

**Contact Information**

Organization Name: \_\_\_\_\_

Event Organizer Contact: \_\_\_\_\_

Address	Postal Code	Contact Phone #
Email		Website of Organization

Onsite Event Contact & Cell Number: \_\_\_\_\_

**Group Type (please check one):**

- Community Group   
  Non-profit/ Society (Registered Society No. \_\_\_\_\_)  
 Individual   
  Public Agency   
  Commercial Group   
  Other \_\_\_\_\_

**Event Information**

Event Name \_\_\_\_\_

Requested Location \_\_\_\_\_

Date of the Event \_\_\_\_\_ Proposed Event Time \_\_\_\_\_ to \_\_\_\_\_  
 Set-up: \_\_\_\_\_ to \_\_\_\_\_ Take-down: \_\_\_\_\_ to \_\_\_\_\_

Type of Event:  Community Event   
  Race   
  Product Demonstration   
  Fundraiser  
 Other: \_\_\_\_\_

History of the Event: \_\_\_ years     New Event

Do you intend on charging for this event? No     Yes   
 If yes, how much will you charge per person? \_\_\_\_\_

Expected Attendance: Number of Participants / Spectators \_\_\_\_\_  
 Number of Volunteers \_\_\_\_\_  
 Number of Vehicles proposed onsite\*: \_\_\_\_\_

\*Please note that vehicle access may be restricted in Parks

**Description/ Purpose of Event:**

**Proposed Event Elements-Please check and specify all that apply to your event:**

- |   |  |
|---|--|
| <input type="checkbox"/> Bouncy Castles & Rides, please specify:      | <input type="checkbox"/> Temporary Structures (ie. organizer-provided Tents & Tables), please specify: |
| <input type="checkbox"/> Amplified Music or Speeches, please specify: | <input type="checkbox"/> Food Trucks/ Catering/ Concession, please specify:                            |
| <input type="checkbox"/> Alcohol, please specify:                     | <input type="checkbox"/> Merchandise Vending, please specify:  |
| <input type="checkbox"/> Entertainment/Activities, please specify:    | <input type="checkbox"/> Commercial Activities/Displays, please specify:                               |
| <input type="checkbox"/> Access to Electrical, or use of Generators:  | <input type="checkbox"/> Access to water   |

**Zero Waste/ Recycling Plan:**

Events in North Vancouver Parks must provide a Zero Waste/ Recycling Plan. All events are required to follow the Metro Vancouver Materials Ban. Please visit the [“Guide to Creating Zero Waste Events”](#) to assist with your waste management plans. Please provide a summary of your Zero Waste Plans here:

**Trail or Street Use Information (where applicable)**

Does your event include trails\*? No  Yes

Does your event cross into any other municipalities or jurisdictions? No  Yes

If yes, please check all that apply:

- LSCR/Metro Vancouver    Mount Seymour/BC Parks    Grouse Mountain    CMHC    West Vancouver

Does your event include streets/ street crossings\*? No  Yes

If your route crosses, or makes use of any municipal streets, a **Street Use Permit (CNV)** or a **Highway Use Permit (DNV)** may be required. A Traffic Management Plan may be required prior to receiving a Trail Use/ Park Use permit.

\*\*Please submit a Trail or Street Use Route Map with your application.

**Additional Information:**

Please include any information that may allow Municipal Managers to better understand your event, its purpose, the benefit to the community, and the impact on the neighbourhood/ park. Incomplete applications or applications requiring further information may result in a delay in the application review.

## Application Process:

- Fill in this application and submit, along with any route maps, to [events@nvrc.ca](mailto:events@nvrc.ca) (remember to save this PDF to your computer prior to filling it in)
- Early applications for new events, or events taking place between January and April, will be accepted November 1<sup>st</sup> to 15<sup>th</sup>, prior to the event year.
- All other applications are due by January 31<sup>st</sup> of the event year. Late submissions may not be accepted.
- All applications are reviewed for approval by the Parks Manager annually. Approval is not guaranteed and is dependent on park conditions, availability and event suitability as per Municipal Park Policies.
- All fees must be paid prior to receiving your event permit.

## Insurance Requirements:

- All bookings require a minimum of \$5million liability insurance coverage (more coverage may be required depending on the size and nature of your event) naming the North Vancouver Recreation and Culture Commission, the City of North Vancouver, the District of North Vancouver and North Vancouver School District 44 as additional insured's. Other required additional insureds will be listed in your Contract Letter.

## Alcohol at Events:

- Alcohol is not permitted at Park Events unless special permission has been obtained by the landowner (ie. Parks Manager) **AND** BC Liquor Control Licensing Branch (BCLCLB) Special Event Permit (SEP). Landowner Permission is required prior to obtaining BCLCLB SEP. Submission of your BCLCLB SEP with your event application does not guarantee that permission to have alcohol at your event will be granted. Please inquire at [events@nvrc.ca](mailto:events@nvrc.ca) for the alcohol at events approval process.

## Zero Waste at Events:

- Event organizers are required to provide on-site recycling as part of their Zero Waste Plan. Tipping Fees will be charged back to event organizers if blue box recyclables and/ or compost are found in the municipal garbage bins. North Vancouver follows the **Metro Vancouver Material Ban**. Waste removal is the responsibility of the Event Organizer.
- Please limit the use of helium balloons and giveaways that create waste, especially at waterfront locations.

## Food Services at Events:

- If you are serving food to the public, contact the Vancouver Coastal Health Food Inspector at 604-983-6700 or at [www.vch.ca](http://www.vch.ca) to obtain information. Food vendors and caterers may be required to submit their own liability insurance and obtain business licenses. Food Trucks must be approved and certified to operate in parks by North Shore Fire Departments.
- Please note, further requirements may be imposed during Extreme Fire Ratings as determined by North Shore Fire Departments.

## Trail Events in DNV:

- Trail Events crossing District of North Vancouver (DNV) Property must use DNV Flagging Tape. Flagging Tape purchase will be added to your permit. Permission to cross other jurisdictions is the responsibility of the Event Organizer, but must be submitted to obtain a permit.
- All events, including Races, Rides and at-your-own-pace/ choose your own trail events, must include a detailed and clear map of intended trail use to be reviewed by the DNV Trail and Habitat Coordinator.

## Additional Notes:

- If amplified sound is proposed, relaxation of DNV Noise Bylaw 7188 or CNV Noise Bylaw 5819 may be required.
- Commercial Events, Activities and Advertising; Vending Sales; Food Trucks; and Inflatable Devices and Rides with moving parts, are not permitted without approval.
- Advertising your event prior to receiving approval is not permitted.
- Operators of Inflatable Devices/Rides with moving parts are required to submit their own liability insurance, including all additional insureds listed above, as well as submit a copy of their BCSA operator's certificate.
- Event Organizers must carry their permit for the duration of the event and present it upon request.
- Submit your event to the **NVRC Events Calendar**. Where space allows, events may also be included in the weekly NVRC Events Newsletter.

I have read, and understood, all of the above prior to submitting this application (application will not be accepted if box has not been checked)