

SPECIAL EVENT APPLICATION

APPLICANT INFORMATION:	ORGANIZATION SPOKESPERSON: Please name an individual who can address public inquiries regarding your event. (<input type="checkbox"/> same as applicant)
Name:	Name:
Title:	Title:
Organization:	Organization:
Address:	Address:
Phone:	Phone:
Email:	Email:

EVENT DESCRIPTION:

Event Name:	
Event Dates and Times (including set up and tear down schedules):	
Type and Description of Event:	
Beer/Liquor Garden:	<input type="checkbox"/> No <input type="checkbox"/> Yes If <u>yes</u> , additional requirements must be met. Please consult with staff.
Estimated Attendance:	
On-Site Supervisor:	Phone:

INSURANCE:

Proof of liability insurance in the amount of at least \$2 million must be provided within 10 days of event approval. 'The Corporation of the District of North Cowichan' must be named as an 'additional insured.'	
Have you attached confirmation of insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <u>no</u> , please explain:	
If this event is a race, please ensure 'The Corporation of the District of North Cowichan' is listed on the participant waiver. Please attach a copy of the waiver to this application.	

FENCING AND BARRICADES:

A minimum \$300 equipment use bond is required prior to use of Municipal equipment, but may be adjusted on an event-by-event basis. (Bond is fully refundable upon return of equipment in good order.) A list of Municipal equipment available for community events is available upon request. Please ensure placement of any event-related equipment does not pose any hazard to event participants.

North Cowichan Supplied:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Barricades required:</i>	<input type="checkbox"/> 12ft ____ # required	<input type="checkbox"/> 6ft ____ # required
<i>Other equipment require, please list:</i>		
Other Source:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ROAD CLOSURE(S):

Indicate if your event requires the closure of any Municipal roads. If so, 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).

<input type="checkbox"/> No <input type="checkbox"/> Yes

CONTRACTORS/VENDORS:

Event organizers are responsible to ensure that any contractors or vendors participating in the event (i.e. market vendors, traffic flagging companies, etc.) carry adequate liability insurance coverage (\$2 million minimum), or that contractors and vendors are covered under the event organizer’s insurance (‘blanket contractual liability’).

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 food service permit been obtained from Island Health (VIHA)?	<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
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

POWER REQUIREMENTS:

A deposit of \$100 is required for keys used to access electrical boxes on Municipal property, and is refundable upon return of the key. Additionally, there is a \$10 fee per use. A list of accessible Municipal power sources is available upon request. Please ensure that any placement of electrical cords does not cause a hazard (i.e. extension cords laid across walkways).

For what purpose:
Power source location:

AMPLIFICATION (for what purpose):

Event organizers must ensure noise levels comply with the terms set out in the Municipality’s Noise Bylaw.	
<input type="checkbox"/> Pre-recorded Music	<input type="checkbox"/> Live Band
<input type="checkbox"/> Speeches	<input type="checkbox"/> Dancing at site

ENTERTAINMENT:

Type:
Stage: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Requirements:

TENTS:

If tents are being used, they must be properly staked or anchored. Please ensure that any anchor points do not pose a tripping hazard.	
Number being used:	Type:
Size:	
Staked into Ground: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose:	
Location (<i>mark on site map</i>):	

SIGNS and 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 may require a separate permit and must be removed following the event.

NORTH COWICHAN FACILITY USE INFORMATION FORM

To help us better assess your proposal, please provide us with the following information. North Cowichan 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 North Cowichan residents and visitors.

FUNDRAISER:

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

MUNICIPAL PROPERTY AND FACILITY USE:

If applicable, provide a complete description of event and use of North Cowichan facilities. **Please note that use of Municipal property or facilities is governed by the Terms and Conditions laid out in the Municipality's Facility Use Agreement.** If a key is required to access Municipal property (i.e. forestry gate, electrical boxes, municipal buildings), a deposit of \$100 is required, and is refundable upon return of the key. Please complete and sign the agreement prior to the use of Municipal property or facilities.

MAP / SITE PLAN: Attach a map (hand-drawn is acceptable) of all areas to be used outlining all proposed event features.

The individual who signs the application is responsible for all aspects of the event, including compliance with Municipal bylaws (*copies available upon request or from the Municipality'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.

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

Mark Ruttan, Corporate Officer
The Corporation of the District of North Cowichan
7030 Trans-Canada Highway | Box 278
DUNCAN BC V9L 3X4
Telephone: 250.746.3100

Please forward completed application forms to:

by Mail: Office of the Mayor & CAO
The Corporation of the District of North Cowichan
7030 Trans-Canada Highway | Box 278
DUNCAN, BC V9L 3X4
by Email: specialevents@northcowichan.ca
by Fax: 250.746.3133