



Cowichan Valley Regional District Parks and Trails Special Event Application

2019

Date of Application: (DD/MM/YYYY)

permit #

Name/Organization:

Main Contact:

Email:

Mailing Address:

city/town

postal code

province

Resident Phone:

cell phone:

EVENT INFORMATION

Location of Event:

Name of Event:

Date(s) of Event:

Timing for Event:

Event Liaison Person (onsite during event):

Event Liaison Person Contact: phone#

Set Up Time		Event Time		Take Down Time	
start	finish	start	finish	start	finish

Is the Event a Run, Walk, or Ride? yes no

*if yes please provide route details below and **include a detailed route map with the application.**

Full Description of Event:

Will your event be open to public or private (by invitation)? public private

Are participants required to purchase tickets for this event? yes no

If YES please elaborate:

Number of Participants:

Number of Spectators:

TOTAL Attendance:

Has this event occurred in a CVRD Park before? yes

no *if yes please provide details below

How many years? Last permit # (if available)

Will there be any change from previous events? yes

no *if yes please provide details below

EVENT LOGISTICS

Temporary Structures (tents/canopies, stage generators, portable washrooms etc.) yes no

*if yes please provide details below

Amplified Sound (music, announcements etc.) yes no

*if yes please provide details below

Food (BBQ, potluck, pre-packaged snacks, bottled water, food vendors etc.)

*if yes please provide details below

Sales of Any Kind (raffle tickets, t-shirts, food, etc.)

*if yes please provide details below

Vehicle/Parking Requirements (loading, event vehicles, parking needs)

yes

no

*if yes please provide details below

estimated # of vehicles for event

Event Safety Plan (first aid attendants, emergency vehicles, evacuation routes)

*if yes please provide details below

Name of First Aid Attendant phone#

Name of First Aid Attendant phone#

Name of First Aid Attendant phone#

Plan Details

Waste Management (plan for event waste management, environment protection or recycling)

Other Proposed Activities or Additional Comments

APPLICATION CHECKLIST

- A Completed Application**
- A Completed and Signed Group Facility Terms and Conditions Form (if applicable)**
- A Site Plan or Route Map clearly indicating the area(s) you intend to use for your event**
- A Copy of Your Insurance for the Event**

INSURANCE

The special event permit holder must obtain comprehensive general liability insurance protecting the Cowichan Valley Regional District against liability for bodily injury, death or property damage, arising out of the event. Minimum limit of \$2,000,000 commercial general liability insurance against third party claims for bodily injury, death, property and loss of use (Note: a higher limit of liability insurance might be required depending on event details). Maximum deductible \$5,000 per occurrence, with a cross liability clause. A certificate of insurance must be received before final approval of an event. CVRD retains the right to cancel an event if a certificate of insurance is not received before the event date. By accepting this permit, the special event permit holder acknowledges sole responsibility for obtaining whatever coverage the CVRD deems necessary. Insurance can be obtained through any insurance agent.

APPLICATION SUBMISSION

All items on the application check list must be submitted or the application will be declined. The complete application must be submitted to the CVRD Parks and Trails Division no less than 30 days before the proposed event date.

**Cowichan Valley Regional District
Parks and Trails Division
175 Ingram Street
Duncan BC
V9L 1N8**

Email: Elizabeth.Aitken@cvrd.bc.ca

Ph: 250.746.2620

Fx: 250.746.2621

Parks and Trails special event applications are reviewed by CVRD Parks and Trails Staff, Electoral Area Parks Commissions and the Electoral Areas Services Committee. Fees may be applied to event requests that propose extensive exclusive use of a public park. Fees must be paid in full within 14 days following approval of the event. Fees are paid through the Facility Booking Clerk at Island Savings Centre:

**Taylor Knowles
Facility Booking Clerk**

**Island Savings Centre Recreation and Culture Dept.
Cowichan Valley Regional District
2687 James Street, Duncan BC
V9L 2X5**

Email: taylor.knowles@cvrd.bc.ca

Ph: 250-746-3434

Fx: 250-748-0054

TERMS AND CONDITIONS

1. The special event permit holder is responsible for ensuring that: the assigned area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the event activities do not interfere with other park users.
2. Any property damage which occurs during the permitted event, including set up or take down, is the responsibility of the special event permit holder. Damage to park property should be reported immediately. It will be assessed and repair costs billed to the special event permit holder. A damage deposit may be requested for any event.
3. The special event permit holder is responsible for leaving the area clean and litter free and may be billed for any subsequent cost incurred by the CVRD for clean up.
4. If traffic control is required, a traffic plan must be provided to the CVRD Parks and Trails Division.
5. Barbecues may be used with prior written approval of the CVRD Parks and Trails Division.
6. Only paper or plastic cups may be used for beverages. For safety reasons glass containers are not permitted.
7. The CVRD logo will be provided to the event organizers and must be included in any event advertising
8. The CVRD reserves the right to cancel an event or activity due to unforeseen circumstances and shall not be responsible for any costs or damages as a result of the cancellation.

CVRD Park Bylaw #738 requires that unless specifically permitted:

1. Vehicles are not to be driven onto grassed areas or restricted access and service roads at any time. Unauthorized vehicles may be towed without warning.
2. The sale of goods, the collection of an admission fee, or the operation of a concession is prohibited.
3. The operation of a public address system or amplified music is prohibited.
4. No alcoholic beverages are to be dispensed, sold or consumed on the park property at any time.
5. Signage, banners or advertisements are prohibited.
6. The erection of structures, fences, poles, stages, bleachers, portable toilets, and the use of fireworks, is prohibited.

**** By signing this application, the applicant acknowledges and agrees to the terms and conditions of use and that the information provided is accurate and correct.**

authorized representative signature

please print name

CVRD staff signature (sign for approvals only)