

**POWELL RIVER REGIONAL DISTRICT  
Schedule "C" to Bylaw No. 325**

**Special Event Permit Application**

Permit No. \_\_\_\_\_

This application must be completed for all requests for a Special Event Permit and submitted it to the Regional District office. Please use the Appendix 'A' Check List to ensure that all components of your special event permit application have been submitted. As well, if you require a special occasion liquor licence, it must be endorsed by the Regional District Board separately. Please use the Appendix 'C' Request for Special Occasion Liquor Licence Endorsement for that purpose.

**APPLICATION FOR SPECIAL EVENT PERMIT**

Name of Applicant: \_\_\_\_\_  
(the "Applicant")

On behalf of (may be same as Applicant): \_\_\_\_\_  
(the "Permittee")

Address of Applicant and  
Permittee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Nature of Event or Activity: \_\_\_\_\_  
\_\_\_\_\_  
(the "Event")

Number of Participants (Estimated): \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_

Time: From: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Location of Event: : \_\_\_\_\_  
\_\_\_\_\_  
(the "Permit Area")

The Permittee hereby applies to the Powell River Regional District (the "Regional District") for permission to hold the Special Event in the Permit Area on the date and at the time specified above.

In consideration of the issuance to the Permittee of a permit for the Event, the Permittee agrees that the terms and conditions set out on the following pages form part of this Permit, and agrees to fully comply with and be bound by these terms and conditions.

**THE APPLICANT HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND AGREES THAT THEY WILL BE OBSERVED BY THE PERMITTEE, ITS OFFICERS, EMPLOYEES, SERVANTS, AGENTS, LICENSEES AND INVITEES.**

The applicant warrants and represents that it has the power, authority and capacity to enter into this agreement on behalf of the Permittee and to bind the Permittee with its signature.

The return of this application to the Applicant, signed on behalf of the Powell River Regional District will constitute the issuance of a Permit for the Event.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed, Sealed and Delivered by the )  
Applicant ON BEHALF OF )  
the Permittee in the )  
presence of: )

\_\_\_\_\_)  
Witness )

\_\_\_\_\_)  
Address )

\_\_\_\_\_)  
Occupation )

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

\_\_\_\_\_  
Applicant's Printed Name

**THIS PERMIT IS HEREBY ISSUED ON THE TERMS AND CONDITIONS SET OUT BELOW.**

**POWELL RIVER REGIONAL DISTRICT**, by its authorized signatory,

\_\_\_\_\_  
Manager of Operational Services

## **TERMS AND CONDITIONS OF SPECIAL EVENTS PERMIT**

### Specific Terms and Conditions

1. The Permittee of large events, i.e., more than 100 people; or more than 100 ticket sales, must submit a deposit of \$500 with their application to ensure sites are left clean and undamaged. This deposit may be returned to the Permittee once the site has been inspected by Regional District staff after the event has ended and the site has been cleaned to Regional District satisfaction.

The Permittee of large events, i.e., more than 100 people; or more than 100 ticket sales, must also submit an 'event plan' and 'timetable' for facility clean-up, garbage removal and disposal.

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### Term of Permit

2. This permit shall be valid only for the date and time set out on the application unless the Permittee is granted an extension, in writing, by the Regional District.

### Insurance

3. If required by the Regional District, the Permittee shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage for indemnity provided herein, with an insurer and on terms satisfactory to the Regional District, including that the Regional District be a named insured. Prior to the issuance of this Permit, if so required, the Permittee shall deliver to the Regional District evidence, in a form satisfactory to the Regional District, that the Permittee has obtained comprehensive general liability insurance with coverage of not less than \$2,000,000 per accident or occurrence, including \$2,000,000 for the bodily injury, death, property damage, economic loss and all other loss and damage affecting any persons or property arising out of or in any way connected with the Event for which this Permit is issued.

### Indemnity

4. The Permittee hereby releases, indemnifies and saves harmless the Regional District and its officers, servants, agents, employees and others from and against all costs, losses, damages, compensation, claims, demands, actions, judgements and expenses, including actual legal expenses of every kind, description and nature whatsoever, in any way connected with or

arising from the Event, in whole or in part, including but not limited to, any death or injury to persons or property loss or damage resulting from any acts or omissions of the Permittee, its directors, officers, employees, agents, contractors, subcontractors and others, or that would have not occurred but for the use or occupation of the Permit Area by the Permittee.

5. The Permittee shall conduct the Event in the Permit Area only and no other lands or premises may be used by the Permittee for the Event.
6. The permission granted to the Permittee in this Permit to use the Permit Area for the Event is personal and cannot be assigned, conveyed, transferred or alienated in any way to another individual, organization or corporation without the prior written consent of the Regional District.
7. The Permittee shall use the Permit Area with care and in a manner that does not unreasonably interfere with or detract from the general public's enjoyment of the Permit Area. The Event shall be conducted in a manner which is compatible with public health, welfare, safety and recreation.
8. At all times that the Event is in progress, two designated competent and trustworthy representatives of the Permittee must be present and responsible for the conduct of the Event in accordance with the terms and conditions of this permit.
9. The Permittee, or its designated representatives, shall advise all attendees of the Event that they must adhere strictly to the terms and conditions of this Permit.
10. The Permittee shall leave all lands, buildings, structures, equipment and other property in a neat, clean, tidy and undamaged condition. Failure to do so may result in a fee being levied for maintenance and repair. The Permittee, or its designated representatives, shall immediately report any damage to the Regional District.
11. The Permittee shall ensure that persons attending the Event conduct themselves in an orderly manner and promptly comply with any reasonable instruction of any representative of the Regional District in respect of the conduct of the Event.
12. The Permittee represents and warrants that the event shall not include any violence, crime or disorderly conduct.
13. The Permittee shall comply with all applicable laws, including all bylaws, rules and regulations of the Regional District.
14. If alcohol is to be served at the Event, the following terms and conditions apply:
  - (a) the Permittee shall obtain a special occasion liquor licence from the Royal Canadian Mounted Police;

- (b) The Permittee shall comply with all provisions of the *British Columbia Liquor Control and Licensing Act* and regulations thereto;
  - (c) Provincial regulations respecting the issuance of special occasion liquor licences provide for the following, “Local government approvals must be obtained by an applicant for events on local government land or premises in advance of applying for a Special Occasion Licence.” The special occasion liquor license must be endorsed by the Powell River Regional District Board separately. **IT IS NOT INCLUDED AS PART OF THIS SPECIAL EVENT PERMIT.** The Permittee must use Appendix C to submit a request for a special occasion liquor licence endorsement as soon as possible as it will take approximately one month to move the request from the Committee level to the Board for endorsement.
  - (d) if the Event is to continue past dusk, the Permittee shall ensure that the area is properly illuminated by artificial lights.
15. The Permittee shall ensure that all vehicles are parked only in designated parking areas.
  16. The Permittee must conduct the Event so as not to interfere with normal traffic flow on roadways within the Regional Park. No roadway closures shall be permitted except as set out in this Permit.
  17. The Park Caretaker or other person designated by the Regional District may revoke this permit without notice and without payment of any damages if the Permittee does not comply with the terms and conditions of this permit or with any applicable legislation.
  18. The Permittee must conduct the Event as described herein and shall not deviate from this description or the terms and conditions of this Permit.
  19. This Permit shall enure to the benefit of and be binding on the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
  20. The Permittee shall immediately notify the Regional District if the Event is cancelled and the Permittee does not intend to use the Permit.

**Appendix 'A'**

**APPLICATION FOR SPECIAL EVENT PERMIT  
APPLICANT CHECK LIST**

The Applicant will use the following list to ensure all necessary components of your special event permit application are submitted to the Regional District.

|   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Special Event Permit application                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. \$500 Deposit *  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Event plan and timetable *                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Insurance documents                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Special Occasion Liquor Licence endorsement request ** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Actual Special Occasion Liquor Licence                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\* Large event organizers, i.e., more than 100 people attending the event; or more than 100 ticket sales **must** submit.

\*\* Endorsements of special occasion liquor licences are not part of the special event permit; requests **must** be submitted separately in time for the Regional Board to consider before the event takes place, approximately one month.

## Appendix 'B'

### APPLICATION FOR SPECIAL EVENT PERMIT REGIONAL DISTRICT CHECK LIST

The Regional District will use the following list to ensure all necessary components of a special event permit application have been received by the Regional District.

|   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Special Event Permit application   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. \$500 Deposit *  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Event plan and timetable *   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Insurance documents  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Special Occasion Liquor Licence endorsement request **                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Actual Special Occasion Liquor Licence   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Return of \$500 deposit to Permittee after event<br>(explanation required if not returned) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\* Large event organizers, i.e., more than 100 people attending the event; or more than 100 ticket sales, **must** submit.

\*\* Endorsements of special occasion liquor licences are not part of the special event permit; requests **must** be submitted separately in time for the Regional Board to consider before the event takes place, approximately one month.

**Appendix 'C'**

**APPLICATION FOR SPECIAL EVENT PERMIT**

**REQUEST FOR SPECIAL OCCASION LIQUOR LICENCE ENDORSEMENT**

I/We, \_\_\_\_\_, have applied for a special event permit for  
(name of applicant/permittee)

the following event \_\_\_\_\_  
(music festival, concert, wedding, etc.)

to be held at \_\_\_\_\_ on \_\_\_\_\_.  
(event location) (date)

In conjunction with the special event application, I/we are requesting an endorsement for a special occasion liquor licence from the Powell River Regional District Board.

\_\_\_\_\_  
Signature of Applicant/Permittee

\_\_\_\_\_  
Date