

APPENDIX B

FOR OFFICE USE ONLY	
Application Fee Paid:	Receipt Number:
Received By:	Date Received:
File Number:	



SPECIAL EVENT PERMIT APPLICATION FORM

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

Application Type (see attached schedule for fees):

- FARMLAND SPECIAL EVENT**
1 – 150 people

- 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: (Biz): _____
(Home): _____
e-mail: _____

Owner (if different from applicant):

Name(s): _____

Mailing Address: _____

Phone: (Biz) _____
(Home) _____
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:	_____	Spectators:	_____
Current OCP designation:	_____	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

FARMLAND SPECIAL EVENT (applicable to Electoral Area C and D only)

APPLICATION FEE: \$0

CONDITIONS: The information provided below outlines the SLRD and Agricultural Land Commission's conditions for public Non-Farm Use events for up to 150 people.

Gathering for an event means a gathering of people on a farm for the purpose of attending:

- a) a wedding, unless paragraph c. ii. applies,
- b) a music festival, or
- c) an event, other than
 - i. an event held for the purpose of agri-tourism, or
 - ii. the celebration, by residents of the farm and those persons whom they invite, of a family event for which no fee or other charge is payable in connection.

A maximum of 10 events of any type are permitted within a calendar year on a farm. For example, 5 weddings, 2 music concerts and 3 art shows. Events may include weddings, private parties, corporate retreats, music concerts and concert series, music festivals, film and theatrical presentations, art shows, dance recitals, charitable and political fundraising events, dances, and sports events, so long as otherwise compliant with the ALR Regulation.

Gathering for an event is permitted if the following conditions are met:

- The farm must be located on land classified as a *farm* under the Assessment Act;
- The farm must produce a minimum of \$10,000 of gross annual income;
- Total public attendance must be limited to 150 guests or fewer;
- The total number of events must be 10 events or fewer, with each event lasting 24 hours or less;
- No construction of new permanent buildings and no renovations of permanent buildings. Events are not permissible in farm buildings unless they have been issued building permits for assembly use, and any required upgrade to the use or the construction is approved by the Agriculture Land Commission. Temporary tent structures are allowed and must be removed within 24 hours of the event;
- Parking must be provided on the property parking for those attending, but must not be permanent nor interfere with the farm's agricultural productivity.

Other Considerations:

People hosting events must make every effort to avoid negative impacts to the use of agricultural land.

Permanent facilities must not be used for a gathering for an event. Permanent facilities include, but are not limited to: buildings or permanent structures, hard surface parking areas, concrete pads, structural foundations, retaining walls, permanent tents (erected for more than 24 hours) and permanent alteration to the landscape (fill, gravel, berms, hills, dugouts, amphitheatres). Use or construction of permanent facilities for the purpose of the event is prohibited.

It is the responsibility of any person holding an event to seek out and comply with all other applicable legislation including, but not limited to the BC Fire Code, BC Building Code, SLRD Noise Bylaws, Public Health Act and Transportation Act.

Required information shall include the following:

- WRITTEN UNDERTAKING BY THE APPLICANT** that the above-noted CONDITIONS have been met,

AND

- 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 \$1,500,000 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
- STATEMENT** describing the following:
 - Type of event and number of attendees.
 - How neighbours within 150 m of the property will be notified. Notice must include:
Date and time of event, Number of attendees, Copy of the site plan and a Contact phone number.
- SITE SKETCH PLAN** describing the following:
 - Parking areas, including driveways.
 - Tent location and dimensions. Note that tents and events should be sited at least 30 m away from a neighbouring residence.
 - Location of bathrooms
 - All existing buildings and structures
 - Property lines, north arrow and road frontage
 - Street address

Class I, II and III Events (Please complete checkboxes)

ALL CLASS I, II and III APPLICATIONS must be accompanied by the following:

- Application fee(s)** – Paid as per the fee schedule below. A cheque payable to the Squamish-Lillooet Regional District must be delivered to the SLRD Office at 1350 Aster Street, Pemberton BC. Please include a memo stating “Special Event Permit Application Fee” and the name of the special event.

Class of Event: _____ **Amount Paid: \$** _____ **Date of Payment:** _____

CLASS I SPECIAL EVENT	CLASS II SPECIAL EVENT	CLASS III SPECIAL EVENT
200 - 499 people	500 - 999 people	1000 or more people
Application fee = \$100.00	Application fee = \$200.00	Application fee = \$300.00 plus \$100 for every one thousand (1,000) participants or any part there of between two thousand (2,000) participants and ten thousand (10,000) participants. 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. plus \$300 for every one thousand (1,000) participants or any part thereof over twenty thousand (20,000) participants.

- 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 meters of the proposed site
- Note: 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 control in accordance with SLRD bylaws to protect the quiet, peace, rest, enjoyment, comfort and convenience of neighbouring residents and the general public. At the Applicant's request and determined on a case-by-case basis, the SLRD may provide a Noise Bylaw exemption where a valid Special Event Permit has been issued.
- A copy of the letter and the fire plan sent to the Provincial Wildfire Management Branch for their information.** Applications must be in compliance with the B.C. Wildfire Act and Regulation.
- Written confirmation from the medical health officer** responsible for the area in which the Special Event is to be held, that they are satisfied with arrangements relating to public health.
- Compliance with any requirements and/or approvals from the Liquor and Cannabis Regulation Branch of the Provincial government, *if applicable*.**
- Compliance with any requirement and/or approvals from the B.C. Agricultural Land Commission, *if applicable*.** Note: Events on BC ALC land are limited to 150 people and 24 hours in duration, along with other restrictions. Exemptions may be granted. Contact the ALC for more details.
- Compliance with any requirements and/or approvals from the Technical Safety B.C., *if applicable*.**
- Compliance with any requirements, permits or approvals from the SLRD Building Department, *if applicable*.**
- Confirmation that appropriate zoning or a temporary use permit is acquired to host a for-profit special event, as a special event permit does not serve as de-facto commercial zoning.** More information is available on the SLRD Special Events FAQ webpage: <https://www.slrd.bc.ca/services/special-events/special-event-faq>
- Proof of Insurance**
- The document must include a cross liability clause
 - The follow must be "named insured" included in the coverage: Squamish-Lillooet Regional District
 - 30 days prior written notice of cancellation or material change
 - **Class I Events:** Commercial General Liability of \$2,000,000 minimum per occurrence in Canadian funds
 - **Class II and III Events:** Commercial General Liability of \$5,000,000 minimum per occurrence in Canadian funds
- The SLRD may impose special conditions and require applicants to provide additional requirements as outlined in section 8.2 in the SLRD Bylaw No. 1247-2012, which is available on the SLRD website.

CLASS II and III SPECIAL EVENTS – ADDITIONAL REQUIREMENTS

NOTE: CLASS I SPECIAL EVENTS ARE NOT REQUIRED TO SUBMIT THIS INFORMATION

- 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

I HEREBY submit this Special Events Application Form in accordance with the particulars stated above and declare that these statements are true and correct and further, I understand if a Permit is granted, I will comply with all bylaws and regulations of the Squamish Lillooet Regional District. I also agree 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