to take some time to learn more about the local First Nations to prepare. More information about the local Nations can be found on their websites.

You can build on a basic acknowledgement by articulating the connections and accountabilities of your work to the lands and local First Nations. Proceed with the



understanding that territorial acknowledgements reflect a process of personal and collective learning, and are not necessarily something that can be “done right” in the moment.

Video pronunciation guides are available on the [City of Vancouver's Youtube channel](#).

## Climate Emergency

Vancouver City Council declared a climate emergency in 2019 as we're experiencing the growing impacts of the climate crisis and we're at risk to greater challenges as the planet continues to warm.

Through the Greenest City Action Plan, we cut our carbon pollution by 9% (between 2007 and 2019), while increasing the number of green jobs by 35%. We now need to accelerate our actions and reduce carbon emissions five times faster than before. [The Climate Emergency Action Plan](#) builds upon this solid foundation, with the goal that 55% of energy used in Vancouver is derived from renewable resources by 2030. Further, by 2050, Vancouver aims to have 100% of energy used derived from renewable resources.

In order to help transition the Special Event sector toward the elimination of non-renewable energy by 2050, the City's [special event policy](#) creates important links between the permitting process and the Climate Emergency Action Plan. This handbook will help event applicants understand requirements that include the submission of additional climate impact documents, reducing an events carbon footprint, and the important link between City's [FestShare program](#) (FestShare is a program in which the City shares some of the costs associated with providing City services for eligible special events) and an events' greenhouse gas (GHG) emissions.

Some key targets and dates specific to special events are:

**2020-2029:** Access to FestShare dependent on annual incremental reductions in carbon intensity (emissions/attendee) \*

**2030-2049:** FestShare only available to zero emission events

**2050:** No special events permitted unless they can achieve zero emissions

## Chapter 2: Hosting Events in Vancouver

The application process varies, depending on two important factors:

- type of the event
- complexity of the event

When you apply for a permit you will be asked to choose the type and the complexity. When your application is reviewed, City staff will either accept your selection, or change the selection based on further review and discussion with you and other impacted stakeholders.

### Public Events

Public special events are generally classified as outdoor gatherings on public property that bring people together for the purpose of supporting or participating in a community, cultural, recreational, or other type of experience.

In September 2019, Vancouver City Council approved a special event policy framework that prioritized free outdoor public events for additional financial support to cover some of the costs related to the City providing operational support and public safety services to eligible events. See [Chapter 6: City Service Fees and Financial Support](#) for details and eligibility requirements to determine if your public event is eligible for any financial support from the City.

### Public Event Types

Event Type	Definition
<b>Block Party</b>	Small-scale event on residential local street. Block parties are designed to bring neighbours together for a social activity.
<b>Community Celebration and Festival</b>	A community-based event or festival focused around art and culture. Community celebrations are often smaller neighbourhood focused events and festivals are often larger destination events.
<b>Parade</b>	A parade or procession of people, vehicles, animals or other things, which is mobile, travels all together and is based on a specified route with the event focused around art, culture, or religion.
<b>Sport/Recreational Event</b>	An event that is focused around a recreational or athletic, sport or other physical activity, such as a walk, run, bicycle ride, swimming or for leisure, competitive or charitable purpose. Sport or recreation events often have similar features to parades as they are mobile and route-

Event Type	Definition
	based.
<b>Designated Civic Event or Parade</b>	<p>An annual event that has been specifically endorsed by Council as a Council-designated civic event or parade with event-specific or parade-specific terms and conditions. Currently, the Designated Civic Events or Parades are:</p> <ul style="list-style-type: none"> <li>• Chinatown Spring Festival Parade</li> <li>• Vaisakhi Parade</li> <li>• Pride Parade</li> <li>• Celebration of Lights.</li> <li>• Grey Cup Parade and Grey Cup Festival</li> <li>• Remembrance Day Service and Parade</li> </ul>
<b>Ancillary Activities</b>	<p>Activities that may be part of but are supportive of or ancillary to a Special Event such as essential parking, loading, or stopping activities, as determined by the City Engineer. Such Ancillary Activities may require a separate Street Use Permit or other arrangements with the City.</p>
<b>Commercial Events</b>	<p>An event where the primary activity or purpose is the promotion, marketing, advertising, or selling of a product(s), a corporation(s), a business(es), a brand or other goods or services. Examples are: Street markets, food and beverage festivals, and experiential marketing events.</p>
<b>Private Events</b>	<p>An invitation-only admission event, whether it is free to the public or not.</p>

## Charter Right Activities

Gatherings such as marches, rallies or demonstrations are allowed under the Constitution Act, 1982 (Freedom of Assembly rights). No special event permit is required, as these activities are considered a charter right. While not always necessary, the City may determine that additional public safety measures are required. If so, planning for public safety purposes is organized through the Vancouver Police Department's Emergency Operations and Planning Section (EOPS). More information can be found at [www.vpd.ca/contact-us/special-events/](http://www.vpd.ca/contact-us/special-events/).

## Event Complexities

Before applying for a public event on a street, sidewalk, park or plaza it is important to have a good idea of your events' level of complexity as it will be used to determine the deadlines for application and key milestones in the permitting process. As complexities increase, so does the time required to complete the permitting process.

Most events will be grouped into one of the three following categories of complexity. If you are unsure of your event complexity when you apply, select the event type that most closely reflects your event and City staff will work with you to adjust if necessary. Furthermore, it is best to err on the side of caution because if your event is adjusted upward in complexity during the application or permitting process, you may not be able to meet deadlines and milestones to permit your event.

Event Type		Characteristics
<b>Low Complexity</b>	City of Vancouver	<ul style="list-style-type: none"> <li>• Event is contained to one block only, and involves the use of sidewalks or parking lanes only</li> <li>• Little to no pedestrian and vehicle impact</li> <li>• No road closures (excluding block parties)</li> <li>• Little to no coordination with Traffic Management, Vancouver Police, or the FEST Committee</li> <li>• Does not involve food vending (except non-perishable foods) or liquor licensing</li> <li>• Block parties are considered a low complexity event (may include a closure of half of residential block)</li> <li>• Event includes little or no structures (stages, portable washrooms, or large tents)</li> </ul>
	Park Board	<ul style="list-style-type: none"> <li>• Fewer than 500 people</li> </ul>

Event Type		Characteristics
<b>Medium Complexity</b>	City of Vancouver	<ul style="list-style-type: none"> <li>• May involve the street closure of a single block</li> <li>• May involve the use of a sidewalks and curb lanes around the event site</li> <li>• Minor impact to pedestrians and vehicles in the surrounding area</li> <li>• Event is no longer than one day in duration</li> <li>• May involve coordination with one or more of the following: Vancouver Police, Vancouver Fire and Rescue Services, Coast Mountain Bus Company, City of Vancouver Traffic Management, Vancouver Park Board, Business Improvement Association(s)</li> <li>• May involve food vending or liquor licensing</li> <li>• May include acceptable structures such as tents smaller than 600 sq.ft., small stages and portable washrooms</li> </ul>
	Park Board	<ul style="list-style-type: none"> <li>• Event has fewer than 1,000 people (more than 1,000 requires Park Board approval)</li> </ul>

Event Type		Characteristics
<b>High Complexity</b>	City of Vancouver	<ul style="list-style-type: none"> <li>• Event may include multiple blocks, over multiple days or multiple locations</li> <li>• Combination of streets, plazas and parks</li> <li>• Involves use of sidewalk, curb lane and street closures</li> <li>• Significant impact to pedestrian, bicycle and vehicular traffic in the surrounding area</li> <li>• Involves coordination with one or more of the following: Vancouver Police Department, Vancouver Fire and Rescue Services, Coast Mountain Bus Company, Translink, City of Vancouver Traffic Management, Vancouver Park Board, and Business Improvement Association(s)</li> <li>• Large setup of stages, bleachers</li> <li>• May involve food vending and liquor licensing</li> </ul>
	Park Board	<p><b>Note: High complexity events may require an application by the Vancouver Park Board at least 52 weeks in advance if Board approval is required</b></p> <ul style="list-style-type: none"> <li>• Event exceeds 1,000 people</li> <li>• Setup may include impacts to turf and grass</li> <li>• Event may call for road closure or liquor service</li> </ul>

## Deadlines

Special event application deadlines are based on the complexity and impact of your event plan. The following deadlines are the minimum to apply for community celebrations and festivals, parades, and sport and recreation events.



To apply at these minimum deadlines, all the required planning documents must be submitted with the application. Failure to meet key milestones may result in the inability to receive a cost estimate, the loss of financial incentives available, or denial of an event permit.

While this is often achievable for reoccurring annual events; for first time applicants, it is strongly recommended to apply earlier than these deadlines so you can work with City and Park Board staff on the development of those documents prior to the deadline.

Type of Event	Deadline
Block party	2 weeks
Low complexity event	8 weeks (2 months)

Type of Event	Deadline
Medium complexity event	20 weeks (5 months)
High complexity event	36 weeks (9 months) for City property, 52 weeks (12 months) for Park Board property (if Board approval is required)

### Recurring Events

If you host an annual event, you are encouraged to apply for the following year immediately following the completion of the event in order to secure your preferred date and location. Special events are booked on a first-come, first-served basis and there is no automatic renewal of an event permit or holds on dates until an application has been submitted.

### Application and Permitting Timeline

The steps of the application process will vary based on the size and level of complexity of the event. Each of the following steps will be discussed in depth in the next chapter. Detailed event timelines for low, medium and high-complexity events can be found in the appendix.

0

#### **Before the Application**

Gather required documents, choose desired location and event date

1

#### **Submit Application**

Submit the event application within the appropriate timelines (2, 4 or 9 months in advance of the event depending on the event complexity)

2

#### **Preliminary Event Review**

City of Vancouver and/or Park Board staff will review your event application. More information may be requested at this time.

3

#### **Conditional Approval**

The City of Vancouver and/or Vancouver Park Board may provide conditional approval of the event proposal, or inform the Event Host that the event has not been approved to proceed.

4

#### **Neighbourhood Engagement and Safety Planning**

City of Vancouver and/or Park Board staff will work with you to plan the engagement and safety of your event.

5

#### **FEST Committee Review**

Detailed review of the event proposal by internal and external stakeholders.

6

#### **Cost Estimate Provided**

The City of Vancouver and/or Vancouver Park Board will provide a cost estimate for permitting and services provided.

7

#### **Insurance and Deposits Due**

The Event Host submits insurance documentation and deposits or payment for the event.

8

#### **Final Revisions**

Changes to event details must be made at least 3 weeks prior to the event.

9

#### **Permits Issued**

Final permits will be issued by the City of Vancouver to the Event Host. For events on Park Board property, permits are issued after payment is received.



## Chapter 3: Planning Your Event

This chapter will review what happens in each of the steps of the event application and planning process. This chapter also discusses the core special event components that require careful thought and planning, as well as additional event considerations that may be part of the special event:

### Required Documents

- [Site plan](#) Appendix D: Site Plans on page 58
- [Appendix E: Production Schedule](#)
- [Traffic management plan \(TMP\)](#)
- [Green event planning Guide](#)
- Event safety checklist
- [Community engagement plan](#)
- [Insurance](#)
- [Carbon Intensity Calculations](#)

### Additional Event Considerations

- [Food](#)
- [Alcohol or cannabis](#)
- [Stages and structures](#)
- [Noise or amplified sound](#)
- [Temporary electric power](#)
- [Plumbing and Gas](#)
- [Vending and selling](#)
- [Fireworks](#)
- Amusement devices
- Personal services
- Parking Requirements



## Before the Application

### **Gather the required documents for submission with your application.**

Required documents include:

- Choose your desired location (approval will depend on the availability and suitability of the location)
- Site plan of the event location
- Production schedule
- Green Event Plan
- Event Safety Checklist
- Traffic Management Plan (medium/high complexity events)

### **Select a Date**

Finding a date to hold a street or plaza based public event in Vancouver is one of the most important decisions in the permitting process. Confirming the date you want is available is one of the first things that City staff will do as part of your conditional approval.

In addition to confirming the actual site you are interested in is available, staff will also look for conflicts with events or projects around the City to make sure there is capacity. This is particularly important for higher complexity events.

A general guideline is that the City can support no more than one or two highly complexity events within the same week, due to strain on local resources, traffic and transit congestion, and regional emergency response capacity.

Below is a list of “Restricted Dates” and/or areas that no new major events will be permitted. It is very important that you apply earlier than the minimum deadlines if you are proposing a date(s) around the restricted periods listed below. For example, you may want to consider applying a year or more in advance for very complex events.

### **Restricted Dates**

Certain areas of the City and times of year are already very busy with many types of activities from major roadwork projects, cruise ship season, and existing special events.

The calendar below indicates dates and areas of the City that have little to no capacity for additional events to be permitted. [More information on restricted dates can be found in Appendix K: Restricted Dates.](#)

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Legend

	Restricted dates in the Downtown Core
	Restricted dates City wide

**Bolded dates are holidays**

Broadway corridor

2020 – 2026

- Broadway Subway Project: Broadway from Fraser Street to MacDonald Street and from 4<sup>th</sup> Ave to 12<sup>th</sup> Ave. Please refer to [Appendix I: Broadway Subway Project](#) for a map of impacted areas.



This list may be updated from time-to-time as new projects and events are



## Vancouver Art Gallery

The Vancouver Art Gallery outdoor spaces ([800 Robson St. and ʔxwʔʔənəq Xwtl'e7énk Square](#)) are one of Vancouver's most prominent outdoor event spaces in Vancouver. Located in the heart of Downtown Vancouver, the design of ʔxwʔʔənəq Xwtl'e7énk Square maximizes the central area to allow for gatherings and special events. Key site elements have been thoughtfully placed to encourage positive use of the Square including:

- 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
- Built in accessible power supply for events

When considering the Vancouver Art Gallery as an event space, there are other factors to plan around including:

- Working with area partners including the surrounding hotels, businesses and the Downtown Vancouver Business Improvement Association
- Parking constraints (limited parking in the area)
- Existing food truck permits in the surrounding spaces

The City of Vancouver has a ʔxwʔʔənəq Xwtl'e7énk Square User Guide which provides detailed information on the entire site including its operations and layout.

## Other Locations to Consider

- Vancouver's Queen Elizabeth Theatre, ʔxwʔʔəxən Xwtl'a7shn
- Vancouver Public Library – North and South Plaza



When the City of Vancouver grants permission to use City space for a special event, the Event Host will have the non-exclusive right to use the area within the hours indicated on the permit and Letter of Agreement issued upon event approval. It is expected that the Event Host will provide uninterrupted and unrestricted access to the event area by Fire, Police, medical, ambulance and City personnel throughout the event.

## Right to relocate events

Certain civic plazas such ʔxwʔʔənəq Xwtl'e7énk Square at the Vancouver Art Gallery are the only spaces that can accommodate large public events and protests in the downtown core. As such, the City manager, on occasion may need to permit large events, or there may be a protest or demonstration on one of these few sites that can accommodate large crowds. In a situation where an event is already in the permitting process or has received a permit for one of these sites, the City will have the right to relocate the event to another nearby or offer an alternate date at that site at no additional cost or penalty to the City.

## Step 1: Submit Application

Complete and submit the application form with your required documents. The cost to apply is \$100.00 (non-refundable). Documents that should be submitted at the time of application include:

- Site plan
- Production schedule
- Green event plan
- Carbon intensity calculator
- Event safety checklist
- Traffic management plan (if applicable)

The City of Vancouver Special Events office uses an [online application portal](#) system. The City also offers several tutorial videos online including how to register on the system, and how to submit a parking request.



### Film and special events video tutorials

If you are a new user to our online permit application portal and would like to learn more about the film permit application process and requirements, please watch our short tutorial videos below.

Ready to  
apply?

Register and apply  
for a permit

## Step 2: Preliminary Event Review

The City of Vancouver and/or the Vancouver Park Board will confirm receipt of the event application within 2 weeks of application date. Confirmations will include:

- Information on who the assigned Special Event Officer from the City of Vancouver and/or the Vancouver Park Board will be. The assigned Special Event Officer is the primary contact for all City or Park Board questions, concerns or requests pertaining to the event.
- The Special Event Officer will provide the Event Host with a COVID-19 questionnaire (more information related to COVID-19 can be found in [Chapter 4: Application Documents](#)).
- Confirmation of event classification (low, medium, high complexity).
- Staff will review the application and check proposed event date(s) and

location(s).

- Staff will advise of any other stakeholders that should be consulted on the event.
- A preliminary meeting may be scheduled for large or complex events in order to learn more information.
- The City of Vancouver and/or the Park Board may request more information or additional documentation.

### Step 3: Conditional Approval

Staff will review the event plan and supporting documents. At this point the Event Host will receive conditional approval of the event, or will be informed that the application has not been approved.

- Conditional approval may come with specific conditions that must be met before a permit is issued, including:
  - Subject to achieving GHG emission targets in carbon intensity calculator
  - Subject to approval bus re-routes by Coast Mountain Bus Company
  - Subject to approval of BC Liquor Control Branch
  - Subject to completion of a neighbourhood consultation that verifies majority support for the event
- Event Host/Applicant must be in good standing with the City of Vancouver

### Step 4: Community Engagement and Safety Plans

City of Vancouver staff will work with the Event Host to confirm requirements for community engagement and notification plans.

- Low complexity events often require a simple notification to businesses and residents impacted by the event. Medium and high complexity events will require some level of community engagement as a condition of final permit approval. For more information on [Community Engagement plans](#), see the Community Engagement section.
- Staff will review and work with the Event Host on event safety planning. For more information on safety planning, see the [Safety Planning section](#).

### Step 5: FEST Committee Review

The FEST (Festival Expediting Staff Team) is comprised of internal and external stakeholders who have a role to play in supporting special events in the City of Vancouver. Small to medium sized events may not need FEST Committee review but all high complexity events do. FEST Committee members include:

- City of Vancouver Film and Special Events
- Vancouver Police Department
- Vancouver Fire and Rescue Services
- Vancouver Coastal Health
- City of Vancouver Traffic and Data Management branch

- BC Ambulance Services
- TransLink
- Coast Mountain Bus Company
- City of Vancouver Business and Liquor Licensing
- BC Liquor Control Branch
- Vancouver Board of Parks and Recreation
- Port of Metro Vancouver
- City of Vancouver Arts, Culture and Community Services
- Transport Canada

The FEST Committee will review the application and collaborate with the Event Host to address any major operational or public safety requirements or concerns. Preliminary event plans may need to be modified at this time.



Please note: The Vancouver Park Board requires conditional approval by FEST Committee in order to take an event proposal to the Park Board for approval.

### **Vancouver Police Department**

After Fest Committee review, it may be determined that Vancouver Police resources are required for safety or traffic management. The VPD Emergency Operations and Planning Section (EOPS) is responsible for planning and staffing deployments for special events. Please see the VPD Emergency and Operations Planning Section's VPD Booking Requests Guidelines document for full information on how to book Police for special events.

## **Step 6: Cost Estimate Provided**

- Estimate accuracy is highly dependent on the Event Host providing documents complete and on time. Late applications and late finalization of event details may result in an inability for the City of Vancouver to provide an accurate estimate to the Event Host prior to the event.
- Estimates are given within ranges based on the kinds of services needed to support your event. If your event requires work from service providers such as Sanitation, Vancouver Police, or Traffic Operations, these costs will be built into your estimate.
- Additionally, eligibility for any FestShare financial support for free public events will also be confirmed at this time.

## **Step 7: Insurance and Deposits Due**

- A deposit is required four weeks prior to the event. Deposits are calculated based on the total expected costs to the City or Park Board, and will be



calculated by your Event Officer.

- Submission of the appropriate insurance to the City of Vancouver and/or the Vancouver Park Board must be completed 4 weeks prior to the event. See the Insurance section for more information about how to submit insurance.

## **Step 8: Final Revisions**

- Any changes to the event (such as changes to the site plan or event schedule) should be made at this point. No changes will be accepted within three weeks of the event date.
- Depending on the type and timeliness of change requests received at this time, cost estimating may not be available.

## **Step 9: Permits Issued**

- The permit(s) will be issued to the Event Host from the City of Vancouver and/or Vancouver Park Board one to three weeks before the event date. The Vancouver Park Board will issue permits after payment is received.

## **Step 10: Event Day**

- Host your event!

## **Step 11: Post Event Follow-up and Invoices**

- Depending on the size and scale of your event, the City of Vancouver may request a post-event debrief after your event has taken place.
- The City of Vancouver will issue the final invoice to the Event Host within approximately 4 weeks after the event date. Any amounts owing, or refundable, will be due immediately





## Production Schedule

The production schedule is the master timeline for coordinating the event and should be used by all members of the event staff. Things that should be included in the production schedule include:

- Prep dates and times (what time will your event be arriving on site, how long will set-up take, etc.)
- Event start date
- Date and times of associated road closures or traffic control if applicable
- Event duration and list of activities and their respective start-times within the event
- Event end time
- Event strike dates and times (when will the event end, and how long will tear-down take, etc.).

For an example of an event production schedule, see [Appendix E: Production Schedule](#).

## Event Safety Checklist

The event safety checklist describes the steps taken to mitigate hazards at a special event. Additionally, the safety checklist outlines the steps in place to handle an incident or major emergency if one occurs. The Event Safety Checklist covers the following safety considerations and the following information is required:

- Identification of possible hazards
- Hazard mitigation strategies
- Event communications if an emergency were to occur
- Emergency on-site contact information
- Event medical planning
- Event security
- Risk and liability management

For ease, the event safety checklist can be filled out and [submitted online](#).

## COVID-19 Risk Assessment

Since March 2020, the City of Vancouver (FASE), Park Board and Licensing special event offices have been operating under the orders and protective measures that the Provincial Health Officer has put in place for large events and gatherings. The City of Vancouver and Park Board recognize this challenging time and are here to support Event Hosts to the greatest extent possible.

Event Hosts and permitting bodies have been ordered to limit public gatherings for the safety of all, including events both indoor and outdoor, sporting events, conferences, meetings, concerts, religious gatherings, etc. While guidance and regulations are changing often, the latest information and the [Provincial Order](#) can

be found on the [Province of British Columbia's website](#). Additionally, the City of Vancouver has a [COVID-19 special event FAQ](#) available online.

In order to properly abide by the Provincial order on gatherings and events, Event Hosts will need to fill out the COVID-19 Special Event Questionnaire. This questionnaire is used to establish whether the event plan meets current COVID-19 protocol (attendee limits, cleaning protocols, etc.), or whether further work needs to be done for the event to meet proper requirements. This questionnaire is required in order for events to proceed through the planning and permitting process, and it is highly recommended that Event Hosts apply well in advance of the [application deadlines](#), as it may take some time and additional planning to meet the COVID-19 requirements.

More information on the City of Vancouver's COVID-19 protocol for special events can be found [here](#).

### Things to Consider:

It is critical that the Event Host determines the best approach for safety and emergency preparedness at their event. Here are some things to consider:

- What are the general impacts and hazards associated with the event?
- Have the event activities/ neighborhood impacts and their associated hazards and mitigation strategies been considered?
- What resources are required with each location(s)? For each hazard, has a mitigation action or strategy to protect attendees, volunteers and staff been designed? (i.e. signs, fencing, security personnel)
- Have individuals who are responsible for making decisions in the event of an emergency been identified? Where is this information captured? Are there clear methods of communication identified? (i.e. phone, radio, whistles while onsite at the event)
- Are there crisis/ emergency communication scripts ready?
- Has emergency access/ egress to the event site been identified? Have they been communicated to emergency services personnel?
- How will the event deal with vulnerable adults or lost children?
- Does the event and the associated activities need medical personnel and services on site? How close is the nearest hospital?
- What options and modes of communication are being used to communicate to event attendees during the event? Before the event?



This is not a definitive list and the Event Host is responsible for being prepared for any emergencies that may occur. The FEST committee may require more information with regard to safety planning, and the Event Host is responsible for providing information to the satisfaction of the FEST committee. If the event has restricted access to the event area, or normal access routes have been eliminated due to the event, emergency services may be required at the event to maintain minimum emergency service requirements for the immediate area.

Once the City of Vancouver and/or Vancouver Park Board review the event application and Event Safety Checklist, a more comprehensive safety plan may be required.

## Community Engagement

Community engagement plans are important to make sure that residents and businesses are aware of the event, and give the chance for the community to connect with the Event Host to raise any concerns that may need to be addressed.

### Things to Consider

- Do you need to meet with community groups to gain support and discuss possible ways of minimizing impact on the neighbourhood? If not, how will you inform the community about your plans and how your event may affect the community?
- Can you foresee specific areas of programming that will affect the neighbourhood adversely? How can you minimize those effects?
- Have you considered your hours of operation and how they will affect the surrounding areas?
- How might your event affect traffic patterns in the surrounding area and what can you do to minimize the impact on local residents and businesses?
- How will your set-up and take down affect the surrounding areas?
- How will you minimize the noise created by your event (including set-up and takedown)?
- Who can the neighbourhood contact if there is a problem? How will you notify the neighbourhood of any contact numbers for your event? Include our contact information in any notification to the community.



This not a definitive list and you are responsible for addressing community concerns. As well, the FEST committee may require more information. You are responsible for providing information to the satisfaction of the FEST committee.

### Notification Requirements

After required community engagement is completed, a formal notification of the event details must be distributed to businesses and residents impacted by the event before a permit is issued. In that notification you must include the following:

- When your event is (start time/ day and end time/ day)
- Where your event is (including the route, if it a run, parade, march or similar event)
- What transit interruptions there will be (if any)
- What traffic disruptions there will be (if any)
- What parking restrictions there will be (if any)
- Contact information for someone who can respond directly to community concerns before, during, and after the event.

## Traffic Management Planning

The City of Vancouver may approve special event activities on roadways, pedestrian, and bicycle facilities. Approvals are on a case-by-case basis and may require a Traffic Management Plan and the use of qualified traffic control personnel. Traffic management considerations include:

- Managing the movement of people in and out of the event area, what steps will be taken?
- How many people will be attending the event?
- Can alternative transportation be encouraged such as walking, cycling, Mobi Bike Share, transit or carpooling?
- Where will event attendees park? (Many neighbourhoods are restricted to resident or permit parking only areas)
- Will any streets be closed to vehicular, pedestrian or bicycle traffic?
- Will the event require a Traffic Management Plan?
- Will the event take place on a transit route? If so, are there trolley wires on the street?

## Traffic Management Plans (TMP's)

A Traffic Management Plan is a comprehensive document that details the strategies used for protecting event attendees and workers while safely and efficiently moving road users through or around the event zone. A complete plan includes the following sub-plans:

- Traffic control plan
- Implementation plan
- Public information plan
- Incident management plan

These plans must comply with [The BC Ministry of Transportation and Infrastructure's Traffic Management Manual](#) for Work on Roadways and Work Safe BC Regulations .

TMPs will require varying levels of detail and design depending on their application and location. For example, a closure of a local street is treated differently from a major arterial, bridge, or downtown intersection. There are three categories of plans defined as:

- **Category 1**- Simple traffic setups with minimal traffic volumes, limited changes to travel paths, and limited event hazards
- **Category 2**- Somewhat complicated plans with minimal traffic volumes and work hazards, or simple traffic setups with higher volume traffic and event hazards.
- **Category 3**- Complicated traffic setups with unique challenges or high hazards. These plans must be signed and sealed by a Professional Engineer who is licensed in British Columbia and qualified and experienced in traffic management planning and roadway safety

It is strongly recommended that event organizers engage a traffic professional/consultant before they develop a traffic management plan. Traffic professionals can help event organizers determine the traffic management plan category level. **A guide to how to determine what category** of Traffic Management Plan you need can be found in [Appendix F: Traffic Management Plans and Traffic Control Plans](#).



Please note that Category 3, and some Category 2 Traffic Management Plans are **required to be signed and sealed by a Professional Engineer** who is licensed in British Columbia and qualified and experienced in traffic management planning and roadway safety.

Provincial regulations require event organizers to have a traffic management plan for all events that take place on public roadways. However, event organizers will only need to submit a full traffic management plan to the City of Vancouver if the plan is classified as Category 3.

For most events, event organizers will only need to submit a **traffic control plan** to the City for review and acceptance. A traffic control plan must be submitted to the City if the event impacts a:

- Travel lane on an arterial or collector street (for example streets with painted lines)
- Part time travel/parking lane
- Bicycle facility (for example local street bikeway, bike lanes, shared travel lanes, etc.)
- Pedestrian facility (for example sidewalk, crosswalk, pathway, or greenway)

## Traffic Control Plans

A traffic control plan is a sub-plan in a broader traffic management plan. A traffic control plan consists of the following:

- Outlines the temporary traffic control devices used to protect event attendees and move road users safely through the work zone
- Details how and where the specific traffic control devices will be used and



- implemented and on what schedule
- Should be approved by the event organizer and, in most cases, submitted to the City for review and acceptance

Once a Traffic Management Plan or Traffic Control Plan has been created and accepted by the City and there have not been any significant changes, the plan may be resubmitted for subsequent years if the event is recurring. However, the TMP will still be reviewed to ensure that it adheres to both City and Provincial requirements. If there have been changes to city streets or the event, the plan may require updating.

### Traffic Control Devices

Event Hosts are responsible for procuring all traffic control devices (i.e. traffic barricades, signs, delineators, etc.) that are shown on the traffic control plan. All traffic control devices must comply with the requirements specified in the MoTI Traffic Management Manual for Work on Roadways. The City does not supply or install traffic control devices for special events.

### Before and During your Event

Event Hosts are responsible for doing a final check of the event area/route before the event. Drive or walk the event or event route to identify any road defects, issues, lack of signage, or anything else that may be an interference to the event.

## Green Event Planning Guide

The City of Vancouver encourages Event Hosts to think about waste, energy, and materials consumed over the course of an event and its associated activities.

Engaged and educated event staff, vendors and volunteers are vital to the overall success of greening a special event. The City requires the [Green Events Planning Guide](#) to be submitted with the special event application. Additionally, the City of Vancouver also has staff that can assist Event Hosts with building the green event plan for their events. **Event Hosts must make sure to create a plan for cleaning the area post-event.** If event debris is left on-site after the event, the Event Host will be charged for the cost of garbage collection.

### Green Supplies and Equipment

The City of Vancouver has equipment available for special events, including:

- waste and recycling bins
- water fountains
- bike racks
- signage

The City of Vancouver's services include delivery, pick-up, and cost of waste disposal.

## Carbon Intensity Calculations

In order to achieve a meaningful and continuous decrease in carbon emissions from Special Events, the City Manager has set out the requirement for carbon intensity calculations to be submitted with each event application.

### **Benchmarking Year:**

Beginning in January 2021, all special events wishing to access FestShare must benchmark their carbon intensity as a ratio of GHG (greenhouse gas) emissions per 1000 attendees. This would be considered the benchmarking year.

### **Recurring Events:**

After a benchmarking, a recurring event must use the carbon intensity calculator to demonstrate an annual reduction in carbon intensity that will result in achieving a target of zero emissions by 2030\*. A charge that provides a list of annual reduction requirements depending on the benchmarking year, as well as other examples and resources can be found in [Appendix G: Carbon Intensity Calculations](#).

## Carbon Intensity Calculator

In order to help calculate carbon intensity, the City has created a calculator that would be adequate for most low, and medium complexity special events. Highly complex events can also use the City's calculator, or may request permission to develop and use an alternative calculator so long as the output results in a final measure of GHG per 1000 attendees.

The calculator is in the form of an Excel spreadsheet and can be downloaded from the City's special event permitting webpage.

## Zero Emissions Energy Sources

While it may seem daunting at first, GHG reduction targets are very achievable; as a matter of fact, many events in the City of Vancouver have been at or above these targets for years. The following are considerations that factor into GHG emission reductions.

- In Vancouver we are very fortunate that almost all of our electrical grid power comes from renewable sources
- When surveying an event site, look for power outlets that are available to use and work with merchants in the area to make arrangements to plug in where possible.
- Consider portable battery systems. A number of portable battery solutions have come on the market in recent years, many of them developed right here in British Columbia, and the technology improves continuously.

- Work with vendors who come to the event to make sure they bring zero emissions energy sources, or are prepared to plug into the zero emission sources available onsite.

If a non-renewable energy source must be used (such as a generator), consider the most efficient way to use it. For example, can vendors or activities be consolidated to one shared generator rather than many small generators around the site?

## Insurance

Liability insurance is mandatory and must be provided to the Special Event Office or Park Board Event Office in advance of the event. Final approval for an event can only be given after insurance is in place. Liability Insurance – with coverage as required by the City – is mandatory for events or activities on City and Park Board property, and for the use of any City or Park Board facilities. Insurance should be provided on the City of Vancouver/ Vancouver Park Board standard insurance documents:

- [Liability Insurance Certificate for Filming and Special Events \(City and Parks property\)](#)
- [Liability Insurance Certificate for Facility Use \(Park Board\)](#)

### Minimum coverage requirements

The minimum insurance requirements for events or activities on City and Park Board property is a **minimum coverage limit of \$2,000,000** Commercial General Liability insurance against third party claims for bodily injury, death, property, and loss of use. In some circumstances, higher coverage may be required, depending on:

- The nature of the facility use or special event (traffic impacts, attendance numbers)
- The duration of the event
- The location of the event

### Additional Requirements

All required insurance policies must include the following:

- A cross liability clause
- An additional insured endorsement naming the City of Vancouver, its affiliated boards and associations, their respective employees, officers, agents and volunteers as “Additional Insured” with respect to liability arising out of the activities conducted by or on behalf of the named insured.
- Fifteen days of written notice for cancellation or any material change that will reduce the coverage of the policy.
- For filming and special events – An additional insured endorsement naming the City of Vancouver, Vancouver Board of Parks and Recreation, Vancouver Police Board, Vancouver Public Library Board and Vancouver Art Gallery, their respective employees, officers, agents and volunteers as “Additional Insured”

with respect to liability arising out of the activities conducted by or on behalf of the named insured.

- For use of City, parks, sport fields, community centre facilities – An additional insured endorsement naming the City of Vancouver, Vancouver Board of Parks and Recreation and its affiliated community centre associations and societies, their respective employees, officers, agents and volunteers as “Additional Insured” with respect to liability arising out of the activities conducted by or on behalf of the named insured.

These requirements are the minimum insurance necessary to use City and Park Board property and facilities. You are responsible for obtaining, at your own cost, any additional insurance required by law or otherwise necessary or advisable.

### **Drones and Aviation Liability Insurance**

Drones are regulated by Transport Canada and there are very specific conditions related to the legal operation of drones at or near public events. Drone operators must be properly licensed and comply with all Transport Canada regulations.

If an organizer is able to meet the Transport Canada requirements to fly a drone at or near a public event, the Event Host will be required to obtain aviation liability insurance as per the conditions of the event permit and/or an event licensing agreement. Note that Vancouver Park Board may have environmental restrictions for flying drones in Parks.

## Chapter 5: Event Components

The following sections will outline the general expectations for each application component.

### Event Parking and No Stopping Zones

The Special Event office can approve and issue parking permits (“temporary no stopping zones or TSZ’s) if it is necessary to support the following (but not limited to) needs:

- Load in/out for the event
- Safety clearance
- Residential parking replacement
- Route clearance

Per [the Street and Traffic Bylaw 2849](#) fees are charged for requests for signage and for use of any portion of a street that may include meters. This is reflected as the “signage fee” and “hooding fee”. Additionally, if requests for parking span beyond two weeks, additional fees per week will be applied. Events that are commercial in nature are also subject to lost meter revenue (LMR) costs as outlined in the Bylaw.

Applications should request parking through their Special Event Officer at least two weeks before the event date to ensure the request can be processed.

### Food, Personal Services and Animals

Vancouver Coastal Health (VCH) provides health protection to the local general public, and regulates vendor services at special events in accordance with the Food Premises Regulation. It is the responsibility of the Event Host to coordinate event food and vendor services with VCH. VCH reviews applications to ensure that there is safe food and water at the event, adequate washroom facilities, and that sewage is handled in a sanitary manner.

The following types of services need to be authorized by Vancouver Coastal Health:

- Temporary food service booths
- Temporary food product promotion booths
- Temporary food market booths
- Mobile food premises (i.e. food trucks or carts)
- Personal services (services that are provided to the body of another person such as massage or beauty services)
- Animal areas (petting zoos, animal exhibits, etc.)

Some scenarios do not require VCH applications, including:

- If food being served is pre-packaged, non-perishable food that is produced in an inspected commercial kitchen as a fully packaged product. There is no portioning of the product at the event.
- If the event is providing whole fruits and vegetables and there is no portioning of the product at the event.
- If the event vendor has an existing mobile food permit with VCH. (Out of region mobiles may be required to apply so that VCH has the necessary information in the database.)

The Event Host should identify the types of food premises or activities offered at the event. The Event Host should gather contact information from all those providing these services at their event and inform Vancouver Coastal Health of the planned vendors/activities.

Ensure that all necessary temporary food and personal services applications have been fully completed and provided to VCH along with a complete food vendor list and site plan at least 14 days prior to an event. The site plan should indicate food vendors and sink locations. The City of Vancouver recommends applying to Vancouver Coastal Health at least 6 weeks in advance to ensure permits are ready in time for your event. **The larger the event, the more time that is needed to process applications.**

More information can be found in the [Temporary Event Coordinators Planning Guide](http://www.vch.ca/Documents/Temporary-event-coordinators-planning-guide.pdf) (<http://www.vch.ca/Documents/Temporary-event-coordinators-planning-guide.pdf>).

## Alcohol and Cannabis

If an event has liquor or cannabis products, there are additional permits required. Obtaining these permits will add time to the event planning process and increase the event complexity level.

### Liquor

The BC Liquor and Cannabis Regulation Branch (LCRB) regulates the special occasion Licences for both private and public events. Public special occasion Licences must also be approved by the Vancouver Police Department's Special Occasion Licensing Committee. Additionally, Event Hosts are required to make additional arrangements on site when planning to sell liquor. These requirements include (but not limited to):

- Ensuring access control limited to those who are 19+
- Fencing and security around liquor distribution area
- [Serving It Right](#) certified event staff

More information about Liquor special event permits can be found at [specialevents.bcldb.com/](http://specialevents.bcldb.com/)

The Province of BC offers a [Special Event Permits- Terms and Conditions Handbook](#) that provides detailed information about liquor service regulations.

**Cannabis** Cannabis is now treated similarly to other controlled substances in terms of its sale or service at a special event and like alcohol, the BC Liquor and Cannabis Regulation Branch regulates cannabis at special events. In addition, all City by-laws related to smoking in public spaces will also be applied to the use of cannabis products at events.



No smoking of cigarettes or cannabis is permitted on Vancouver Park Board properties. Take this opportunity to designate your outdoor event as smoke and vape-free, [download a free planning guide and signage](#). For more information, contact the VCH Tobacco and Vapour Products Reduction Program at (604)-675-3800 or email [smokefree@vch.ca](mailto:smokefree@vch.ca).

Promotion and marketing of cannabis and cannabis related products is regulated by the Federal Cannabis Act and it is entirely the responsibility of the organizer and 'cannabis promotor' to ensure they do not violate the Act.

Information on provincial legislation, regulations, and policies on cannabis can be found at the following links.

- [Handbook for marketing of non-medical Cannabis in British Columbia](#)
- [Federal Laws and Regulations](#)
- [Cannabis Act Promotion Prohibitions Fact Sheet](#)
- [More information from the City of Vancouver](#)

Controlled Substances and Cannabis Branch  
Email at [cannabis@canada.ca](mailto:cannabis@canada.ca) or Telephone or toll-free at 1-866-337-7705.

## Stages and Structures

### Events on Private Property

If an event includes structures, a building permit from Development Services is necessary for structures such as:

- Bleachers (grandstands)
- Stages higher than 1.2m (4 feet) or Larger than 40m<sup>2</sup> (430 f<sup>2</sup>)
- Tents Larger than 60m<sup>2</sup> (645 ft<sup>2</sup>)
- Where a series of structures are placed within 10ft. of each other with a combined square footage of 640ft<sup>2</sup>
- If proposing a cluster of 10 x 10 tents or any cluster of undersized tents exceeding 60m<sup>2</sup> unless placed 3m apart.

Other things to note where stages and structures are concerned:

- Stages and tents should be no higher than 15 feet from the ground when

setting up on a road with overhead trolley lines

- Where multiple 10X10 tents are required and exceed 60m<sup>2</sup>, tents must be placed 3m apart.
- The set-up and takedown of tents must comply with the Vancouver Noise Control Bylaw.



It can take 2 to 3 weeks to get a building permit for small to medium sized events and from 4 to 6 weeks for larger events. Please apply for building permits well in advance of the special event date. For detailed building permit information, the [Vancouver Building By-law 2019](#) is available online.

### Events on City Property

Any structure exceeding 640ft<sup>2</sup> or stages over 430 ft<sup>2</sup> and/or higher than 4ft. requires an Engineer review and stamped drawings ([letter of assurance schedule B](#)).



## Temporary Electrical Permits

If an event plans to use a generator or existing building's power supply for their power needs, it's likely that a temporary electrical permit will be required.

To verify whether an event requires a temporary electrical permit, Event Hosts may contact the City's Electrical Inspection Branch. Before contacting the Electrical Inspection Branch, please have the following information ready to provide:

- What is the power source for the event?
- What equipment is being installed and for what purpose? (i.e. lighting for a stage etc.)
- If possible, provide a sketch or a layout of the event and the power supply source

Electrical permits can only be obtained by an approved electrical contractor as per the [City's Electrical By-Law No. 5563](#). For more information or to obtain an electrical permit, visit the [City's electrical permitting website](#). The Electrical Inspection Branch requests at least 7 days' notice for all electrical permit applications. Further questions can be directed to:

**Wayne White- Assistant Manager/ Deputy City Electrician**

Email: [Wayne.white@vancouver.ca](mailto:Wayne.white@vancouver.ca)

**Jason Rowley- Manager/ Deputy City Electrician**

Email: [Jason.rowley@vancouver.ca](mailto:Jason.rowley@vancouver.ca)



For any event that uses power, you are responsible for ensuring that all electrical equipment is installed and operated safely, regardless of if you require an electrical permit or not.

## Plumbing and Gas Permits

Plumbing and gas permit requirements depend on whether the event is taking place on private property or on City property. In both scenarios, the City of Vancouver works very closely with Vancouver Coastal Health and Vancouver Fire and Rescue Services to ensure safety measures are in place.

### Events on Private Property

Any event that has plumbing or natural gas components (such as sinks, washrooms, water pipes, gas stove, grease traps etc.) on private property will require a plumbing permit.

Plumbing and gas permits can only be obtained by an approved plumbing/ gas contractor. For more information or to obtain a plumbing/ gas permit visit the [City's website](#). The Plumbing and Gas Inspection Branch requests at least three to four

weeks' notice for all permit applications.

Questions about plumbing and gas permits can be directed to:

**Email:** [plgchecking@vancouver.ca](mailto:plgchecking@vancouver.ca)

**Phone:** (604) 873-7579

## Events on City property

### Water

If an event requires access to a fire hydrant on City property for the purpose of temporary water supply, a hydrant use permit is required from the City's Water Design Branch. For more information on how to obtain a hydrant use permit, or to apply online, visit the [Water Design Branch website](#). Applications for use of fire hydrants need to be a minimum of 2 business days in advance. Further questions can also be directed to:

**Email:** [watercommercialpermits@vancouver.ca](mailto:watercommercialpermits@vancouver.ca)

**Phone:** (604) 829-9287



Grey water and other waste produced in the preparation of food must be taken off-site and disposed of appropriately; the waste cannot be deposited into the local sewer or storm-drain system.

### Gas

Use of propane on City property for special events is permitted by Vancouver Fire and Rescue Services. Questions about propane use on City property can be directed to the Fire Prevention Captain:

**Email:** [FRSEC@vancouver.ca](mailto:FRSEC@vancouver.ca)

**Phone:** (604) 873-7860

### Water Features

Water features need to be properly permitted through the City of Vancouver as well as Vancouver Coastal health. Stagnant water left in idle water systems and piping can lead to harmful bacteria such as Legionella. Features of particular concern include:

- Recreational or physical therapy tubs
- Cooling equipment (i.e. misters, spraying devices)
- Water features (decorative fountains)
- Plumbing fixtures

More information about Legionnaire's Disease and temporary special events can be [found here](#).

## Transit Interruptions

Coast Mountain Bus Company's (CMBC) priority is to provide scheduled bus service to transit passengers. Event Hosts must receive prior approval from CMBC's Special Events department if the proposed event has any impact to transit service such as:

- Change to transit routes
- Relocation of a bus stop
- De-energized trolley overhead wires

If any of the following services are required to facilitate an event, the costs will be incurred by the Event Host:

- Reroute/diversion of any bus route
- Bus stops signage
- Dieselization cost
- Pole pullers
- Extra buses
- Extra manpower

For more information on working with Coast Mountain Bus Company, please reference [Appendix I: Working with Transit](#).



### **Broadway Subway Project**

From 2020 – 2025 street use around Broadway will be significantly impacted by the Broadway Subway Project. During this time, special event permit applications may be subject to restrictions or rejection. Refer to the Broadway Subway Project map of impacted areas in [Appendix J: Broadway Subway Project](#) for more information.

## Noise Bylaws

All events must comply with the [Noise Control Bylaw](#). The bylaw limits how much sound can come from any source at the event itself, and during set-up or take-down. The bylaw helps ensure that the general public and the surrounding areas are not adversely affected.

### **If the Event has Amplified Sound**

The City of Vancouver's Special Event Office will check to ensure that you can control noise levels caused by the event. While some exceptions can be made for special circumstances, the Special Events Office requires that Event Hosts:

- Limit the set-up and take-down to between 7 a.m. and 11 p.m. (8 a.m and 10 p.m. on Sundays and holidays)
- Include information about amplified sound equipment on the site plan
- Ensure the sound technician can monitor sound levels from any amplification equipment with a sound level meter and adjust sound levels as necessary.

Sounds should not exceed 75dBC.

## Vending and Selling

All vendors attending an event must have a valid City of Vancouver business licence and abide by all of the [Street Vending By-Law No.10868](#) and all other applicable by-laws to operate a business in Vancouver. Home-made foods cannot be sold at special events *except* for at sanctioned Farmer's Markets with a designated Market Manager who oversees homemade food sales vendors.

It is also important to know that when the event becomes primarily about vending, it will be classified as a **Commercial Event** (considered not eligible for FestShare (see [Chapter 6: City Service Fees and Financial Support](#))). For example, some food trucks at a parade or large community festival would not be classified as commercial and qualify for FestShare, but an entire event with the primary purpose being the gathering of food truck vendors for a "food truck festival" would be considered a commercial event and not qualify for FestShare.

## Farmer's Markets

Per the Street Vending By-Law No. 10868, a Farmer's Market consists of at least 11 open-air stalls or booths and only sells local, fresh varied fruits and vegetables and other food items. No more than 40% of the total number of stalls can be used for the sale of ready-to-eat foods, and no more than three vendors can sell or provide samples of alcohol.

## Fireworks

All fireworks fall under the jurisdiction of the Vancouver Fire and Rescue Services. Generally, there are two types of event fireworks, *display fireworks* and *pyrotechnic special effects*.

- *Display fireworks* are typically used in public fireworks displays. They are only used outdoors.
- *Pyrotechnic special effects* are used in sporting or other public events. They may be used indoors or outdoors.
- As well, display fireworks and pyrotechnic special effects are regulated by the federal government. Display fireworks and pyrotechnic special effects must be:
  - Approved by Vancouver Fire and Rescue Services before the event.
  - Installed and discharged by a pyrotechnic special effect technician certified by Natural Resources Canada. Your pyrotechnic special effects technician or special effects company can help you with this process.

## Natural Resources Canada

Natural Resources Canada (NRC) regulates pyrotechnics (fireworks) and explosives, as well as regulating pyrotechnics technicians. More information can be found on Natural Resources Canada's [website](#).

# Chapter 6: City Service Fees and Financial Support

## Fees and Costs

Permit charges may apply when occupying City streets, sidewalks, lanes, plazas, and parks for your event. Additional costs would apply when requesting city services such as parking signage, sanitation, or the Vancouver Police Department's Traffic Authority.

An estimate of anticipated costs will be determined ahead of the event by the Special Event Office. A deposit (amount will be determined by the City of Vancouver and/or The Vancouver Park Board) is typically\* provided 4 weeks in advance of the event. If after the event the actual charges are higher or lower than the estimate, the remaining funds or balance owing will be sent to the Event Host. The final invoice will provide an invoice showing a breakdown of all event charges.



Charges may exceed the estimate if an event runs late, if there are changes to the event plan, or if there are crowd management issues that require additional equipment or personnel. Event Hosts of events that exceed the permit conditions will be responsible for all costs associated.

\* Estimates may be delayed if the applicant is unable to meet deadlines to provide information necessary for estimating purposes.

## Event Fees and Costs

Fees and costs may be adjusted from time-to-time, final charges will be confirmed when event invoice is provided. All fees are subject to GST.

## City of Vancouver Fees

Description	Permit Fee
<b>Application Fee (non-refundable)</b>	\$100 (waived until October 2021)
<b>Special Event Permit</b>	\$100
<b>Temporary No Stopping Zone (TSZ) *change every January*</b>	As per <a href="#">street and traffic by-law 2849</a>
<b>Lost Meter Revenue</b>	As per <a href="#">street and traffic by-law 2849</a>
<b>Vancouver Police Department</b>	Labour and material
<b>Park Permit</b>	Refer to Park Board Fee schedule on <a href="#">Park Board website</a>
<b>Engineering Operational Services</b>	Labour and materials Plus 15% admin fee

Below is a general guide on the average costs of hosting events in the City of Vancouver:

Type of Event	Estimated Cost Range
Block party	Free
Low complexity event (no street impacts)	\$100 to \$1,000
Medium complexity event in a public plaza or with minimal street impacts	\$2,500 to \$5,000
High complexity event- One day multi-block street festival	\$25,000 to \$50,000
High complexity event- marathon or race	\$100,000 to \$150,000
High complexity event- parade	\$25,000 to \$150,000



Failure to pay deposits and fees by required deadlines may result in termination of the permitting process and potential denial of an event permit. All costs incurred prior to that date must be paid by the applicant in full before the permitting process would restart, or before any future applications would be accepted.

### Vancouver Park Board Fees

The Vancouver Parks Board fees vary depending on the type of event (commercial or non-profit) and the number of participants that attend. There are many other variables that change the price of the event. Some examples that would increase the price include:

- The number of days the event requires
- Need for Ranger supervision required
- Fees for electrical
- Fees to stop irrigation services

For more detailed information on Park Board charges, please discuss with your Event Officer who will assess the cost for you based on what your event will require. Detailed Park Board fee information can be found on the [Park Board's website](#) or contact [parkevents@vancouver.ca](mailto:parkevents@vancouver.ca).

## FestShare Support for Special Events

### FestShare

FestShare is a program in which the City participates by sharing some of the costs listed below associated with providing City services for eligible special events. Eligible events must be open to the public and of a non-commercial nature; additionally, free events will receive a higher level of support (FestShare Level 2) than those events that are not free (FestShare Level 1).

Furthermore, beginning in 2021 all events must meet requirements for reduction of their carbon intensity (GHG emissions) in order to qualify for any level of FestShare.

FestShare is only applied to operational costs directly incurred by the City of Vancouver Engineering Department, Vancouver Police Department and Vancouver Fire Department, which are listed in further detail below. FestShare is not applied to any costs or fees charged by the Vancouver Parks Board or any other public property or facility that has its own fee and rental policy; such as Vancouver Civic Theatres, Vancouver Public Libraries, or Vancouver community centres.

#### **FestShare level 1**

- 100% of Operational Services costs up to a maximum of \$1,000

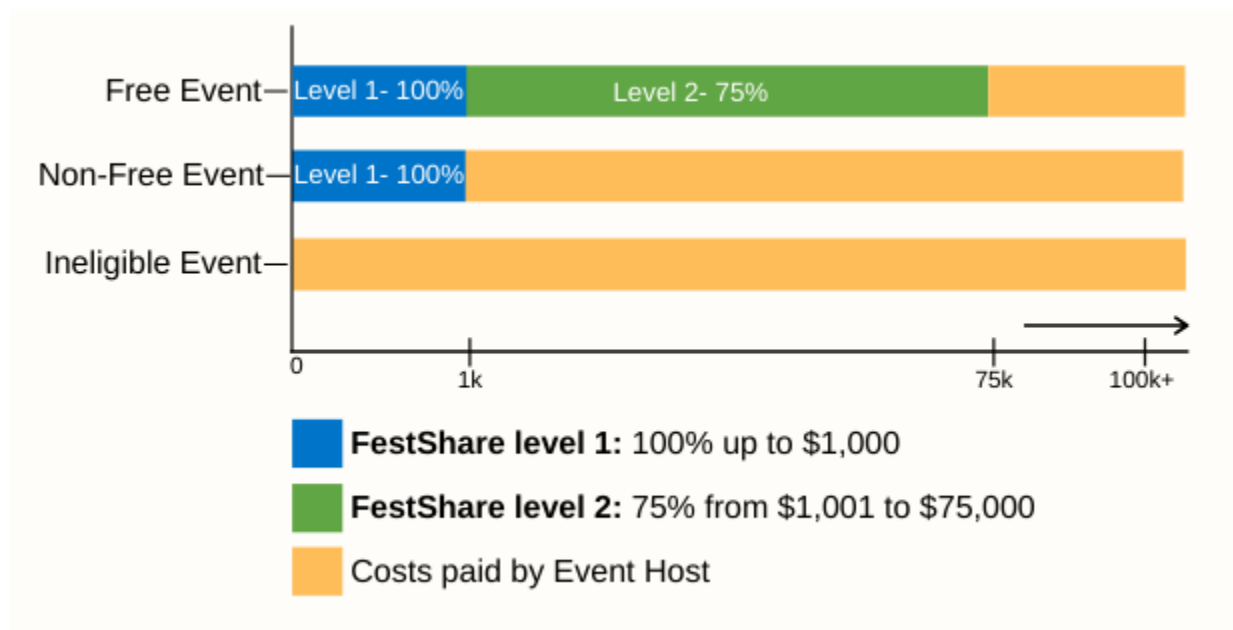
#### **FestShare level 2**

- FestShare level 1, plus 75% of City Operational Services costs from \$1,001 to \$75,000. Additionally, 100% of Public Safety Services costs (as defined below)

The below graph demonstrates the billing structure for non-eligible events, events that qualify for FestShare level 1, and events that qualify for both levels 1 and 2 of FestShare. Note: the below graph represents events with a qualifying level of renewable energy (as indicated in the [Climate Emergency section](#)) issued pursuant to [section 6.2.2 of the Special Event Policy](#).

#### **Application Fee**

A non-refundable application fee of \$100 is applicable for all special event applications and payment of the fee is responsible by the Event Host.



### City Operational Services

An operational service means the City's costs attributable to providing operational support to an event. They are generally services that only the City can supply and are required to facilitate the full or partial closure of a street, sidewalk, or civic space so that it can be used as an event location as set out in the Special Event Permit and typically primarily consists of the following:

- **VPD Traffic Control:** Assist in implementing the event's approved traffic management or traffic control plan. Note: VPD services including scheduling and fee quotes to be coordinated through the City of Vancouver's Film and Special Event Office.
- **VPD Foot Patrol and Crowd Patrol:** Assist in crowd management within the event area (i.e. lost children, altercations between event attendees, crowd flow and control).
- **VPD Liquor Licence Enforcement:** Assist in management of licenced liquor areas i.e. beer gardens.
- **Engineering Traffic Operation (TSZs/Signage):** Installation of signage and meter hooding to prohibit public parking on streets during the event.
- **Engineering Traffic Operations (event day):** Assist with delivery and installation of City equipment as part of the implementation of the approved traffic management or traffic control plan.
- **Engineering Sanitation:** Provide sanitation services, before, during, or after the event that include removal of waste and recyclables from existing City receptacles, streets, and sidewalks in preparation for, or as the result of a higher volume of waste during the event. May also include the use of street sweeper trucks before and/or after the event. Alternatively, this could also include the sealing of City receptacles to prevent public use so event participants use the event's waste management plan (unless sealing is a



public safety mechanism and as such, is covered under Public Safety Services in the next section).

- **Vancouver Fire and Rescue Service:** Repositioning for road closures when a route-based event's traffic control plan would cause delay in a fire vehicle moving across the route (costs may be incurred to reposition those vehicles to a location less impacted by the event).
- **By-law enforcement:** General bylaw enforcement such as additional parking enforcement Officers or Street Use Inspectors.
- **Engineering permit fees** and other various work orders necessary to facilitate the event plans.
- Engineering Operations administration fees.

## Public Safety Services

The City's costs attributable to protective units for the mitigation of threats to participants and all other residents in the vicinity of the event. The provision of these services is at the sole discretion the Vancouver Police and generally outside of the control of the event organizer. Deployments of these services are over and above the management and operational services listed above and consist primarily of the following:

- All VPD and Engineering costs related to the provision of heavy vehicle barriers, including labour and equipment
- Protection of waterways on the perimeter of the event (excluding the protection of any event assets installed in the waterway at the request of the organizer, such as fireworks barges)
- Cost related to the search and seal or removal of public trash cans, newspaper boxes, or other items assessed as a significant public safety hazard
- Costs related to transit queuing away from the event, such as transit stations
- Joint Operations Centre (JOC) deployment
- Internationally Protected Person; where a dignitary is scheduled to attend the special event who is considered an international Protected Person, such as the Prime Minister, any additional cost related to the protection of that person.

There will be cases where the nature of the event requires protective measures that will not be disclosed to the City or Organizer for security reasons. Organizers should not have any expectation that the Vancouver Police will expose the purpose and or function of all units in these cases.

## Grants

### Project Grants

The City's Cultural Services department offers a number of different programs, awards and services, including cash grants through its Project grants program.

Grants range up to \$20,000 and can be used to cover artists' fees, production, marketing and publicity expenses. The program supports Vancouver based, professional non-profit arts, cultural and creative organizations incorporated for at least six months before the application deadline, and have a mission to develop, create, produce, present and/or disseminate artistic work. There is one annual deadline in December.

### Community Art Grants

Cultural Services also offers cash and in-kind grants to eligible Vancouver-based, non-profit societies through its Community Arts grants program. Grants can help to cover the costs of planning or producing community-engaged art projects, community festivals/celebrations, small-scale public art projects and parades. Grants range up to \$15,000. There is one annual deadline in March.

More information about grants available through Cultural Services can be found on the [City's website](#).

### Activation of Underutilized Vancouver Civic Theatres Spaces Grants

- This grant is administrated by Vancouver Civic Theatres and focuses on small, non-profit organizations looking for space to produce projects in Vancouver. This grant supports events at ʔxwʔlexən Xwtl'a7shn (Formerly known as the Queen Elizabeth Theatre Plaza), ANNEX, and lobbies at all civic theatres.

Visit the [Civic Theatre website](#) for more information.

### Sport Hosting Grants

The Vancouver Sport Hosting Grant provides financial support for sporting events that have the potential to bring direct or indirect economic, social, health, and community development benefits to Vancouver. A total of \$200,000 is available. More information about these grants can be found at the City of Vancouver's [Sport Hosting Grants webpage](#).

# Glossary of Terms

In this Handbook, the following terms have the following meanings.

**Applicant** means the person or persons applying for a Special Event Permit, such as an individual, group of individuals (i.e. community group), society or corporation.

**Application** means the documentation and other requirements to be met by an Applicant in order for their application for a Special Event Permit to be admitted into the Permitting Process.

**Application Fee** means the non-refundable fee payable by an Applicant upon submitting an application for a Special Event Permit.

**Building permits and development permits** for events are required for:

- Bleachers (grandstands)
- Stages:
  - Higher than 1.2m (4 feet) OR
  - Larger than 40m<sup>2</sup> (430 f<sup>2</sup>)
- Tents:
  - Larger than 60m<sup>2</sup> (645 ft<sup>2</sup>) OR

Development permits may be required for large, complex events or events of a longer duration. Receiving a building permit can take 2–3 weeks for small to medium sized events, and 4–6 weeks for larger events. Receiving a development permit can take 4–6 weeks as well. Be sure you allow enough time for the process. Contact Development Services for more information and for application forms and checklists.

**City** means the City of Vancouver.

**City Engineer** is the person appointed by Council pursuant to section 288 of the Vancouver Charter as the City Engineer.

**City Operations Services** has the meaning set out in Section [6.3.4 of the Special Event Policy](#).

**Festival Expediting Staff Team (FEST)** means the designated City staff from various Engineering Services branches, as well as Permits and Licences, Park Board, Vancouver Fire and Rescue Services and Vancouver Police Department, as well as external partners, Coast Mountain Bus Company, TransLink, BC Ambulance, Liquor Control and Licensing Branch, Vancouver Coastal Health, and Ministry of Transportation as required. The staff representatives form a FEST Committee that assists the City to assess and address issues like traffic disruptions, noise, health and safety concerns when processing an Application.

**Film and Special Event Branch (FASE)** means the City department that oversees filming activities and Special Events in the public realm.

**Free Event** is defined as a public event open to all members of the general public without charge. For certainty

- A Free Event may also include a ticketed event where the tickets are free of charge and available to the general public on a “first come- first served” or lottery basis
- A Free Event does not include a ticketed event (such as a recreational, athletic or sports event) where participants are required to pay to participate but the event is expected to draw a larger number of spectators than participants and the general public is free to attend as spectators
- A Free Event does not include an event where there is a requirement to donate or fundraise in order to participate or gain entrance to the event.

**FASE Officer** means the City of Vancouver special event staff person who will oversee the event application.

**Licensing Office** means the City of Vancouver department or office that oversees special events on private property. This includes both indoor and outdoor events on private property.

**Location** means the location where an event might take place. This can include the following:

- Sidewalk means the portion of a Street, for the use of pedestrians, between the curb roadway and the adjacent property lines.
- Street includes public roads, highways, bridges, viaducts, and lanes open to the use of the public. Streets include Sidewalks but do not include a private street or lane on private property.
- Park means any and all land under the jurisdiction of the Vancouver Park Board and includes small neighbourhood parks in residential areas, large destination parks like Queen Elizabeth Park and Stanley Park, and many other Vancouver parks, gardens and beaches.
- Private Property means any land or building which is not Street, Park or Civic Space. Under this Policy, Private Property includes other public property not owned by the City or Park Board.
- Civic Space means any plaza or open space that is owned or controlled by the City. For the purposes of this Policy, the following areas are Civic Space:
  - Helena Gutteridge Plaza
  - Alley-Oop
  - Ackery's Alley
  - ʂxʷłənəq Xwtl'e7énk Square (formerly the Vancouver Art Gallery north plaza)
  - 800 Robson

- Bute and Robson Plaza
- Jim Deva Plaza
- 14th and Main Street

**Non-Eligible Events** are those events or activities which are outside of the scope of this Policy, namely the following:

- Ancillary Activities means all activities that may be part of but are supportive of or ancillary to a Special Event such as parking, loading, or stopping activities, as determined by the City Engineer. Such Ancillary Activities may require a separate Street Use Permit or other arrangements with the City.
- Commercial Event means an event that is focused around promotion, marketing or advertising or selling a product, a corporation, a business, a brand or a good or service. Examples are: CIBC Aventura Tour, Burt's Bees Kisses for Bees, GMC/Hummer national tour.
- Excluded Activities mean any activities which are outside of the scope of this Policy for the following reasons:
  - They are proposed to take place on a Location which is Private Property, Park, or public property that is not Civic Space, Street, or Sidewalk.
  - They are legally defined as protests or demonstrations and are therefore permitted under the Constitution Act, 1982 (Freedom of Assembly rights).
  - They are activities which are primarily or exclusively activities which require a different type of permit from the City, namely Street Use Permit, Encroachment Agreement, etc.

**Permitting Process** refers generally to the process whereby the City accepts an Application through to the point where the Application is approved and a Special Event Permit is issued or not issued, including the Application documentation requirements, the targeted timelines for each step, and the terms and conditions set out in this Policy for processing the Application.

**Private Event** is an invitation-only admission event, whether it is free to the public or not.

**Regular Event** is any event held more often than once per year, such as farmers' markets or other events that are part of a regular series.

**Non-Free Events** are events that are not Free Events, namely where access is limited by a mechanism other than capacity, including, admission fees, or paid ticketed admission. For certainty, a Non-Free Event may include a ticketed event (such as a recreational, athletic or sports event) where participants are required to pay to participate but the event is expected to draw a larger number of general public spectators and is free to attend as a spectator.

**Park Board** means the Vancouver Board of Parks and Recreation which is the elected body and legal authority that manages and maintains Park pursuant to the

Vancouver Charter.

**Public Safety Services** has the meaning set out in Section [6.3.4 of the Special Event Policy](#).

**Special Event Permit** means the official permit or licence issued by the City upon approval of an Application.

**Special Event Host** means an Applicant that has been approved by the City to host a Special Event and therefore holds a Special Event Permit.

**Special Event** means a an organized gathering that brings people together for the purpose of supporting or participating in a community, cultural, recreational, sport or other type of experience for a limited or fixed duration. As noted above, any Non-Eligible Event (as defined above) is deemed not to be a Special Event covered by this Policy. Special Events can be either Free Events or Non-Free Events but must otherwise fall into one of the following sub-categories:

- **Block Party** is a small-scale event on a full block residential local street and brings neighbours together for a social activity.
- **Community Celebration and Festival** means a community-based event or festival focused around art, culture, entertainment, food, heritage, religion, or music. Community celebrations are often smaller neighbourhood-focused events and festivals are often larger destination events. Community Celebration examples from prior years are: Point Grey Fiesta, Cambie Village Summer Sizzler, East Side Pride. Festival examples from prior years are: Greek Day, Powell Street Festival, Strawberry Festival
- **Parade** means a parade or procession of people, vehicles, animals or other things which is mobile, travels all together and is based on a specified route with the event focused around art, community, culture, entertainment, and heritage. Examples: Parade of Lost Souls, Halloween Parade, Santa Claus Parade.
- **Sport/Recreational Event** means an event that is focused around a recreational or athletic, sport or other physical activity, such as a walk, run, bicycle ride, swimming or for leisure, competitive or charitable purpose. Sport or recreation events often have similar features to parades as they are mobile and route-based. Examples are: Bike the Blossoms, Dragon Boat Regatta, Vancouver Sun Run.
- **Designated Civic Event or Parade** means an annual event that has been specifically endorsed by Council as a Council-designated event or parade with event-specific or parade-specific terms and conditions. Currently, the Designated Events or Parades are Chinatown Spring Festival Parade, Vaisakhi Parade, Pride Parade, and Grey Cup Parade, Grey Cup Festival, Remembrance Day Service and Parade, and Celebration of Lights.

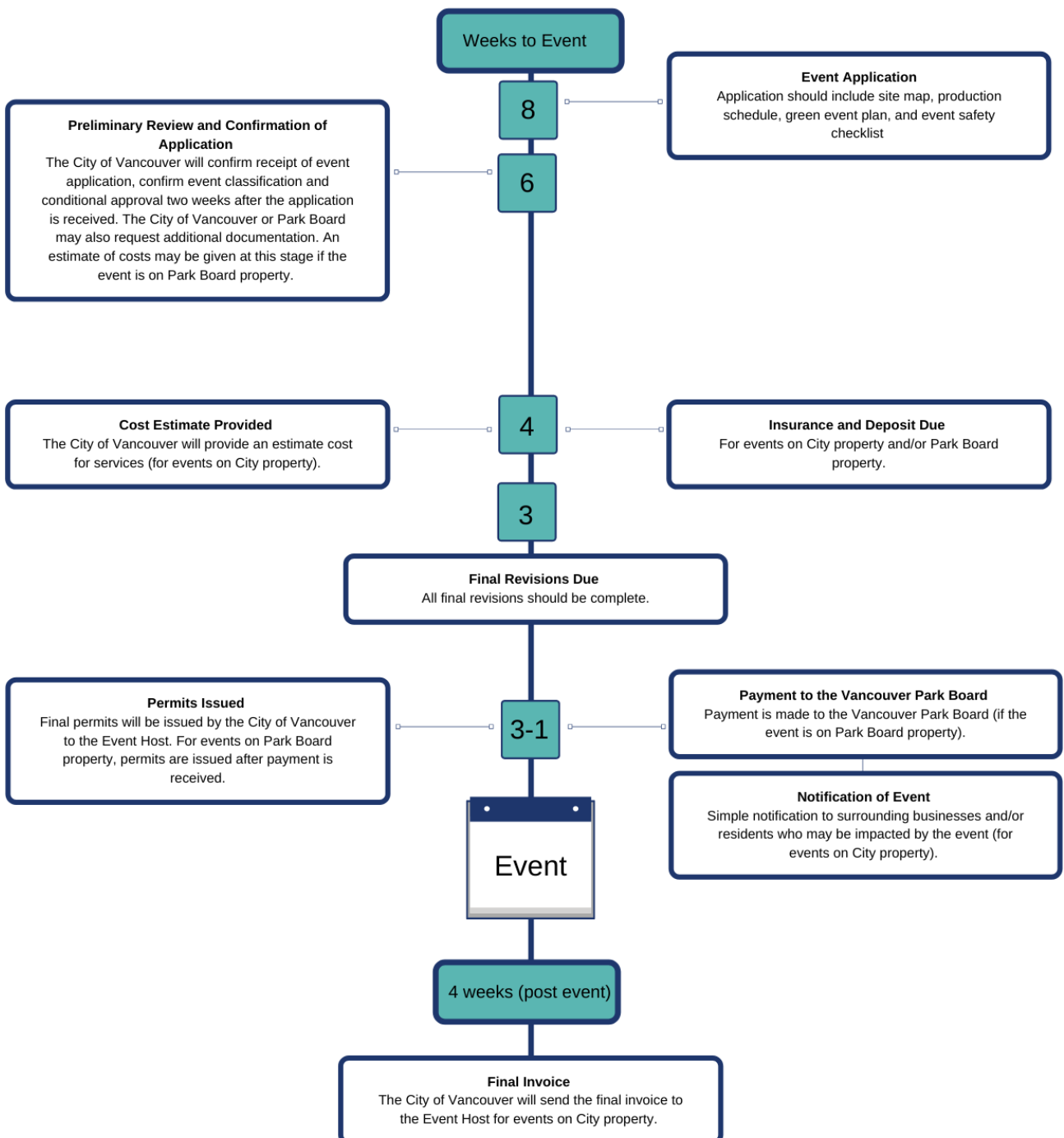
# Appendix A: Event Timelines for Low Complexity Events

## Low Complexity Event

- ☒ Little to no vehicular or pedestrian impact (no road closures)
- ☒ Event is contained to one block only
- ☒ Use of sidewalk or parking lane only
- ☒ Little to no structures (stages, portable washrooms, large tents)
- ☒ Little to no coordination with FEST Committee stakeholders
- ☒ Fewer than 500 people (for events in a Park)

City of Vancouver

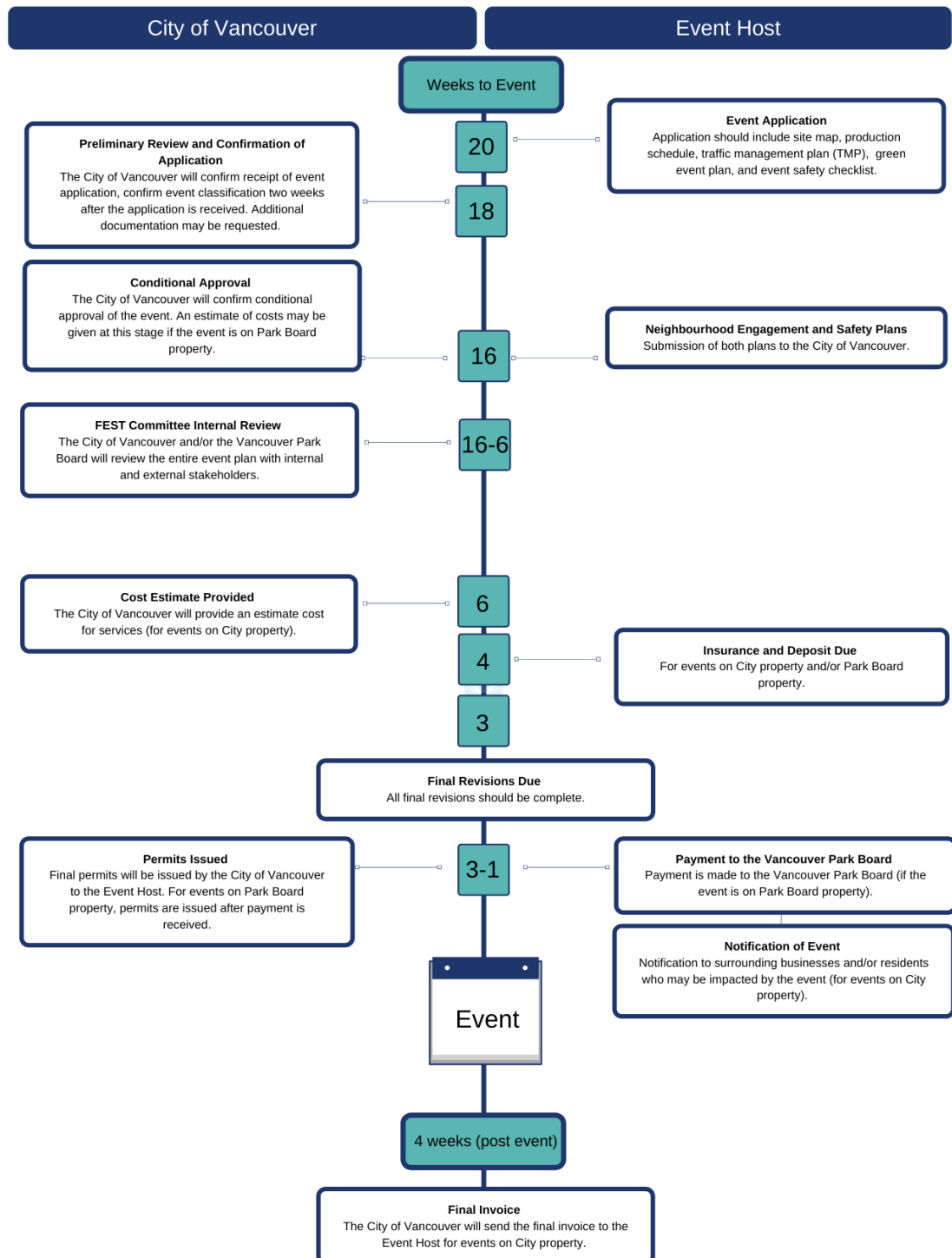
Event Host



# Appendix B: Event Timelines for Medium Complexity Events

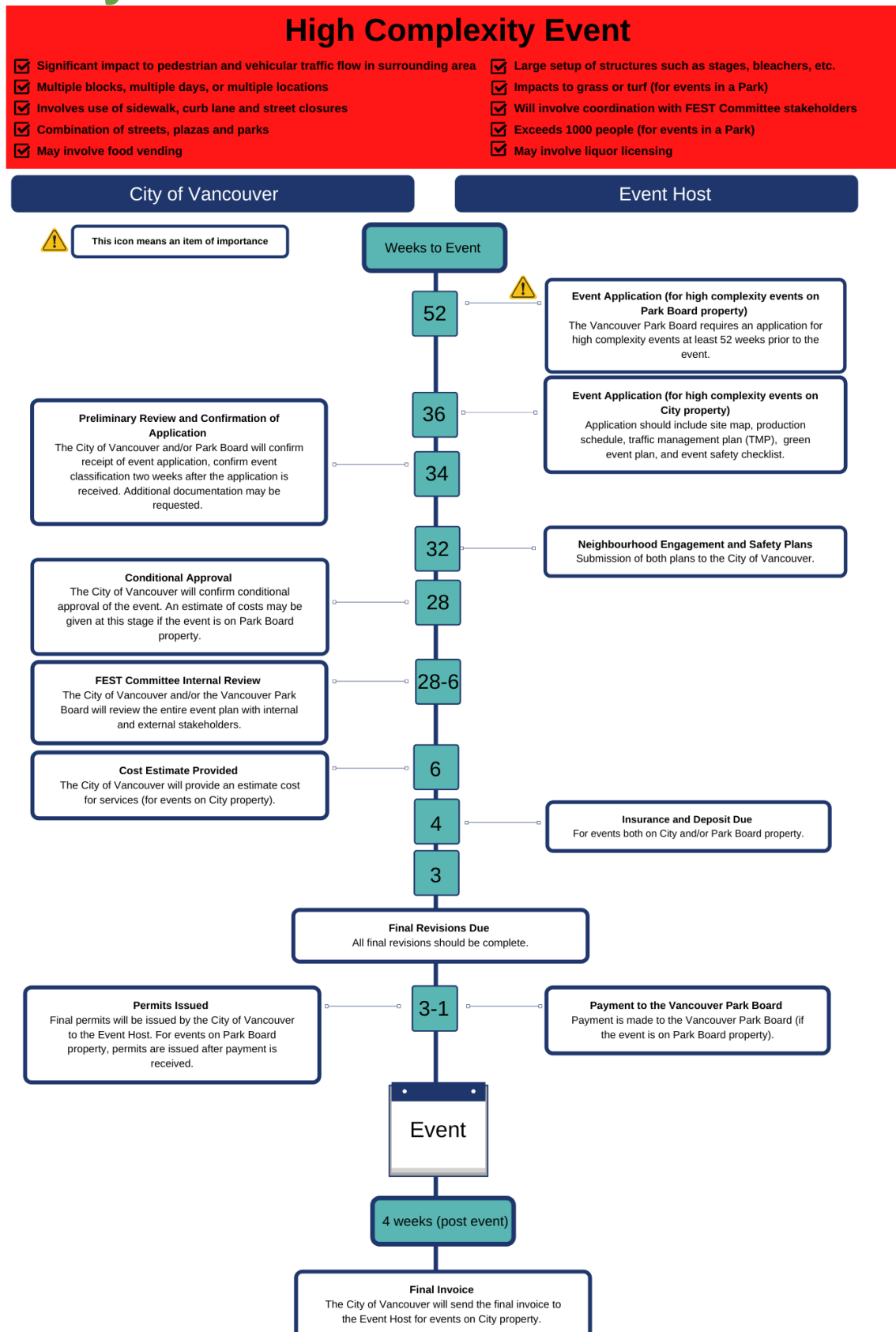
## Medium Complexity Event

- ☒ Minor impact to pedestrian and vehicular traffic flow in surrounding area
- ☒ Event is contained to no more than one block
- ☒ Involves a street closure, use of sidewalks and curb lane(s)
- ☒ No more than one day
- ☒ May involve food vending
- ☒ Acceptable structures include tents smaller than 600 sq. ft.
- ☒ Stages and portable washrooms
- ☒ May involve coordination with FEST Committee stakeholders
- ☒ Fewer than 1,000 people (for events in a Park)
- ☒ May involve liquor licensing



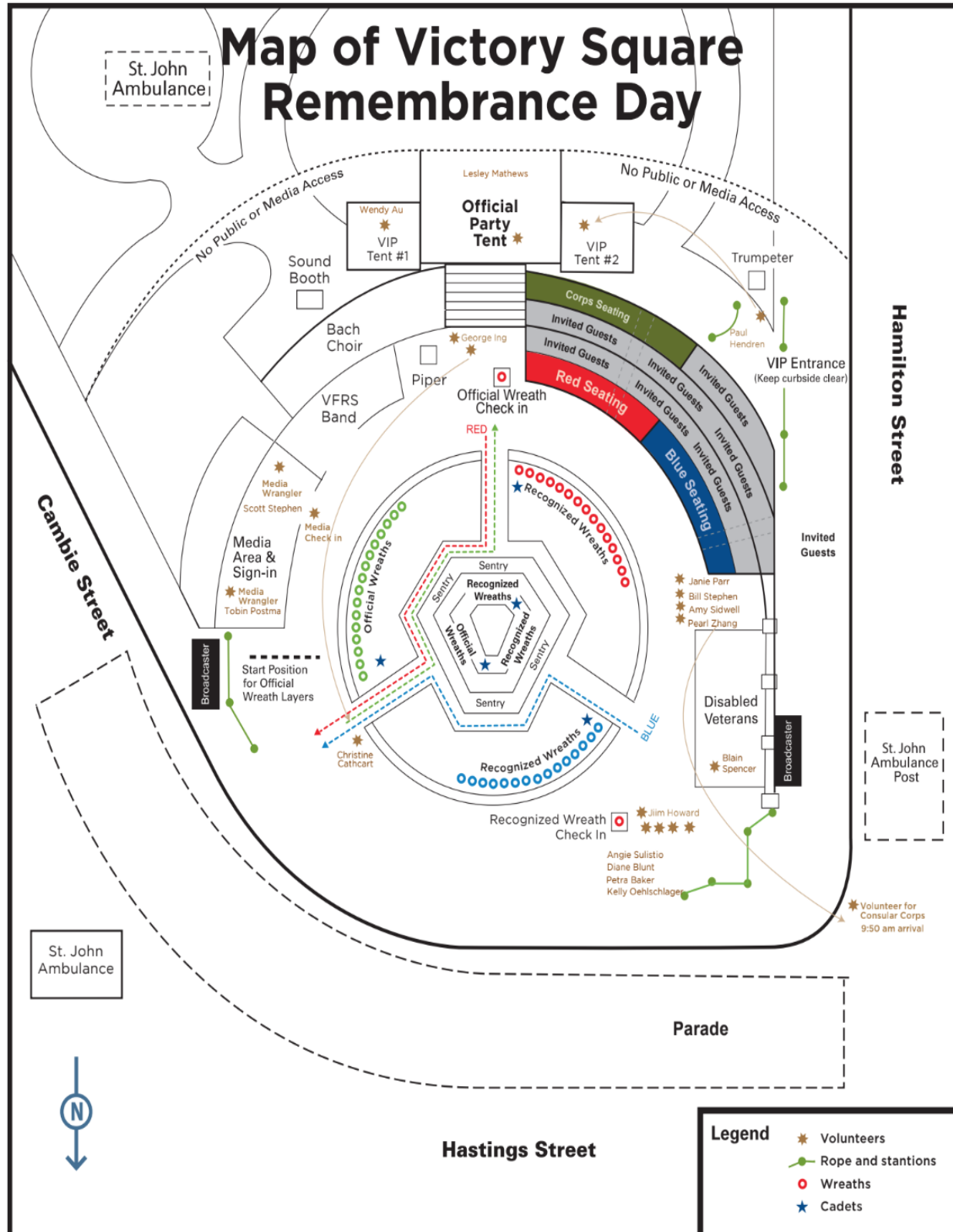


# Appendix C: Event Timelines for High Complexity events



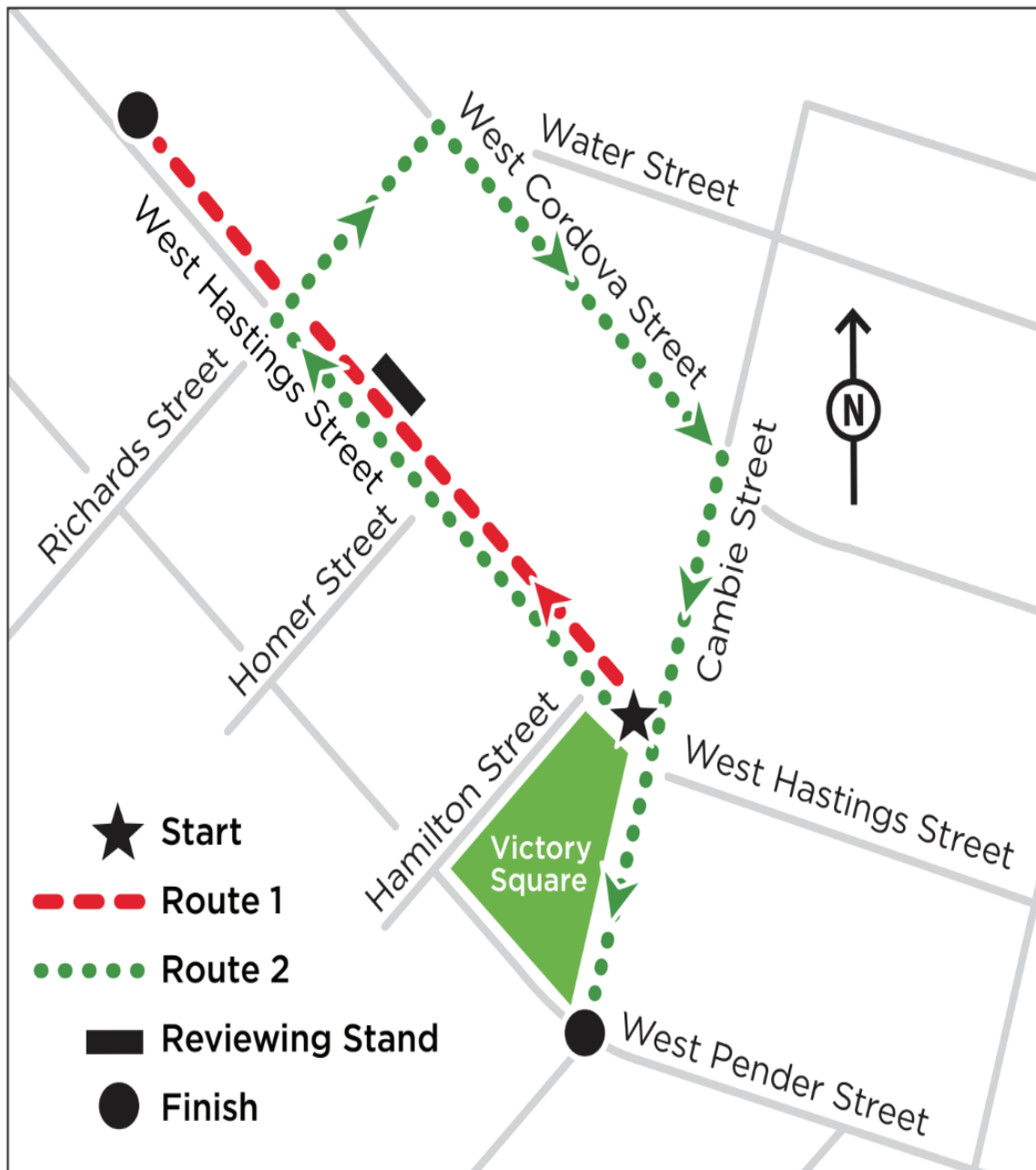
## Appendix D: Site Plans

Example 1: Event site plan



Example 2: Parade route site plan

# PARADE ROUTE





# Appendix E: Production Schedule

(insert event name)  
**PRODUCTION SCHEDULE**

## TEMPLATE (Sample)

(insert date) Tuesday, November 10, 2009					
	TIME	ACTIVITY	LOCATION	CONTACT	MOBILE
	10:00 AM	Maple Leaf Fencing Arrives – Fence and Toilet Set Up		Cory	778-111-1234
		SecuriGuard shows up on Site		Andrew	604-333-3333
	2:00 PM	Parking along Hamilton and Cambie Street Stripped			
	4:00 PM	Tenting arrives on site for set up		Cory	778-111-1234
(insert date) Wednesday, November 11, 2009					
	TIME	ACTIVITY	LOCATION	CONTACT	MOBILE
PRE-EVENT (build)	5:30 AM	Gearforce arrives on site for set up		Dan	778-999-1234
	5:30 AM	Global TV arrives		Marc	604-808-8080
	7:00 AM	Bob and Steve arrive on site for set up		Bob Steve	604-777-5555 604-888-1111
	8:00 AM	Lesley and Paul arrive on site with wreaths + signage		Lesley Paul	604-123-1234 778-666-1111
	9:00 AM	2 St. Johns Ambulance First Aid Responders arrive on site 8 Commissionaires arrive on site		Steve	604-888-1111
	9:30 AM	Media Relations Arrive		Tyrone	778-333-4444
	10:00 AM	Mayor arrives on site Youth Poet – Iris Jiang arrives on site with Fire Fighter Chris Coleman			
	10:15 AM	Official Wreath Layers Arrive			
EVENT	10:30 AM	Ceremony begins			
	10:55 AM	Temporary Soft Closure of Traffic for 2 minutes silence			
	11:30 AM	Ceremony Concludes – Live Broadcast Concludes			
POST EVENT (strike)	NOON	St. John Ambulance depart Commissionaires depart		Steve	604-888-1111
	12:30	Fencing and toilets removed Gearforce strikes Global strikes Carpentry Shop removes media platforms, rubber mats		Cory Dan Marc	778-111-1234 778-999-1234 604-808-8080
	4:00 PM	Tent removed		Cory	778-111-1234

(insert event name)  
**PRODUCTION SCHEDULE  
TEMPLATE (Sample)**

PRE-EVENT (build)	(insert date)				
	TIME	ACTIVITY	LOCATION	CONTACT	MOBILE
EVENT	(insert date)				
	TIME	ACTIVITY	LOCATION	CONTACT	MOBILE
POST-EVENT (strike)					

## Appendix F: Traffic Management Plans

The following tools will help determine what level of Traffic Management Plan is needed for your event. Tools are provided courtesy of the Province of BC Ministry of Transportation and Infrastructure and can be found in the [Traffic Management Manual for Work on Roadways \(TMM\)- 2020 Office Edition](#).

### Instructions:

1. Complete the **Initial Category Assessment** used to assess the roadway and traffic features.
2. Complete the **Risk Analysis** to identify the project-specific risks.
3. Complete the **Final Category Determination** which combines the initial project assessment and the risk analysis to determine the final project category.

### Examples of Traffic Management Plans

Click below for visual examples of the three categories of traffic management plans:

- [Category 1 Traffic Management Plan](#)
- [Category 2 Traffic Management Plan](#)
- [Category 3 Traffic Management Plan](#)



## Step 1: Initial Project Category Assessment

Traffic Consideration	Value	Point Value	Score
<b>Posted or Statutory Speed</b> Regular posted speed limit of the roadway	≤ 50 km/hr	1 point	
	60 - 70 km/hr	3 points	
	≥ 80 km/hr	4 points	
<b>Traffic Volume</b> Traffic volume (both directions) in peak hours	< 1,000 vehicles/hr	1 point	
	1,000 to 3,000 vehicles/hr	3 points	
	> 3,000 vehicles/hr	4 points	
<b>Lanes</b> Number of lanes in both directions (including auxiliary lanes)	2 lanes	0 point	
	3 lanes	2 points	
	4 lanes or more	3 points	
<b>Encroachment</b> Location of work	Off roadway	0 point	
	Shoulder work/partial lane closure	3 points	
	Full lane closure, ramp closure, or intersection closure	4 points	
<b>Detours</b>	No detour during construction	0 point	
	Detour traffic on temporary roadway during construction next to work zone.	3 points	
	Detour route during construction takes traffic off regular route away from work zone; requires detour signing	4 points	
<b>Duration of Work</b>	Short-duration work (no more than one day-time shift).	1 point	
	Long-duration work (less than 2 weeks)	2 points	
	Long-duration work (2 or more weeks)	4 points	
<b>Allowable Delays</b> Delay time plus time to travel through work zone in minutes	< 20 minutes	1 point	
	≥ 20 minutes	3 points	
	No allowable delay	4 points	



<b>Traffic Consideration</b>	<b>Value</b>	<b>Point Value</b>	<b>Score</b>
<b>Time of Day</b>  Time of day that work will occur	Day-time only work	1 point	
	Active day-time work, with traffic control devices in place at night	3 points	
	Active night-time work	4 points	
<b>Vertical Alignment</b>	Flat terrain	0 point	
	Rolling terrain	1 point	
	Mountainous terrain	2 points	
<b>Horizontal Alignment</b>	Tangent	0 point	
	Horizontal curves, no curve advisory speeds	1 point	
	Horizontal curves, with curve advisory speeds	2 points	
<b>Intersections</b>	No intersections or stop-controlled intersection(s)	0 point	
	Signalized intersection(s) with no left or right turn phases, or single lane roundabout	2 points	
	Signalized intersection(s) with left or right turn phase(s), or multi-lane roundabout	4 points	
	Interchange(s)	5 points	
<b>Runaway Lanes</b>	No runaway lanes	0 point	
	Runaway lanes in or near the work zone; they will not be blocked at any time during course of work	1 point	
	Runaway lanes in or near work zone; they may be blocked by work or queues during course of work	4 points	
<b>Pedestrians and Cyclists</b>	No pedestrians or cyclists	0 point	
	Possible pedestrians and cyclists	2 points	
	Designated cycle route, sidewalk or multi-use pathway	3 points	

Traffic Consideration	Value	Point Value	Score
<b>HOV or Bus Lane</b>	No HOV or bus lane	0 point	
	HOV or bus lane	4 points	
<b>Counter-Flow Lane</b>	No counter-flow lane	0 point	
	Counter-flow lane	4 points	
<b>Total Score</b>			
<b>Category 1</b>			< 16
<b>Category 2</b>			16 to 25
<b>Category 3</b>			> 25
<b>Initial Project Category</b>			

## Step 2: Project Risk Analysis

A project risk analysis is the process of reviewing site-specific characteristics and considering the likelihood and consequence of each item listed. It is able to highlight potential hazards that are not captured in the Initial Project Category Assessment. Each project has a unique combination of site-specific characteristics, and the risk analysis considers potential hazards associated with the specific project and/or location.

The total point value calculated at the end indicates that the project is assessed as a low-risk, medium-risk, or high-risk project.

Combining the results of the initial project category assessment and the risk analysis will determine the final project category

The Project Risk Analysis is a general guideline, applicable to most projects. If significant project-specific hazards are not included in the risk analysis below, the Evaluator may consider increasing the final risk rating. This modification and the justification for it should be documented. All high-risk, project-specific hazards should be addressed and mitigated in the Traffic Management Plan

Item	Risk	Definition	Point Value	Score
<b>Falling object</b>	Low	Potential of falling object through course of work (i.e., overhead works, slung loads, or equipment boom/bucket work)	1 point	
	Medium	Working within a known avalanche or rock fall area; no recent evidence of activity	2 points	
	High	Recent evidence of rock or material entering work site or overhead work that may impact travelling public or worker safety (i.e., overhead structures) Vehicle queues may back into a rock fall or avalanche area	3 points	
<b>Nature of work activity</b>	Low	Work activity is not expected to create a significant hazard	1 point	
	Medium	Work activity will create excessive dirt, dust, or gravel on the road surface, and will thereby create a potential hazard	2 points	
	High	Work activity such as blasting, scaling, or excavation < 2 metres from active travelling lanes will create a potential hazard	3 points	
<b>Removal of safety devices</b>	Low	No removal of safety devices	1 point	
	Medium	Removal of safety devices such as pavement markings, signage, traffic signal, or reflectors	2 points	
	High	Removal of containment devices, such as barrier, guard rail, crash attenuators, fencing, etc.	3 points	
<b>Equipment movement through work zone</b>	Low	Minimal conflict with traffic (e.g., work commencing off travelled roadway)	1 point	
	Medium	Conflict with normal traffic flow; no queuing or traffic stoppages	2 points	
	High	Conflicts with normal traffic; may create queuing and require traffic stoppages. Difficult for equipment to enter and exit site	3 points	

Item	Risk	Definition	Point Value	Score
<b>Roadway surface condition during construction</b>	Low	Roadway surface is maintained	1 point	
	Medium	Roadway surface, such as milling and grinding (consistent surface), creates a hazard for road users	2 points	
	High	Roadway surface is inconsistent, with multiple changes or work tasks (manholes, culvert installation, etc.)	3 points	
<b>Storage of equipment and material</b>	Low	Stored outside the shoulder	1 point	
	Medium	Stored on the shoulder but outside travelled roadway	2 points	
	High	Stored on shoulder but encroaching on travelled roadway	3 points	
<b>Load restrictions as a result of construction</b>	Low	No load restrictions	1 point	
	Medium	Narrow lanes restrict wide loads	2 points	
	High	Overweight/overheight vehicles restricted (may result in structural damage)	3 points	
<b>Lane widths</b>	Low	Maintain existing lane widths	1 point	
	Medium	n/a	n/a	
	High	Lane width not maintained throughout work zone, or Single-lane alternating traffic	3 points	
<b>Work zone or queues block access (active or inactive site)</b>	Low	None	1 point	
	Medium	Side street or business access	2 points	
	High	Major public facility and/or major secondary roadway	3 points	
<b>Transit access</b>	Low	No transit or school bus stops	1 point	
	Medium	Community shuttle or school bus stops	2 points	
	High	Express transit or major bus route	3 points	
<b>Impacts of special events</b>	Low	No known event	1 point	
	Medium	Moderate public event with attendance under 5,000	2 points	
	High	Major public event with attendance over 5,000 or moderate public event (under 5,000) with no alternative access or route	3 points	

Item	Risk	Definition	Point Value	Score
<b>Overlapping work</b>	Low	No overlapping work	1 point	
	Medium	Another work site within 3 km; traffic control for the projects could impact one another	2 points	
	High	Work sites adjacent or overlapping	3 points	
<b>Emergency facility (ie. hospital, police, ambulance, and fire stations)</b>	Low	No emergency facility near work site	1 point	
	Medium	24-hour manned emergency facility	2 points	
	High	Volunteer-staffed emergency facility; consider responder access through work zone to the facility, and emergency response from facility through the work zone	3 points	
<b>Total Score</b>				
<b>Low Risk</b>				< 23
<b>Medium Risk</b>				23 to 28
<b>High Risk</b>				> 28
<b>Project Risk</b>				

### Step 3: Final Project Category Determination

The matrix below should be used to make the final project category determination. It combines the initial project category assessment with the results of the risk analysis to identify a final project category based on roadway and traffic characteristics and risks. It may be appropriate to increase the final category level for high-risk projects to reflect the complexity or hazards associated with the work. The final project category determination should be used to identify required and recommended sub-plans and special conditions addressed in the Traffic Management Plan. This process is a guide and may not capture all components of the project which should be considered when determining the Project Category.

		Initial Project Category Assessment		
		1	2	3
<b>Project Risk</b>	Low	Category 1	Category 2	Category 3
	Medium	Category 1	Category 2	Category 3
	High	Category 2	Category 3	Category 3

## Appendix G: Carbon Intensity Calculations

The chart below provides a list of annual reduction requirements depending on the benchmarking and the current year. The following are some examples:

- If the benchmarking year is 2021, then there would need to be a 10% reduction from that benchmark in 2022, 20% reduction from benchmark in 2021 and so on until there is a 100% reduction, or zero emissions by 2031.
- If an event benchmarked in 2025, then they would need to achieve a 17% reduction in 2026, 33% in 2027 and so on until achieving zero by 2031.
- If an event benchmarked in 2029, it would have to cut emissions in half in 2030 and then achieve zero in 2031

### Percentage of decrease in carbon intensity to qualify for FestShare

Year of Benchmarking	Year of Current Application									
	'21	'22	'23	'24	'25	'26	'27	'28	'29	'30
2021	BM	10	20	30	40	50	60	70	80	90
2022		BM	11	22	33	44	55	66	77	88
2023			BM	13	25	28	40	53	65	87
2024				BM	14	29	43	57	72	86
2025					BM	17	33	50	67	83
2026						BM	20	40	60	80
2027							BM	25	50	75
2028								BM	33	67
2029									BM	50
2030										n/a*

BM = benchmark year

\* Beginning 2030 all new events wishing to access FestShare must achieve 0 GHG emissions in their first year

\*\* Beginning in 2031 all requiring events must have completed their transition to zero emissions

## Appendix H: Working with Coast Mountain Bus Company

### CMBC Contact Information:

The following contact is for Coast Mountain Bus Company special event questions and concerns:

#### **Tony Liew**

Operations Logistic Advisor – TComm

Coast Mountain Bus Company

[special.events@coastmountainbus.com](mailto:special.events@coastmountainbus.com)

Tel: 778-593-5774

Cell: 604-551-1847

### Trolley overhead proximity requirements:

- A minimum distance of 1-meter clearance from trolley wires is required
- Qualified Independent Safety Watch is required during setup and takedown if activity is taking place within 3 meters of the trolley power system. Please contact the authorized provider of Qualified Independent Safety Watch at: (604)425-1421.
- For questions or to coordinate the impact or de-energization of trolley wires, please contact Mike Palleschi at: [Mike.palleschi@coastmountainbus.com](mailto:Mike.palleschi@coastmountainbus.com)







# Appendix J: VPD Booking Requests Guidelines

## Booking Requests for Vancouver Police Members

The City of Vancouver (COV) manages over 600 public gatherings a year. These range from large, planned public events such as the Celebration of Light, to numerous unplanned protests and demonstrations. Other events include, but are not limited to: VIP visits, marches, parades, runs, concerts, sporting events, movie industry/filming, festivals, construction, and any other special events. Many of these events require the resources from the Vancouver Police Department (VPD) to help manage safety.

The VPD Emergency Operations and Planning Section (EOPS) is responsible for planning and staffing deployments for any event that is beyond the scope of regular policing services and resources. It is the responsibility of the individual, business or community organization planning the event to obtain all the applicable permits required from the COV and/or Vancouver Park Board.

The Vancouver Police Traffic Authority Program (T/A) may be deployed at some events to assist with traffic and pedestrian control functions. Changes in legislation, legal requirements, risk management, accountability, worldwide events and complex social issues have made policing in Vancouver more challenging in recent years. Furthermore, the number of events and staffing requests for police members continues to rise each year and EOPS must endeavor to balance the flow of these requests with the limitations in policing resources. As such, EOPS will prioritize public safety and operational needs whenever assessing requests for police resources. For instance, staffing for a large public event such as the Celebration of Light or a demonstration will take precedence over a request for filming or construction.

Requests that primarily support the private interests of a single client or organization will generally not be approved. Examples of excluded requests include bodyguard services, vehicle escorts (without approval of Minister of Public Safety), private security services or any requests which may affect the reputation of the VPD.

Members are police officers providing policing services to the event and are not “the employee” or acting as an agent for the private entity. Members will not take direction from representatives of a private entity to perform any task that is not a core police function. Organizers must have sufficient marshal/security to manage the event and police are there to support and intervene if there are reasonable grounds to believe a criminal offence has or could occur.

### **Policing Requests**

- The VPD EOPS Unit works Monday to Friday 0600-1600hrs
- The VPD EOPS members do not monitor emails while on weekly leave
- The following are to be considered when requesting VPD Officers:
- Events typically take place within the boundaries of the City of Vancouver (exceptions may include events on the University of BC (UBC) endowment lands and/or Ministry of Transportation permits for highways);
- A three (3) hour minimum charge per officer;
- Requests for VPD members should be submitted Monday to Thursday between 06:00-16:00 hours, with a minimum two (2) business days in advance. (A minimum thirty (30) days for major events);
- The number of officers to be deployed/required for an assignment/duty/event will be assessed and determined by EOPS
- Event organizers may be asked to provide an operational plan(s) that may include a detailed security or traffic management plan. This type of information is important in determining appropriate staffing levels

The VPD will make every effort to fulfill officer requests; however, this is not guaranteed. Major events taking place in peak summer months will be given priority, as public safety is paramount. Once again, advance notice of an event will assist in fulfilling policing requests.

Booking requests for members of the Vancouver Police Department (VPD) must be made through the Emergency Operations and Planning Section (EOPS) mailbox at [eops@vpd.ca](mailto:eops@vpd.ca).

### **Cancellation of VPD Members**

A member cancelled within twenty-four (24) hours of an event is entitled to a three (3) hour minimum charge, which will be billed back to the business or organization. In order to process a cancellation of a policing request in a timely manner, there is a two (2) business day cancellation policy in effect.

This cancellation must be done directly with an EOPS Planner in person or over the telephone, as the EOPS member must verbally confirm the changes or cancellation. A stand-alone email or voice message will not be accepted, as EOPS Planners may be away from the office and will not be able to respond.

A cancellation is only considered to have been accepted by VPD EOPS if:

- A member from the VPD Emergency Planning Section was contacted directly via telephone;
- A member from the VPD Emergency Planning Section was contacted via email and the sender received a confirmation email.

Cancellations must be made through the Emergency Operations and Planning Section (EOPS) mailbox at [eops@vpd.ca](mailto:eops@vpd.ca).

### **Billing and Booking Information**

The following information is required to book members for duty:

- Date of event, along with start and end time for the officers;
- Location of the event including exact location where the client wishes the officers to report;
- Contact name and cell/mobile number for an individual to whom the officer(s) will report on the date of the event;
- Special instructions for duty;
- City of Vancouver Film & Special Event Office (FASE) and/or Vancouver Park Board approval and supporting documentation

For billing purposes (if not already known):

- Organization/client name and main contact (some organizations/promoters/film productions may be required to pre-pay for police services);
- Billing address;
- Telephone and Fax numbers;
- Email address

### **Cost of Policing Services**

Special event policing services are provided on a cost-recovery basis. The 2021 Police charge-out rates are as follows (subject to change):

Charge Out Rates	2021 (Hourly Rate)
Constable	\$139.51
Sergeant	\$174.40
Staff Sergeant	\$195.32
<b>Traffic Authority</b>	\$61.40

Traffic Authority (T/A) - After eight (8) consecutive hours in a shift, the charge rate is at one and a half per hour. After twelve (12) consecutive hours in a shift, the charge rate is at double. A four (4) hour minimum applies.

A three (3) hour minimum applies to Police Constables (PC), Sergeants and Staff Sergeants.

All charge-out rates include the cost of equipment and police vehicles.

The policing deployment model for each event is unique and EOPS will take into consideration many factors (such as: location, demographics, prior event history, purpose of the event, risk assessment and public safety) to determine appropriate staffing levels. An EOPS Planner will speak with you to understand your needs and work with you to ensure you have a safe and successful event.

**\*\*Please note:** Efforts will be made to staff/deploy basic traffic control work (e.g. construction) with Traffic Authority (T/A) members, however, due to high demand and shortages in the T/A program, traffic positions may have to be staffed with regular PC member at the rates indicated**\*\***

## Appendix K: Restricted Dates

Certain areas of the City and times of year are already very busy with many types of activities from major roadwork projects, cruise ship season, and existing special events.

The list below indicates dates, periods of time, and areas of the City that have little to no capacity for additional events to be permitted.

### **Downtown**

#### ***May to September***

- Cruise Ship Season-Port of Vancouver | most weekends
- Canada Day – July 1
- Celebration of Lights (COL) Saturday and Wednesday before BC Day Long weekend
- Pride Parade | BC Day Long weekend: first weekend of August
- Lululemon Seawheeze – third weekend of August

#### ***December***

- Holiday Shopping| second weekend of December through to month end
- New Year's Eve

### **City-wide**

#### ***April to May***

- Vaisakhi Parade (second or third Saturday of April)
- Vancouver Sun Run (third weekend of April)
- April 20<sup>th</sup>
- BMO Vancouver Marathon (first weekend of May)

### **Broadway corridor**

2020 – 2026

- Broadway Subway Project: Broadway from Fraser Street to MacDonald Street and from 4<sup>th</sup> Ave to 12<sup>th</sup> Ave. Please refer to [Appendix I: Broadway Subway Project](#) for a map of impacted areas.



This list may be updated from time-to-time as new projects and events are approved, it is important to apply early to confirm date availability.

# Appendix L: Special Event Planning Checklist

This optional tool can be used as a guide through the special event process. This tool is intended to be used a companion to the Special Event Permitting Handbook.

Part I: Before Applying for your Event (Date, Type and Location Details)				
	Yes	No	N/A	Comments
Date of event confirmed?				
Have you determined the location of your event? (page 6)				
Have you determined the type of event? (page 6)				
Have you determined the complexity of the event? (page 6)				
Have you determined the deadline to submit your event application and documents?				
Have you prepared the appropriate documents (pages 27-36)				
Site map (required)				
Traffic Management Plan (if applicable)				
Green event form (required)				
Production schedule (required)				

Part II: Event Application Process				
Use this section as a guide after you've submitted an online event application and have been assigned a Special Event Officer				
	Yes	No	N/A	Comments
Have you submitted your online special event application (to all appropriate City of Vancouver event offices)? (pg.22)				
Has your special event application been accepted by the Film and Special Event office?				

	Yes	No	N/A	Comments
Have you been assigned a Special Event Officer?				
Have you assembled the following additional documents? (pages 27-36)				
Event safety checklist				
COVID-19 Risk Assessment Checklist				
Communication Plan (Event Notification)				
Insurance (mandatory before a permit can be issued)				
Signed and returned Letter of Agreement (mandatory before a permit can be issued)				
Greenhouse Gas Emissions Calculator				

<b>Part III: Additional Approvals- Food at your Event (page 37)</b>				
	Yes	No	N/A	Comments
Will your event include either food that is not pre-packaged or non-perishable?				
If you answered "yes" to the above question, have you contacted Vancouver Coastal Health?				
Do you require permits from Vancouver Coastal Health				
If you have vendors at your event, are they permitted by Vancouver Coastal Health?				
If you have food trucks, do they have a business licence and roaming permits from the City of Vancouver?				

<b>Part IV: Additional Approvals- Alcohol and Cannabis (page 38)</b>				
	Yes	No	N/A	Comments
Does your event include alcohol or cannabis use or sales?				
If you answered "yes" to the above question, have you contacted the BC Liquor and Cannabis Regulation Branch (LCRB)?				

Have you contacted your Vancouver Police Department assigned EOPS Planner?				
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Part V: Additional Approvals- Stages and Structures (page 39)				
	Yes	No	N/A	Comments
<b>Will your event include any of the following?</b>				
Bleachers (grandstands)				
Stages higher than 1.2m (4 ft.) or larger than 40m <sup>2</sup> (430 f <sup>2</sup> )				
Tents Larger than 60m <sup>2</sup> (645 f <sup>2</sup> )				
Where a series of structures are placed within 10ft. of each other with a combined square footage of 640ft <sup>2</sup>				
A cluster of 10 x 10 tents or any cluster of undersized tents exceeding 60m <sup>2</sup> unless placed 3m apart.				
If you answered "yes" to the above question and the item(s) are on private property, have you contacted the City of Vancouver's Development Services for a permit?				
If you answered "yes" to the above question and the item(s) are on City property have you obtained a stamped drawing(s) from a Structural Engineer?				
Have you submitted the stamped drawings to your Special Event Officer?				



**Part VI: Additional Approvals- Temporary Electrical, Plumbing and Gas (pages 40-41)**

	Yes	No	N/A	Comments
Will your event require the use of a generator, or the use of a building's power supply?				
If you answered "yes" to the above question, have you contacted the City of Vancouver's Electrical Inspection Branch?				
Will your event require the use of plumbing or gas features on private property?				
If you answered "yes" to the above question, have you contacted the City of Vancouver's Plumbing and Gas Inspection Branch?				
Will your event require the use of gas features on City property?				
If you answered "yes" to the above question, have you contacted Vancouver Fire and Rescue Services?				

**Part VII: Additional Considerations**

	Yes	No	N/A	Comments
Will your event have any impacts to transit (including bus stops and routes, taxi zones, Skytrain)? (pg. 42)				
If you answered "yes" to the above question, has the appropriate transit authority been engaged and do they approve of the impact?				
Will your event include fireworks? (pg. 43)				
If you answered "yes" to the above question, do you have the appropriate approvals from Vancouver Fire and Rescue Services?				

<b>Part VIII: Before your Event</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Have you submitted your parking request (if applicable) to your Special Event Officer?				
Have you paid your deposit (if applicable)? (pg. 45)				
Have you executed your approved Community Engagement Plan?				
Have you printed a copy of your permit?				

<b>Notes:</b>