



EVENT APPLICATION

The Sunshine Coast Regional District (SCRD) appreciates your interest in holding your function at one of our community properties. This application will help the SCRD work with you on hosting a successful event.

The information provided will assist in determining the approvals or special requirements necessary. Please complete the sections that pertain to your event. Based on the information provided, SCR D will either approve or deny your request. Staff may be able to work with you on alternatives and solutions should there be a barrier to approval.

Please submit your application at least 30 days in advance of your event to ensure sufficient time for internal review, and, if granted approval, to allow time for all necessary information to be obtained.

Once your application is submitted, Recreation staff will be in contact with the Event Organizer to confirm details. Please print clearly and attach additional sheets as necessary. Once approved, a permit will be issued with the information provided in this application and it will form part of the agreement.

The personal information you provide on this form is being collected under the authority of the Local Government Act for the purpose of preparing a facility use permit. Your personal information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, please contact the Information and Privacy Coordinator at 604-885-6800, 1975 Field Road, Sechelt, BC V7Z 0A8.

Event Name	
Event Date(s)	
Facility:	
Permit Number:	To be filled in by SCR D

EVENT ORGANIZER CONTACT INFORMATION			
Hosting Organization (if applicable):		Non-profit #	
Contact Name:			
Mailing Address with Postal Code:			
Email:		Contact Phone:	
Alternate Contact Name:			
Alternate Email:		Alternate Phone:	
Event Day Contact Name:			
Event Day Email:		Event Day Phone:	
Event Website (if applicable):			



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EVENT INFORMATION

Type of Event:	Public Private SCRD JUA <i>(Please indicate the age range of your group)</i>
Event Description: <i>(IMPORTANT: You will be issued your permit based on the activities described here. Please be clear and thorough.)</i>	

DATES AND ATTENDANCE

	Date(s)	Time(s)	Number of People		
Set-up					
Event			Spectators	Participants	Volunteers
Take Down/Clean Up					

EVENT DETAILS AND MAP *(if applicable)*
 If required you may be asked to provide a detailed outline and site map of all activities planned. Please include additional structures, parking plan, site security, and location of music or amplification equipment.

INSURANCE

Organizers must obtain, maintain, and pay for comprehensive general liability insurance naming the Sunshine Coast Regional District as additionally insured, with a minimum of \$2,000,000 liability coverage. Insurance is required to cover bodily injury and/or death to any one or more person including voluntary medical payments and property damage.

The [EventPolicy Portal](#) is a free service that allows users to obtain rental liability insurance 24/7 through any web browser or smart phone. Affordable rates for most activities are offered with limits up to \$5 million.

I will provide my own insurance. *(A copy must be provided to the Recreation representative prior to the event.)*

I will purchase insurance through [EventPolicy](#). *(A copy of your policy will automatically be forwarded to the SCRD.)*

EQUIPMENT RENTALS

The SCRD has the following items and services available for a nominal fee. Please let us know if you require any of the following equipment:

- TV and DVD player
- Easel
- Projector and Screen
- Tables (please indicate how many) _____
- Chairs (please indicate how many) _____
- Water pump to refill personal water bottles (available from SCRD Waterworks)

Will you require SCRD staff to set up or take down this equipment? Yes No

(Note that some set up/take down may require an additional fee for staff time. Please consult your Recreation representative for additional information.)



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FOOD SERVICES

SCRD facilities do not include commercial kitchens and therefore should not be used as such. Food prep and basic service are the preferred uses for all kitchens. If food is being served at your event, a permit may need to be issued by Vancouver Coastal Health Authority (VCH). For all information on food service requirements please go to the [VCH website](#). Once received, a copy of your food permit must be given to the SCR D prior to the event. If not received, the event will not be given approval.

Yes, there will be food at our event and we will apply for a permit.

No, there will not be food at our event.

LIQUOR SERVICES

The purpose of a BC Liquor & Cannabis Regulation Branch Special Event Permit is to allow the host of an event to serve or sell liquor in accordance with BC's liquor laws and regulations. Organizers must have this permit in order to host an event that serves alcohol on SCR D property. An application must be made to the Liquor and Cannabis Regulation Branch (LCRB) to obtain a permit. For more information on Special Event Permits go to the [BC Government website](#).

Once received, a copy of the LCRB Special Event Permit must be given to the SCR D prior to the event. If not received, the event will not be given approval.

Yes, there will be alcohol at our event and we will apply for a permit.

No, there will not be alcohol at our event.

EMERGENCY PLANS

You are required to include an emergency plan for your event. The plan should suit the nature of the event. Please share your proposed plan including details such as:

- Advance notification of local Fire Department and/or Ambulance Service
- Method for contacting 911
- First aid attendant(s) on-site and the certification they hold
- When and who will make the call to postpone or cancel the event
- In the event of postponement/cancellation, how participants will be contacted

Will there be fire, burning, or use of outdoor cooking equipment at your event? Yes No

NOISE REGULATION

Noise regulations are enforced as per [Bylaw No. 597](#).

Will there be live music at your event or the use of any device or mechanism to amplify sound? Yes No



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ADDITIONAL STRUCTURES

Notification of additional structures is imperative. Please provide thorough details of any structures that will be brought on the site. SCR D staff may require site inspections and further discussions with organizer. The organizer is responsible for providing and setting up their own structures.

Will you require power? Yes No

Will any structures be used on-site? Yes No

Will structures be on-site overnight? Yes No

(Note: The organizer must take full responsibility for the protection of goods and equipment at their own expense.)

PARKING

Parking is provided only in designated spaces at SCR D properties. We encourage participants to carpool, bicycle, and/or use public transportation.

TRaC offers a bicycle valet service for events where attendees can park their bike in a secured area for free! Please go to their website for more information: <http://transportationchoices.ca/wp/initiatives/bike-valet/>

Estimated number of vehicles to be parked (note any special requirements such as buses or trailers): _____

Does your event require parking in addition to that provided at the facility? Yes No

Do you anticipate any parking requirements (ie. disabled parking, unloading/loading proximity)? Yes No

SUSTAINABILITY & SITE CLEAN-UP

The SCR D is committed to minimizing waste and practicing efficient strategies in order to lead the way to a sustainable future. You are encouraged to commit to minimizing waste when planning your event.

The SCR D requires all locations to be cleaned upon departure in accordance with SCR D Bylaws and Policies. Please provide details of site take-down and how, when and where you will dispose of recyclables, organics, garbage, etc. as well as steps you are taking to minimize your footprint. The SCR D may conduct a post event site inspection.

Yes, outdoor water will be used as part of the event. Please consider how your event can be modified in the event of outdoor water use restrictions.

No, we will not be using outdoor water.

DECLARATION

By checking this box, I hereby certify that the information given in this application is true and correct and I acknowledge that this information forms part of my permit to use the facility.

Printed Name: _____ Date: _____