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Special Events Permit Application Form

Applicants are advised to consult with Planning Staff before submitting a special events permit application.

Application Type (see attached schedule for fees):

- CLASS I SPECIAL EVENT***
 200 – 499 people
- CLASS II SPECIAL EVENT***
 500 – 999 people
- CLASS III SPECIAL EVENT***
 1000 or more people

*Sign Notification Requirements

Certain applications require that a sign be posted on the property to advise the community of the proposed event, and invite comments and questions. Staff will advise you if a sign is required as part of your application process.

Applicant:

Name(s): _____

Mailing Address: _____

Phone: (Bus): _____
 (Home): _____
 (Fax): _____

e-mail: _____

Owner (if different from applicant):

Name(s): _____

Mailing Address: _____

Phone: (Bus) _____
 (Home) _____
 (Fax) _____

e-mail: _____

Submitted by:

 Applicant's Signature

 Date

Property and Event Information:

Legal Description of land under application:

Civic Address (House No. , Street Name, Community):

Dates and Times of the Special Event (including setup and teardown)

Size of Property (Hectares / Acres):	_____	Number of Expected Participants	_____
Current Zoning:	_____	Number of Expected Spectators:	_____
Current OCP designation:	_____	Number of Volunteers/Staff:	_____

Existing Land Use:

Proposed Use / Description of Proposed Event (please attach separate pages if necessary):

Agent’s Authorization

If the applicant is not the registered owner, the owner must complete the owner information and attach a letter of authorization, or complete and sign the following:

*As the owner of the land described in this application, I/we hereby authorize _____
to act as applicant in regard to this special event permit application.*

Owner Signature

Date

Owner Signature

Date

Required Information (Please complete checkboxes)

ALL APPLICATIONS must be accompanied by the following information:

- Application fee(s)** – see attached fee schedule
- State of Title Certificate** – issued not more than 30 days prior to the application date.
- Covenants, rights of way, easements, and all other non-financial charges shown on the State of Title**
- Sketch Plan (showing the following):**
 - the location and use of existing structures
 - the location and use of any temporary structures proposed for the Special Event including any temporary seating arrangements which may be proposed
 - the location and size of parking areas
 - the location, number and arrangement of washrooms and other sanitation facilities
 - the location, size, and nature of garbage disposal, recycling, and composting containers
 - the location, size, and nature of domestic water dispensing facilities
 - the location of cooking facilities and other food and drink preparation, if such are proposed
 - the location of first aid sites and equipment
 - the location of any water body within 30 metres of the proposed site
 - where a Special Event is to occur on more than one property, a sketch plan showing the above is required for each property
- Statement describing the proposed arrangements for the following:**
 - Access and egress to and from the Special Event site(s)
 - Security and crowd control
 - Fire protection
 - First aid
 - Water supply systems as defined by the Drinking Water Protection Act
 - Sanitary facilities
 - Garbage, recycling, wastewater, and organics collection and removal, and consideration of Bear Smart guidelines
 - Food premises including offsite storage of food and food related equipment, cold storage and ice trucks
 - Emergency medical facilities
 - Source of heat for cooking facilities (if any)
 - Power to support all of the above
 - Land disturbance, dust and sediment control
 - Noise issues
- A copy of the letter and the fire plan as sent to the Provincial Wildfire Management Branch**
- Compliance with any requirements and/or approvals from the Liquor Control and Licensing Branch of the Provincial government and the B.C. Agricultural Land Commission, *if applicable*.**

□ **CLASS I SPECIAL EVENTS – ADDITIONAL** required information shall include the following (please consult the specific information sheets for greater detail):

- **WRITTEN CONFIRMATION FROM THE MEDICAL HEALTH OFFICER** responsible for the area in which the Special Event is to be held, that he or she is satisfied with arrangements relating to public health.
- **WRITTEN UNDERTAKING BY THE APPLICANT** to indemnify and save harmless the Regional District and its directors, officers, servants, agents, employees, contractors, subcontractors, and others from and against all costs, losses, damages, compensation, claims, demands, actions, judgments and expenses, including actual legal expenses of every kind, description and nature whatsoever, in any way connected with or arising from the Special Event, in whole or in part, including but not limited to, any death or injury to persons or property loss or damage resulting from any acts or omissions of the Permit Holder, its directors, officers, servants, agents, employees, contractors, subcontractors and others, or that would not have occurred but for the use or occupation of the property by the Permit Holder.

Applicant's Signature

Date

Witness' Signature

Date

- **INSURANCE** in the form of:
 - Commercial General Liability of \$2,000,000 minimum per occurrence in Canadian funds
 - The document must include a cross liability clause
 - The following must be "named insured" included in the coverage: Squamish-Lillooet Regional District
 - 30 days prior written notice of cancellation or material change

- **CLASS II and III SPECIAL EVENTS – ADDITIONAL required information shall include the following:**
 - **WRITTEN CONFIRMATION FROM THE MEDICAL HEALTH OFFICER** responsible for the area in which the Special Event is to be held, that he or she is satisfied with arrangements relating to public health.
 - **WRITTEN UNDERTAKING BY THE APPLICANT** to indemnify and save harmless the Regional District and its directors, officers, servants, agents, employees, contractors, subcontractors, and others from and against all costs, losses, damages, compensation, claims, demands, actions, judgments and expenses, including actual legal expenses of every kind, description and nature whatsoever, in any way connected with or arising from the Special Event, in whole or in part, including but not limited to, any death or injury to persons or property loss or damage resulting from any acts or omissions of the Permit Holder, its directors, officers, servants, agents, employees, contractors, subcontractors and others, or that would not have occurred but for the use or occupation of the property by the Permit Holder.

Applicant’s Signature

Date

Witness’ Signature

Date

- **WRITTEN CONFIRMATION FROM THE RCMP** officer or designate in charge of the area(s) in which the Special Event is to be held, stating that they are satisfied with arrangements relating to public order and security.
- **WRITTEN CONFIRMATION FROM THE MINISTRY OF TRANSPORTATION & INFRASTRUCTURE** stating that they are satisfied with arrangements relating to access to the Special Event site(s).
- **WRITTEN CONFIRMATION FROM THE MINISTRY OF FORESTS, LANDS, & NATURAL RESOURCE OPERATIONS**, *if access will be from a forest service road*, stating that they are satisfied with arrangements relating to access to the Special Event site(s).
- **SECURITY DEPOSIT** in the form of a standby irrevocable letter of credit in the amount of:
 - \$5,000.00 for a Class II Special Event
 - \$10,000.00 for a Class III Special Event
- **INSURANCE** in the form of:
 - Commercial General Liability of \$2,000,000 minimum per occurrence in Canadian funds
 - The document must include a cross liability clause
 - The following must be “named insured” included in the coverage: Squamish-Lillooet Regional District
 - 30 days prior written notice of cancellation or material change

Fee Schedule

Where the public and participants will be charged a fee to attend or access the Special Event, the application must be accompanied by a fee:

CLASS I SPECIAL EVENTS

APPLICATION FEE = \$100.00

CLASS II SPECIAL EVENTS

APPLICATION FEE = \$200.00

CLASS III SPECIAL EVENTS

APPLICATION FEE = \$300.00

- 1) plus \$100 for every one thousand (1,000) participants or any part thereof between two thousand (2,000) participants and ten thousand (10,000) participants.
- 2) plus \$200 for every one thousand (1,000) participants or any part thereof between ten thousand (10,000) participants and twenty thousand (20,000) participants.
- 3) plus \$300 for every one thousand (1,000) participants or any part thereof over twenty thousand (20,000) participants.