

Contact Information

Organization Name (if applicable) _____

Event Organizer Contact Name: _____

Address	Postal Code	Preferred Contact Phone #
_____	_____	_____
Email	Website of Organization	
_____	_____	

Group Type (please check one):

Community Group Individual Commercial Other _____
Public Agency Non-profit/ Society Registered Society No. _____

Event Information

Event Name _____

Requested Location _____

Date of the Event _____ Start Time: _____ End Time: _____
Set-up time: _____ Take-down time: _____

Type of Event: Community Event Race Other- Please Describe: _____

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 _____
Number of Spectators _____
Number of Volunteers _____
Total Attendees: _____

Description of Event:

The following are items that require permission and may require additional documentation.

Please check all that apply to your event:

- Bouncy Castles & Rides
- Petting Zoos
- Alcohol
- Food Trucks/ Vendors
- Tents & Tables

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:

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 West Vancouver

Please submit a Trail Route Map with your application.

Does your event include streets/ street crossings? No Yes

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

Additional Information:

Please include any information that will 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:

- NEW for 2017 events: Early applications for new events taking place between January and April will be accepted November 1st to 15th, prior to the event year.
- All applications are due by January 31st of the event year. Late submissions may not be accepted.
- Applications, new and returning, are reviewed for approval by the Parks Manager annually. Approval is not guaranteed and is dependent on park conditions and/or availability conflicts.
- Advertising your event prior to receiving approval is not permitted.
- 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 insured will be listed in your Permit Terms and Conditions Letter.
- All fees, including Trail Maintenance fees, Damage Deposits and Booking fees, must be paid prior to receiving your firm event permit.

Alcohol at Events:

- Alcohol is not permitted at public events unless special permission has been obtained by Parks Managers. BC Liquor Control Licensing Branch (BCLCLB) Special Occasions License (SOL) is not valid for use in North Vancouver Parks, Plazas and open spaces unless permission from land owners (i.e. Parks Manager representing the municipality) has been received.
- Submission of your BCLCLB SOL with your event application does not guarantee that permission to have alcohol at your event will be granted.

Zero Waste at Events:

- Event organizers are required to provide on-site recycling as part of their Zero Waste Plan. Tipping Fees may be charged back to the event organizer where blue box recyclables and/ or compost are found in the municipal garbage connected to their event. North Vancouver follows the [Metro Vancouver Material Ban](#).
- Zero Waste Stations are available to borrow for events with 50-1000 attendees. Contact events@nvrc.ca.
- Please limit the use of helium balloons and giveaways that create waste, especially at waterfront locations.

Food at Events:

- If you are serving food to the public, please contact the Vancouver Coastal Health Food Inspector at 604-983-6700 or at www.vch.ca to obtain information. Food vendors and caterers may be required to submit their own liability insurance and obtain business licenses.

Trail Events:

- Trail Event organizers are expected to arrange volunteer Trail Maintenance as part of their booking. This work helps to alleviate impact on the trails and ensure trails are available for future event use. Please arrange your volunteer day with DNV Trail and Habitat Coordinator (604-990-3806).
- All events using trails must submit a route map of proposed trails, which will be reviewed and approved by the DNV Trail and Habitat Coordinator. Races, Rides and at your own pace/ choose your own trails events must include a map of intended trail use.

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; Food Trucks; and Inflatable Devices and Rides with moving parts, are not permitted without approval.
- 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)