

Event Planning Guide

Requirements for hosting an outdoor permit event in North Vancouver

Approval is not guaranteed and is dependent on park conditions, availability and event suitability as per municipal park policies.

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Requirements

Please note that this list is not exhaustive of all potential requirements due to the particulars of each individual event.

Always required

Liability insurance

All events taking place in North Vancouver municipal parks, trails and outdoor spaces/plazas require a minimum of \$5 million liability insurance, listing the following as additional insureds:

- City of North Vancouver
- District of North Vancouver
- North Vancouver Recreation & Culture Commission
- North Vancouver School District #44

Serving food

Temporary events permit from Vancouver Coastal Health

All events and markets serving food to the public require a temporary events permit from Vancouver Coastal Health. Information on how to apply can be found at vch.ca/en/service/temporary-events-markets-permits

Catering

Liability Insurance (from your chosen catering company)

All food trucks at events taking place in North Vancouver municipal parks, trails and outdoor spaces/plazas require a minimum of \$5 million liability insurance, listing the following as additional insureds:

- City of North Vancouver
- District of North Vancouver
- North Vancouver Recreation & Culture Commission
- North Vancouver School District #44
- Your organization as the host

Food trucks

Food trucks require either a CNV or DNV business license to operate depending on which municipality you are hosting your event in. Food trucks must be self-sufficient and may not access park electrical. The following is required and must be submitted to the events office:

Food trucks (continued)

Liability insurance (from your food truck operator)

All food trucks at events taking place in North Vancouver municipal parks, trails and outdoor spaces/plazas require a minimum of \$5 million liability insurance, listing the following as additional insureds:

- City of North Vancouver
- District of North Vancouver
- North Vancouver Recreation & Culture Commission
- North Vancouver School District #44
- Your organization as the host

To get an up-to-date list of all the food trucks and carts that are eligible to operate in North Vancouver contact:

- City of North Vancouver events@cnv.org
- District of North Vancouver foodtrucks@dnv.org

Serving liquor

Liability insurance with host liquor liability

All events taking place in North Vancouver municipal parks, trails and outdoor spaces/plazas require a minimum of \$5 million liability insurance, listing the following as additional insureds:

- City of North Vancouver
- District of North Vancouver
- North Vancouver Recreation and Culture Commission
- North Vancouver School District #44

Mixed drinks

All events and markets serving drinks and cocktails (that are mixed on-site) require a temporary events permit from Vancouver Coastal Health. Information on how to apply can be found at vch.ca/en/service/temporary-events-markets-permits

Perimeter fencing

The liquor service area must be surrounded by a barrier sufficient to contain the sale, service and consumption of liquor to that area. Anyone under 19 years of age is not allowed in liquor service areas.

CNV liquor approval

You require approval from the City of North Vancouver to serve liquor on City property. For more information, visit [cnv.org/Parks- Recreation/Events/Event-Booking-Guide](http://cnv.org/Parks-Recreation/Events/Event-Booking-Guide)

DNV liquor approval

You require approval from the District of North Vancouver to serve liquor in District parks. Please email Parks Manager Naizam Jaffer jaffern@dnv.org for an application.

BC Liquor & Cannabis Licensing Special Event Permit (SEP)

All events serving liquor must apply for a BC Liquor and Cannabis Licensing SEP. For more information please visit gov.bc.ca/LiquorRegulationAndLicensing

CNV Fire Department occupant load

For an event with liquor in City of North Vancouver parks and plazas, or for events that have over 500 persons, an occupant load needs to be reviewed by the CNV Fire Department. Please email fire@cnv.org to obtain an occupant load.

DNV Fire Department occupant load

For an event with liquor in District of North Vancouver parks and plazas, or for events that have over 500 persons, an occupant load needs to be reviewed by the DNV Fire Department. Please email Howard Weatherstone weathersth@dnv.org to obtain an occupant load.

Serving It Right certificate

A valid Serving It Right certificate is required to serve liquor. For more information on this certificate, visit responsibleservicebc.gov.bc.ca/serving-it-right-course

Rides & inflatables

Technical Safety BC operating certificate

All rides and inflatables require a Technical Safety BC operating certificate. Your chosen operator will need to provide you with a copy of this.

Liability insurance (from the ride & inflatables operator)

All events taking place in North Vancouver municipal parks, trails and outdoor spaces/plazas require a minimum of \$5 million liability insurance, listing the following as additional insureds:

- City of North Vancouver
- District of North Vancouver
- North Vancouver Recreation & Culture Commission
- North Vancouver School District #44

Gambling, gaming & raffle fundraisers

Gaming event license

A community group or organization needs to apply for a gaming event license to host gambling activities and raffles. The gaming activities must earn revenue to benefit charitable organizations or religious programs and services within BC. For more information, visit www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising

Hosting vendors at events

CNV Business Permit

If you are hosting for-profit vendors at your event located in the City of North Vancouver, you are required to take out a business license. Please email gateway@cnv.org for more information. This is for

Site organization

Safety plan

All events where you invite the public to attend are required to have first aid on site. Some events with high-risk activities may also be required to have first aid.

Zero waste management plan

Zero waste is a requirement for events in municipal parks. Event organizers are required to provide on-site recycling to ensure recyclables do not enter the garbage. Please consider hiring an organization that specializes in recycling as event organizers may be charged if recyclables are found in the garbage.

Portable washrooms

Based on the location and size of your event, you may be required to have portable washrooms at your event.

Site map

NVRC Events requires a site map for all events held in parks, plazas and fields. Please email this to events@nvrc.ca and identify the location of all the planned activities at your event.

Route map

If you are hosting a run, race or trail event, please send a map of your route to events@nvrc.ca

Access to electricity

Some park locations may offer access to electricity. Events that need to access electrical must be approved and are required to use a minimum 12-gauge extension cord when connecting to 120V receptacles in all parks, fields, trails and plazas. Event organizers will need to supply their own extension cord.

Access to outdoor hose bib

Some park locations may have access to an outdoor hose bib. Please note that this water is non-potable and not intended for drinking purposes. Events that need access must be approved and are required to bring their own hose.

DNV race tape

Only DNV trail marking tape can be used for trail events. Please do not use any other marking material. This tape states that your race event is permitted by the District of North Vancouver. Once your event is approved, the tape is free and will be available for pick-up at Karen Magnussen Community Recreation Centre front desk (2300 Kirkstone Road, North Vancouver).

Traffic control & parking

Parking arrangements, traffic direction and safety are the responsibility of the event organizers. If your event crosses streets, we may require that you have marshals located at every street crossing. We may also require traffic control and parking management depending on the size and particulars of your event.

Block parties, races & events held on streets

CNV special event permit for use of streets

You need a special event permit to hold a block party, parade, race or community event on any street in the City. Find application at cnv.org/streets-transportation/street-use-permits

DNV special event permit for use of streets

You need a special event permit to hold a block party, parade, race or community event on any street in the District. Find application at dnv.org/streets-transportation/special-event-permit

Land permissions

Multiple jurisdictions

Event organizers are responsible for obtaining permission from owners of land (other than that belonging to the City and District of North Vancouver or North Vancouver School District #44) that may be crossed in the course of the event.

- The Lower Seymour Conservation Reserve
- Mount Seymour/BC Parks
- West Vancouver
- Grouse Mountain
- Canadian Mortgage & Housing Corporation (CMHC)
- Capilano University

Fees & charges

Fees paid in full

Once payment and all requirements are met, your firm permit will be issued. Payment can be made by phoning the front desk at Karen Magnussen 604-983-6551. Please have your permit number ready for payment processing.

Deposit

A standard and refundable deposit of \$100-\$500 will apply to all event bookings. Depending on the event, the deposit may be increased at the discretion of the events office.

North Vancouver School District #44 (SD44) event fees

Set-up/take-down time	\$23.49 per hour
Active event time	\$23.49 per hour
Field re-grading fee (fee applies to all SD44 events)	\$400 per event

CNV & DNV event fees

Adult event (not-for-profit or community group)	\$11.75 per hour
Child/youth/senior event (not-for-profit or community group)	\$5.85 per hour
Private event	\$23.49 per hour

Events organized by commercial or for-profit organizations (please note there are no hourly rates)	
Small event: 1-250 people	\$250 daily rate
Medium event: 251-500 people	\$500 daily rate
Large event: 500-1000 people	\$1,000 daily rate

Important event considerations

Whey-ah-Wichen/Cates Park

The səliłwətał (Tsleil-Waututh Nation) and the District of North Vancouver have a joint Relationship Protocol Agreement. This includes an agreement to co-manage Whey- ah- Wichen/Cates Park. This agreement outlines the principles to guide the co-management and future planning of the park, including the protection and enhancement of its natural and cultural environment for the enjoyment of present and future generations. If you are approved for a booking in this park, please note that there must be special care taken to protect the sanctity of the land. This includes no digging, no stakes can be put into the ground and no climbing on trees. There is no liquor allowed at this location.

Indigenous land acknowledgement

North Vancouver Recreation & Culture gratefully acknowledges that we operate on the traditional, unceded territories of the Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations. As a part of our ongoing journey towards reconciliation, please consider doing a land acknowledgment at your event to recognize Indigenous people and their history as stewards of the land and waters in North Vancouver.

Safety & security

- The City and District of North Vancouver is not responsible for event equipment, set-up and supplies left over the course of the event.
- Smoking is prohibited in City and District of North Vancouver parks.
- Dogs are not allowed to attend permit events in parks.
- North Vancouver School District #44 does not allow any animals or liquor on their property.
- If there is a fire ban, barbecues and fires are not allowed.

Traffic/parking

- Parking arrangements, and traffic direction and safety are the responsibility of the event organizers.

Public access/neighbourhood concerns

- In consideration of local residents, please position your activities and entertainment to minimize noise impact on nearby homes. Sound levels should be set with neighbourhood impact being the primary consideration.
- Early morning set-up must be limited to low-volume activities to not disturb local residents. No sound amplification should occur prior to 9am.

Clean-up/damage

- Event organizers are responsible for ensuring site clean-up of garbage and waste during the day's festivities, as required.
- Event organizers will be held responsible for extraordinary costs associated with their event, for example, if extra policing, municipal staff, or property management staff are called out to deal with problems directly associated with the event, these costs will be charged back to event organizers.
- CNV and DNV follow the Metro Vancouver material ban (any Blue Box accepted recyclables are banned from municipal garbage).
- Event organizers are required to provide on-site recycling to ensure recyclables do not enter the garbage. Event organizers may be charged if recyclables are found in the garbage.
- Organic materials (food scraps, compostable materials used for food preparation/service) is banned from municipal garbage. Please consider this when planning your events.