



SCRD Parks & Recreation SPECIAL 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 SCR D property? (tents or other) Please explain:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If event held on park lands, which area of park requested? <i>(please be aware that events cannot be cordoned off in public parks)</i>		
	Who is responsible for set-up? Provide floor plan	name	phone & email
	Who is responsible for take-down?	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"/> rec'd
	Serving alcohol outdoors? SCR D Board approval is required. <i>Submit a letter of request to the SCR D Board, include date(s), time(s) and venue two (2) months prior to your event.</i>	Board Approval	<input type="checkbox"/> rec'd

FOOD SERVICE INFO	Are you serving or selling food during your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	FoodSafe Certificate		<input type="checkbox"/> rec'd	
	Operating Permit (Contact Vancouver Coastal Health)		<input type="checkbox"/> rec'd	
<p><i>The kitchen in Room 219C at the Gibsons & Area Community Centre is 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></p>				
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"/> rec'd	
	If food will be served/sold at your event we will need a list of server names & copies of their Food Safe certificates.	server names Food Safe certificates	<input type="checkbox"/> rec'd	
	Prior to your event, we will require a copy of the following plans:	Floor/Outdoor Plan	<input type="checkbox"/> rec'd	
	<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"/> rec'd	<input type="checkbox"/> rec'd
		Transportation / Parking Plan		<input type="checkbox"/> rec'd
		Clean-Up Plan (including garbage disposal)		<input type="checkbox"/> rec'd
		***Liability Insurance		<input type="checkbox"/> rec'd
		Emergency Plan		<input type="checkbox"/> rec'd
	<p><i>Which includes....</i></p> <ul style="list-style-type: none"> Notification of: <ul style="list-style-type: none"> Paramedics Yes <input type="checkbox"/> RCMP Yes <input type="checkbox"/> Fire Dept. Yes <input type="checkbox"/> EMT access route map Names of 1st Aid Attendants and their level of certification Emergency contact information/person during event 			
<p><i>Please submit a written report to the SCRD of any incidents/accidents that occur during your event.</i></p>				

Insurance is required for both PUBLIC & PRIVATE EVENTS that include consumption of alcoholic beverages.

*** Users of indoor/outdoor SCR D 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 SCR D prior to the use of any facilities covered under the rental agreement.

Note:

- The information above satisfies the SCR D's minimum insurance requirements. However, the SCR D does not warrant that this insurance is adequate for the group's needs.
- The SCR D 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.

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 SCR D 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:

