



**SPECIAL EVENT APPLICATION FORM**

<b>APPLICANT INFORMATION:</b>	<b>ORGANIZATION SPOKESPERSON:</b> Please name an individual who can address public inquiries regarding your event ( <input type="checkbox"/> same as applicant)
Name:	Name:
Title:	
Organization:	Organization:
Registered Society Status#:	
Address:	Address:
Phone (home): Phone (mobile):	Phone (home): Phone (mobile):
Email:	Email:
Do you have a valid City of Powell River Business License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Business License #:

**EVENT DESCRIPTION:**

Event Name:	Event Date(s):
Event Location(s):	Will admission fees be charged? Yes No
Event Category: <input type="checkbox"/> Race/Walk/Cycling <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Festival/Celebration <input type="checkbox"/> Outdoor Market <input type="checkbox"/> Parade <input type="checkbox"/> Other _____ <input type="checkbox"/> Fundraiser/Charity	Estimated Attendance:  # of Participants: _____    # of Spectators: _____ # of Staff: _____    # of Volunteers: _____
Beer/Liquor Garden: Yes No    If yes, additional requirements must be met. Please consult with staff.	
Event/Purpose Description: (Please describe your event or events in detail or attach a summary in letter format)	

## EVENT SCHEDULE:

Site Setup	Event – Day 1	Event - Day 2	Event - Day 3	Site Takedown
Date: _____ Start Time: _____ End Time: _____	Date: _____ Start Time: _____ End Time: _____	Date: _____ Start Time: _____ End Time: _____	Date: _____ Start Time: _____ End Time: _____	Date: _____ Start Time: _____ End Time: _____
<b>Notification Plan:</b> It is necessary that all residents and businesses not participating in your event are aware of the activity and are minimally impacted by it. Notice should include contact information, type, time and date of event. Notice should be given at least 2 weeks prior to event.				
Written notification to be provided to all businesses and residents attached: <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>				

## TRAFFIC CONTROL:

<b><i>(Events requiring road closures must be received at least 12 weeks prior to the event and will require the approval of a traffic safety and management plan, including a route map. If your event will use any portion of Highway 101 through the City, you must receive approval from the Ministry of Transportation and provide us with a copy of their Permit)</i></b>	
Does your event require road closure or roadways and/or sidewalks blocked off? <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>	
If yes, please indicate and clearly label on attached map/site plan which roads you want to close, and the dates and times of the requested closure(s):	
Parking - Please provide a brief description of how event parking will be coordinated:	
Will certified traffic control persons be utilized during your event? <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>	
Will a shuttle bus be used if parking is not available or contained within the available parking area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a schedule as a separate attachment.	
Please describe your plan for emergency vehicle access to the event:	

## EQUIPMENT REQUIREMENTS:

Use of Amplified Public Address System: <input type="checkbox"/> Yes <input type="checkbox"/> No	Access to electrical power source required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will portable generators be used?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will stages be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will portable fences be set up? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will bleachers be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will portable toilets be set up? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will portable tents be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need barricades? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will portable cooking equipment be used? Yes No	Will any other structures be used? <input type="checkbox"/> Yes <input type="checkbox"/> No
Event organizers are responsible for ensuring the cleanup during and after their special event. Will additional garbage bins be required? Yes No If yes, how many? _____ Please describe your waste management plan including recycling and removal:	

## SAFETY/SECURITY:

First Aid Provisions (include number of attendants, level of training) <input type="checkbox"/> Yes <input type="checkbox"/> No Description:	Security Provisions: (what arrangements have been made to ensure safety of participants at the event?) Description:
Please provide a copy of your Emergency/Fire Safety Plan (see attached sample)	

## INSURANCE:

<b>Proof of liability insurance in the amount of at least \$3 million must be provided within 10 days of event approval. "The City of Powell River" must be named as an "additional insured"</b>	
Have you attached confirmation of insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
All applications must include proof of comprehensive public liability insurance coverage satisfactory to the City of Powell River in the amount of not less than \$3,000,000.00, inclusive per occurrence for bodily injury, death and property damage including loss of use thereof, with both the event organizer and the City of Powell River being named as insureds. The event organizer agrees that the provision of the insurance shall in no way limit the release and indemnification which obligations shall survive the termination of this agreement and the event.	
I have read and understand the Insurance Requirements:	Signature _____

## CONTRACTORS/VENDORS:

<b>Event organizers are responsible to ensure that any contractors or vendors participating in the event (i.e., market vendors, traffic flagging companies, food trucks, etc...) carry adequate liability insurance coverage (\$2 million minimum), or that contractors and vendors are covered under the event organizers insurance (“blanket contractual liability”)</b>	
Are you using contractors (regardless of service)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list contractors:	
If any vendors are serving food, has the appropriate foodservice permit been obtained from Vancouver Coastal Health (VCH)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have contractors/vendors provided proof of up-to-date Workers Compensation (WorkSafeBC) insurance coverage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do food vendors have valid Powell River business licenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have contractors/vendors secured adequate liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, are they covered under the event organizer’s insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SIGNS & BANNERS:

Describe all signage that will be used to direct the public, advertise the event, or publicize a sponsor. Please note that any signage posted to publicize the event must be removed immediately following the event.

## CITY OF POWELL RIVER FACILITY USE INFORMATION FORM

To help us better assess your proposal, please provide us with the following information. City of Powell River staff will only consider events that provide economic and cultural contributions to both visitors and locals of the community.

## BENEFITS:

Please describe the main economic and cultural benefits to Powell River residents and visitors

## FUNDRAISER:

If this event is a fundraiser, please indicate primary recipient of funds raised.

## CITY PROPERTY AND FACILITY USE:

If applicable, provide a complete description of event and use of City of Powell River facilities. Please note that the use of City property or facilities is governed by the Terms and Conditions laid out in the City's Facility Use Agreement. Please complete and sign the agreement prior to the use of City property or facilities.

## MAP/SITE PLAN:

Attach a map (hand-drawn is acceptable) of all areas to use used outlining all proposed event features.

**The individual who signs the application is responsible for all aspects of the event, including compliance with all legislation, City bylaws and regulations (copies available upon request or from the City's website), the conduct and safety of all individuals working or attending the event, clean-up following the event, and any contractors hired to provide a service to the event.**

\_\_\_\_\_  
Signature of Event Applicant

\_\_\_\_\_  
Date

In compliance with section 27 of the Freedom of Information and Protection of Privacy Act, personal information collected in this application is being used solely for the purposes of:

- a) Processing this event application to ensure compliance with Municipal bylaws and policies, and
- b) Providing contact information of an event spokesperson to individuals specifically seeking information about this event.

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**Any questions about the collection of personal information may be directed to:**

Corporate Officer  
City of Powell River  
6910 Duncan Street, Powell River, BC V8A 1V4  
Telephone: 604-485-8603

**Please send completed forms to:**

Booking Clerk  
City of Powell River  
5001 Joyce Avenue Powell River, BC V8A 1V4  
Telephone: 604-485-8909  
Email: [bookings@powellriver.ca](mailto:bookings@powellriver.ca)