



Special Event Permit

Application

In accordance with RDCK Bylaw 2596, 2022 a Special Event held within the boundaries of Electoral Area H of the Regional District of Central Kootenay (RDCK) requires a permit to be issued by the RDCK. Bylaw 2596 defines a Special Event as follows:

Special Event means any public assembly, show, exhibition, carnival, fair, concert, rave, vehicular race, parade, sporting event, performance or other event attended by, or which may reasonably be expected to be attended by, greater than 200 people including all participants, volunteers, performers, vendors, staff, and other attendees, and which is more than 24 hours in duration.

The following events are exempt from the permit requirement:

- (a) Special Events held by the Regional District;
- (b) Special Events held by a School District;
- (c) Special Events with a primary purpose of holding a youth sports tournament.

To understand all of the requirements for Bylaw 2596, please see the following link:

https://www.rdck.ca/assets/Government/Bylaws/Special~Event~Permit/2596-Special_Events_Permit-AreaH.pdf

Class I Special Event Attendance Criteria and Deadline - If you anticipate to have an attendance of greater than 200 people and fewer than 5,000 people, including all participants, volunteers, performers, vendors, staff, and other attendees, this application must be submitted to the RDCK no less than 60 days and no more than 270 days prior to the first day on which the proposed Special Event is to be held.

Class II Special Event Attendance Criteria and Deadline - If you anticipate to have an attendance of greater than 5,000 people, including all participants, volunteers, performers, vendors, staff, and other attendees, this application must be submitted to the RDCK no less than 90 days and no more than 270 days, before the first day on which the proposed Special Event is to be held.

EVENT DETAILS
EVENT NAME
NUMBER OF EXPECTED ATTENDEES (including anticipated spectators, participants, performers, volunteers, vendors, staff, and others)
TOTAL NUMBER OF TICKETS AVAILABLE

PERSON HOLDING THE EVENT

COMPANY NAME (if applicable)		
LAST NAME	FIRST NAME	
BUSINESS MAILING ADDRESS	CITY AND PROVINCE	POSTAL CODE
PHONE	EMAIL ADDRESS	

PROMOTER

COMPANY NAME (if applicable)		
LAST NAME	FIRST NAME	
BUSINESS MAILING ADDRESS	CITY AND PROVINCE	POSTAL CODE
PHONE	EMAIL ADDRESS	

DATE(S) & HOURS

The dates and operating hours for each day of the Special Event, including days of set-up and take down.

DATE	START TIME	END TIME
DAY 1		
DAY 2		
DAY 3		
DAY 4		
DAY 5		
DAY 6		
DAY 7		
DAY 8		

DESCRIPTION

GENERAL DESCRIPTION AND INTENDED PURPOSE

IF USING SOUND AMPLIFICATION EQUIPMENT, DESCRIBE THE NATURE OF THE PROPOSED AMPLIFICATION AND ANY PROPOSED MEASURES TO LIMIT DISTURBANCES TO PROPERTIES ADJACENT TO THE SPECIAL SITE.

HAS A PERMIT FOR THIS EVENT BEEN PREVIOUSLY DENIED?

- YES
- NO

DATE THE PERMIT WAS DENIED

REASON PERMIT WAS DENIED

SPECIAL EVENT SITE

*This page must be completed for each of the event site. Download, complete and submit additional copies of this page if more than one event site.

HOW MANY EVENT SITES WILL BE USED FOR THIS EVENT?

SITE DESCRIPTION

PARCEL IDENTIFIER (PID)

LEGAL DESCRIPTION

SITE REGISTERED OWNER

COMPANY NAME (if applicable)

LAST NAME

FIRST NAME

CIVIC ADDRESS

CITY AND PROVINCE

POSTAL CODE

PHONE

EMAIL ADDRESS

I, The Site Registered Owner Authorize this Special Event to take place on the Special Event Site specified above.

SIGNATURE

DATE

SITE REGISTERED OCCUPIER/AUTHORIZED REPRESENTATIVE

Select one.

- Occupier
 Authorized Representative

COMPANY NAME (if applicable)

LAST NAME

FIRST NAME

CIVIC ADDRESS

CITY AND PROVINCE

POSTAL CODE

PHONE

EMAIL ADDRESS

I, The Site Registered Occupier or its Authorized Representative authorize this Special Event to take place on the Special Event Site specified above.

SIGNATURE

DATE

ORDINARY AND EMERGENCY ACCESS

*This page must be completed for each of the event site. Download, complete and submit additional copies of this page if more than one event site.

PROVIDE A DETAILED STATEMENT DESCRIBING THE PROPOSED ARRANGEMENTS FOR ORDINARY AND EMERGENCY ACCESS AND EGRESS TO AND FROM EACH SPECIAL EVENT SITE FOR PARTICIPANTS, SPECTATORS, VOLUNTEERS, FIRE SERVICES, AND EMERGENCY SERVICES.

SKETCH PLAN INSTRUCTIONS

On the following page, provide a sketch plan of the Special Event Site, showing as applicable:

- (a) the location and ordinary and proposed uses of existing structures;
- (b) the location and ordinary and proposed uses of any temporary structures proposed for the Special Event, including any proposed temporary seating arrangements;
- (c) the location, size, and layout of parking and transport areas;
- (d) the location, number, and arrangement of washrooms and other sanitation facilities;
- (e) the location of each Special Event Site relative to primary and secondary site access routes to that Special Event Site;
- (f) the location, size, and nature of any facilities to dispense potable water;
- (g) the location of any proposed facilities for cooking and other food and drink preparation;
- (h) the location of first aid sites and equipment;
- (i) the location of any liquor service and consumption areas; and
- (j) the location of any cannabis service and consumption areas.

SKETCH PLAN OF EVENT SITE

*This page must be completed for each of the event site. Download, complete and submit additional copies of this page if more than one event site.

TERMS AND CONDITIONS OF SPECIAL EVENT PERMIT

I, the undersigned, am authorized to submit this application for a Special Event Permit have provided above a full representation this Special Event. I understand that the RDCK has the right to verify the information submitted in the application and that submittal of incorrect or untruthful information may be a cause for the RDCK to deny issuance of a Permit. I understand and agree that issuance of a permit will be conditional upon providing the RDCK with proof of insurance in the form and amount specified within the bylaw, and upon entering an agreement to indemnify and save harmless the RDCK from liability related to the Event, in accordance with bylaw requirements.

(Print name and title)
Person Holding the Special Event

Date

Signature

(Print name and title)
Promoter of Special Event Site

Date

Signature

(Print name and title)
Registered Owner of Special Event Site

Date

Signature

(Print name and title)
Occupier of Special Event Site or their Authorized Representative

Date

Signature

DOCUMENTS AND FEES RECEIVED - FOR OFFICE USE ONLY

- Certificate of Insurance Form signed by the insurance broker confirming the Special Event is covered for :
 - (a) in respect of a Class I Special Event, commercial general liability insurance with minimum coverage of \$2,000,000.00 (CAD) per occurrence
 - (b) in respect of a Class II Special Event, commercial general liability insurance with minimum coverage of \$5,000,000.00 (CAD) per occurrence;
 - (c) the policy must include a cross-liability clause;
 - (d) the policy must name the Regional District as an additional named insured; and
 - (e) the policy must require 30 days' prior written notice to the Regional District in the event of cancellation or material change in the policy.
- Permit Application Fee
 - (a) for Class I Special Events: an application fee of \$200
 - (b) for Class II Special Events: an application fee of \$500
- Signed Indemnity Agreement
- Security Deposit
 - (a) \$1,000.00, for a Class I Special Event
 - (b) \$20,000.00, for a Class 11 Special Event

The following methods of payment will be accepted for the deposit: bank draft, irrevocable letter of credit.

Term of Agreement From _____
mm/dd/yyyy

To _____
mm/dd/yyyy

RDCK APPROVAL

RDCK Chief Administrative Officer
(Print Name)

Date

Signature