



SCRD Parks & Recreation PUBLIC EVENT REQUEST FORM

Event Name:		
Event Location:		
Event Date & Times:		
Applicant Name:		
Phone & Email:	phone	email
Mailing Address:		

GENERAL EVENT INFO	Brief description of proposed event		
	Expected number of guests/participants		
	List all equipment to be brought on site i.e.: lifts, moving equip., generator, etc. <i>(Attach list if extensive)</i>		
	Are you constructing additional temporary structures on SCRDP property? (tents or other)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please explain:		
	If event held on park lands, which area of park requested? <i>(please be aware that events cannot be condoned off in public parks)</i>		
	Who is responsible for set-up?	name	phone & email
	Who is responsible for take-down?	name	phone & email
	Who is the onsite contact person during the event?	name	phone & email
What, if anything, will be sold on site?			

ALCOHOL SERVICE INFO	Will alcohol be served/sold at this event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a copy of your Special Occasion License (apply at the Liquor Store) at least 2 weeks before event. SOL must be posted on site during event.	Special Occasion License	<input type="checkbox"/>
	Serving alcohol outdoors? SCRD Board approval is required. <i>Submit a letter of request to the SCRD Board, include date(s), time(s) and venue two (2) months prior to your event.</i>	Board Approval	<input type="checkbox"/>
FOOD SERVICE INFO	Are you serving or selling food during your event? <i>Note: if food is being brought in 'potluck' style, a temporary permit is not required. If offered to the public, however, then a permit will be required.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		FoodSafe Certificate	<input type="checkbox"/>
		Operating Permit (Contact Vancouver Coastal Health)	<input type="checkbox"/>
	<i>The kitchen in Room 219C at the Gibsons & Area Community Centre is, depending on size of event, considered a Commercial Kitchen. Kitchens located in all SCRD HALLS are NOT considered Commercial Kitchens as they have no Operating Permit issued by Vancouver Coastal Health. Therefore, commercial caterers are NOT to prepare, serve or provide food during functions before obtaining a temporary food Operating Permit from VCH. You will NOT NEED an Operating Permit if your function uses voluntary caterers and the food service is limited to members of your own family/organization plus invited guests. Foodsafe training is strongly recommended for those preparing or serving food for all functions at SCRD facilities.</i>		
DAKOTA	Will you require any pre/post event trail grooming?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Will you be doing any trail route marking? If yes, what materials will be used?		
Public Events ONLY	Please provide samples of promotional/marketing materials.		
	Will there be vendors at the event? If yes, please provide list.	Vendor list attached	<input type="checkbox"/>
	If food will be served/sold at your event we will need a list of server names & copies of their Food Safe and Serving It Right certificates.	Server names	
		Food Safe certificates	<input type="checkbox"/>
	Prior to your event, we will require a copy of the following plans:	Floor/Outdoor Plan	<input type="checkbox"/>
	<i>A second Security Plan is required if the event being held has a reserved area for serving alcohol, eg. Beer Garden.</i>	Security Plan	<input type="checkbox"/>
		Transportation / Parking Plan	<input type="checkbox"/>
		Clean-Up Plan (including garbage disposal)	<input type="checkbox"/>
***Liability Insurance		<input type="checkbox"/>	
	Emergency Plan	<input type="checkbox"/>	
	Including:		
	• Notification of:		
	Paramedics	Yes <input type="checkbox"/>	

	RCMP	Yes	<input type="checkbox"/>
	Fire Dept.	Yes	<input type="checkbox"/>
	• EMT access route map	Yes	<input type="checkbox"/>
	• Names of 1 st Aid Attendants and their level of certification	Yes	<input type="checkbox"/>
	• Emergency contact information/person during event	Yes	<input type="checkbox"/>
<i>Please submit a written report to the SCRD of any incidents/accidents that occur during your event.</i>			

Insurance is required for all PUBLIC EVENTS. Furthermore, any event, whether private or public, that includes consumption of alcohol MUST acquire insurance.

*** Users of indoor/outdoor SCRD facilities and parks must obtain Comprehensive General Liability Insurance protecting the Sunshine Coast Regional District and User against liability for bodily injury, death or property damage, arising out of the activity. The minimum limits shall be \$2,000,000 inclusive per occurrence, maximum deductive \$500 per occurrence, with a cross liability clause. Acceptable proof of insurance must be received by the SCRD prior to the use of any facilities covered under the rental agreement.

Note:

- The information above satisfies the SCRD's minimum insurance requirements. However, the SCRD does not warrant that this insurance is adequate for the group's needs.
- The SCRD has the ability to sell special event insurance through AON. Contact us if you require assistance. Note: Insurance costs are dependent on the size and scope of your event and may take considerable time to assess. Apply for insurance early.

***For Recreation Program Coordinator:** Insurance Provided?: _____ Date: _____

Insurance Information Details:

Equipment requests at GACC, SAC, rinks & pools	Will you require the PA system? If yes to above do you require training/orientation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Will you require the Sound System? If yes to above do you require training/orientation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Will you require the Score Clock? If yes to above do you require training/orientation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please list other SCRD Recreation services or equipment you may need for your event. (ie: lighting system, tables, chairs, ice clean schedules, stations, barricades, signage, extension cords, TV/Video, first aid)		
	Will you require communication assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Additional Information/Notes:

FOR OFFICE USE ONLY: *(SCRD Coordinator notes and recommendations re: event)*

Please return the completed Event Request Form well ahead of your potential event.