



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 us work with you on hosting a successful event.

Please submit your application at least 30 days in advance of your event to ensure sufficient time for all necessary information to be obtained.

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.

EVENT INFORMATION				
Event Name:				
Facility Requested:				
Type of Event:	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> SCR D <input type="checkbox"/> JUA (Please indicate age range of group: _____)			
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 Participants	
Set-up				
Event			Spectators	Participants Volunteers
Tear Down/Clean Up				

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:			



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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 Facility Booking Technician prior to the event.)*
- I will purchase insurance through [EventPolicy](#). *(A copy of your policy will automatically be forwarded to the SCRDR.)*

FOOD SERVICES

If preparing food from home or potluck for a birthday party, wedding, church, memorial, etc., no food permit is required.

Certain events will require a food permit through Vancouver Coastal Health (VCH). The following types of events need to be authorized by VCH:

- Catered events such as a wedding
- Temporary food service booths
- Temporary food product promotion booths
- Temporary food market booths
- Mobile food premises (ie. food trucks or carts) These premises should already be approved by VCH (or other Health Authority) and as they are mobile, they are able to operate at any event/location so long as they meet their conditions on their permit, perform activities within what they have been approved to do, and have required documentation at all times.

- Yes, there will be food at our event
- No, there will not be food at our event.

LIQUOR SERVICES

If liquor is being served at your event, a copy of your liquor permit from the Liquor and Cannabis Regulation Branch (LCRB) must be given to the SCRDR prior to the event. For more information go to the LCRB website by clicking [here](#).

- Yes, there will be alcohol at our event and we will apply for a permit.
- No, there will not be alcohol at our event.

EQUIPMENT

The SCRDR has the following items available for your use. Please let us know if you require:

- Tables
- Chairs

Available in Multi-purpose rooms only, not in halls:

- Projector and Screen
- Easel
- TV and DVD player



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ADDITIONAL STRUCTURES

Please provide thorough details of any structures that will be brought on the site. SCRD staff may require site inspections and further discussions with the organizer who is responsible for providing and setting up the 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.)

Provide details of tents, stages, heavy equipment, portable washrooms, fencing or any other items that may have an impact on SCRD property

SUSTAINABILITY & SITE CLEAN-UP

The SCRD 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.

Please leave the facility as you found it. Cleaning supplies are provided at SCRD halls.

All hall users must ensure:

1. Tables and chairs are put back as they were found and no furniture is removed from the building.
2. Floors are swept and wet-mopped if sticky or muddy.
3. Bathrooms are clean.
4. Kitchen is clean, including counters and fridge.
5. All lights are turned off, heat turned down (to 15 degrees Celcius) and windows and doors are closed and locked. Window blinds are to be rolled down.
6. No tape, tacks, or any adhesives to be used on walls or floors.
7. All garbage and recycling is taken away. If renting Eric Cardinal Hall, please do not leave garbage or recycling outside near or on the garbage bins. There will be extra charges if any garbage or recycling is left behind or outside.
8. All outside areas are in the same condition as found.
9. No long distance calls have been made from the telephone on site.

EMERGENCY PLANS

Details to consider:

- Method of contacting 911
- Certified first aid attendant(s) are recommended but not required
- Contact with participants in the event of postponement/cancellation. Please advise the SCRD Booking Technician as soon as possible.

NOISE REGULATION

Will there be live music at your event or the use of any device or mechanism to amplify sound? Yes No
(Noise regulations are enforced as per [Bylaw No. 597.](#))



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PARKING

Parking is limited at some of our facilities and is provided only in designated spaces at SCRDR 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/>

DAMAGE DEPOSIT (Community Halls Only)

A damage deposit of \$150 is required for the rental of community halls.

Tentative permit booked within 3 months of the start of the event:

- Damage deposit is due one month before the start of the event

Tentative permit booked more than 3 months before start of the event:

- Damage deposit is due two weeks following the date of the tentative permit

CANCELLATIONS

Event cancellations must be made in writing to the Facility Booking Technician. If the renter cancels this agreement more than two weeks prior to the event date, the renter will receive a full refund of fees paid. Cancellations made two weeks or less prior to the event date will receive a refund of their damage deposit but NO refund of the rental fee.

LOST/STOLEN ITEMS

Lost, stolen, or damaged personal items are not the responsibility of the SCRDR under any circumstances. Leaving items overnight in an SCRDR facility is not recommended.

SMOKING OR VAPING

As per the Province of BC legislation, smoking and vaping are not permitted inside public spaces or within 6 metres of any doorway, air intakes, and open windows.

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: _____

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.