

Event Planning Guide

Requirements for hosting an outdoor
permit event in North Vancouver

All 2024 applications must be received a minimum of 10 weeks prior to the event date and within our intake dates of October 6, 2023 - January 31, 2024.

After your application is received, you will be notified of the status of your event no later than three months prior to the event date.

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

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Requirements

Once conditional approval is attained, our events office will send a contract letter listing all requirements in order to obtain a firm permit.

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

Zero waste management plan

Zero waste is a required 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.

Please send a summary of your zero waste management plan to events@nvrc.ca.

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 here:

<https://www.vch.ca/en/service/temporary-events-markets-permits#wysiwyg--42096>

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 must be self-sufficient and may not access park electrical. The following is required and must be submitted to the events office:

Food trucks require either a CNV or DNV business license to operate depending on which municipality you are hosting your event in. Please submit a copy of your chosen vendor's business license to events@nvrc.ca.

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

CNV liquor approval

Please send us proof of your approval to serve liquor from the City of North Vancouver. Application form can be found on the CNV's website: <https://www.cnv.org/Parks-Recreation/Events/Event-Booking-Guide> (under "Special Event Liquor Licensing Policy")

DNV liquor approval

Please send us proof of your approval to serve liquor from the District of North Vancouver. Please email Naizam Jaffer jaffern@dnv.org for an application.

BC Liquor & Cannabis Licensing Special Event Permit (SEP)

Apply for a BC Liquor and Cannabis Licensing [Special Event Permit](#) (under 'Liquor License & Occupant Load Certificate')

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. Once received, please send to events@nvrc.ca.

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 Alan Robertson at DNV Fire robertag@dnv.org to obtain an occupant load. Once received, please send to events@nvrc.ca.

Serving it Right certificate

Please submit a photo copy of the Serving It Right Certificate, number and expiry date of the primary bearer who is responsible for the conduct of the alcohol serving operation.

Harm reduction plan for serving liquor

Please submit a document to events@nvr.ca outlining your harm reduction plan for serving liquor and consider the questions below:

- 1) What steps will your event organizing team take to avoid?
 - Underage consumption
 - Liability related to alcohol in municipal property and local neighbourhoods
 - Inappropriate use before and during the event (such as pre-drinking or binge drinking)
 - Impact to local neighbourhoods (including noise, parking, and litter)

- 2) What steps will your event organizing team take to increase event participant and public safety:
 - Options for non-drinkers
 - Transportation options for event attendees including options to reduce the possibility of drinking and driving
 - Appropriate security to prevent issues that can be associated with alcohol use
 - Signage that informs event attendees and the public of legal requirements and highlights the expectations regarding consumption of alcohol on municipal property.

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 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

Site organization

Safety plan

Event safety features should be in place and documented. All events, where you invite the public to attend, are required to have first aid available.

Please send a summary of your safety plan to events@nvrc.ca.

Portable washrooms

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

Please submit proof that you have secured portable washrooms to events@nvrc.ca.

Site map

Submit a site map to events@nvrc.ca identifying the location of all elements of your event.

If you have been asked to have a safety plan and/or portable washrooms, make sure to include them on the site map.

Route map

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

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.

Application can be found on the CNV's website: <https://www.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.

Application can be found on the DNV's website: <https://www.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 SD44) that may be crossed in the course of the event as well as permits required by other departments within the District of North Vancouver.

Please ensure that you provide the following permits with your insurance and signed contract:

- A copy of your permit from the Lower Seymour Conservation Reserve
- A copy of your permit from Mount Seymour/BC Parks
- A copy of your permit from West Vancouver
- A copy of your permit from Grouse Mountain
- A copy of your permit from Canadian Mortgage & Housing Corporation (CMHC)
- A copy of your permission from Capilano University

Fees & charges

Fees paid in full

Upon receipt of your signed temporary permit and any required documents listed in the contract letter, payment of your permit is required. This can be done by via credit card by phoning our front desk at 604-987-7529 (when prompted press '1' to where it says to register for a program).

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.

Event fees

Adult event (not-for-profit)	\$11.75 per hour
Child/youth/senior event (not-for-profit)	\$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	\$1000 daily rate

Important event considerations

Safety & security

- The City and District of North Vancouver cannot be responsible for event equipment, set-up and supplies left over the course of the event.
- Please note that smoking is prohibited in City and District of North Vancouver parks.
- Please note that no dogs are allowed to attend permit events in parks.
- If there is a fire ban, barbecues and fires will not be 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 so as 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 so as not to 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) will be banned from municipal garbage. Please consider this when planning your events