



Cowichan Valley Regional District Parks & Trails Special Event Permit Application

Date of Application:
(yyyy/mm/dd)

Permit # <small>Office Use</small>

APPLICANT INFORMATION

Name of Organization:

Contact Person:

Email:

Mailing Address:

city/town

province

postal code

Home/Work Phone:

Cell phone:

PROPOSED EVENT INFORMATION

Location of Event:

Name of Event:

Date(s) of Event:

Timing of Event:

Event Liaison Person (onsite during event):

Event Liaison Person Contact (cell 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.**

Please fully describe your event below:

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

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

*If yes please elaborate below (what will proceeds of ticket sales be used for?)

Number of Participants:

Number of Spectators:

TOTAL Attendance:

Has this event occurred at a CVRD park or trail before? yes

no

How many years?

Last permit # (if available)

Will there be any changes from previous events? yes

no

*if yes please provide details below

EVENT LOGISTICS

Will Temporary Structures be Used? (tents/canopies, stage, generators, portable washrooms etc.) *If yes please provide details below. A site map with event setup details may be required.

yes

no

Please note that you may be required to provide for additional washroom facilities based on the following requirements based on VIHA guidelines for event sanitation.

Events without alcohol: Total of 1 toilet per 80 attendees

Events with alcohol: Total of 1 toilet per 40 attendees

Will Amplified Sound be Used? (music, announcements etc.)

yes

no

*if yes please provide details below

Will Food be Served? (If so a permit from VIHA may be required.) yes no

Will there be Sales of Any Kind? (Please note, commercial activities are not permitted. If this event is a fund raiser please provide details..) yes no

Are there Special Vehicle/Parking Requirements (loading, event vehicles, parking needs) yes no
 *If yes please provide details below. An overflow parking plan may be required.

What is the estimated total number of vehicles for the event?

What is your Event Safety Plan? Please outline the emergency procedures for this event including number of first aid attendants and their level of certification, emergency vehicle access, and evacuation routes. First aid requirements are determined by the size and type of event being proposed.

Waste Management Plan (How will event waste be managed? What measures will be put in place for environmental protection, recycling etc.?)

*please note that you are responsible for the proper disposal of all waste associated with your event.

Other Proposed Activities or Additional Comments (e.g. Will signage be used? If so please describe. Is a gate key required?)

APPLICATION CHECKLIST

Use this checklist to ensure that all applicable items are included with your application to avoid delays in processing or an incomplete application being declined.

- A completed and signed application**
- A Site Plan or Route Map clearly indicating the area(s) you intend to use for your event (if applicable)**
- A certificate of insurance for the event as described on page 4 (for all public events and private events held by an organized group or club)**
- All other applicable land manager approvals have been received**

INSURANCE

If required the special event permit holder, as well as any sub-contractor providing event services, 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 naming the Cowichan Valley Regional District as additional insured 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. Events that include the use of lands or facilities not owned by the CVRD may be required to provide additional insurance coverage for the third parties.

APPLICATION SUBMISSION

For smaller events (0-100 people) applications must be submitted a minimum of **30 days** in advance. For larger (100 people plus)/more complicated events applications must be submitted a minimum of **90 days** in advance. All additional documentation must be submitted a minimum of **21 days** in advance. **LATE SUBMISSIONS WILL RESULT IN THE EVENT NOT BEING APPROVED.**

Please submit completed applications by email to:

Parks.Events@cvrld.bc.ca

By mail or in person to:

Cowichan Valley Regional District

**Parks & Trails Division
175 Ingram Street
Duncan BC V9L 1N8**

For inquiries please call: **250.746.2660**

Fees and other charges or deposits may be applied to event requests that propose extensive and/or exclusive use of a public park or require the use of a gate or facility key. Fees and charges/deposits must be paid no less than 14 days in advance of the event date once approval is received.

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 and trail users.
2. Any property damage which occurs during the permitted event, including during 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 required 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.
5. Barbecues may be used with prior written approval of the CVRD.
6. Only non-breakable cups may be used for beverages. For safety reasons glass containers are not permitted.
7. The CVRD logo may be provided to the event organizers to be included in 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 to the permit holder or others as a result of such cancellation.
9. Failure to follow the terms and conditions will result in the denial of any further special event permit applications from the applicant.

ADDITIONAL TERMS AND CONDITIONS

CVRD Park Bylaw #738 requires that unless specifically permitted:

1. Vehicles are not to be driven onto any areas other than designated parking areas and park roads.
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 or cannabis products 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.**

Applicant Authorized Representative Signature

Please Print Name

CVRD Event Approval