



# RDCO Parks Services Special event permit application

Thank you for contacting RDCO Parks Services regarding your special event permit request. Please complete this application form and email it to [park.bookings@rdco.com](mailto:park.bookings@rdco.com) at least six weeks in advance of your event date. Complete the questions in as much detail as possible to assist RDCO parks staff in evaluating your event.

Once the application has been received, staff will review it and advise if the request can be approved.

Events with less than 30 days of notice may not be accommodated.

**To complete approval, you will be required to provide the following:**

1. Signed permit/contract
2. Proof of insurance
3. Fees as shown on contract
4. Site layout, route map for walks/runs, and/or event management plan
5. Copy of event brochure, posters, or advertising material

Designated parks	Max # of people	Designated site area for event
Bertram Creek Regional Park	250	Field adjacent to upper parking lot
Kopje Regional Park	250	Grass field adjacent to parking lot
Mission Creek Regional Park	250	Grass field across from EECO log building
Mission Creek Greenway	500	Greenway plus grass field across from EECO

Special event permits are issued for the following types of events: not-for-profit, fundraisers, race/walk/run, and staff/corporate gatherings. Excludes weddings and commercial activities.

Inflatable/bouncy houses are not permitted.

Fees: \$200-\$400 for permit, \$25 non-refundable administration fee, plus the cost of insurance

**NOTE:** Not all parks are available for special events. The parks list above are the designated as most suitable for large events. On occasional, staff will give special approval for an alternate park.

**Applicant information:**

Name:

Today's date:

Phone number:

Email:

Address:

City/town:

Province:

Postal code:

**Event information:**

Event date: \_\_\_\_\_ Event name: \_\_\_\_\_

Park requested: \_\_\_\_\_

Type of event: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

**NOTE: Max of four (4) hours including set-up and take-down**

Total # of people (including spectators, participants, and staff): \_\_\_\_\_

Total # of vehicles: \_\_\_\_\_

Are there any additional areas within the park that may be used? \_\_\_\_\_

**Onsite contact (on event day):**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Event description:**

Provide as much detail about the event as possible – including a schedule for set-up and take-down.

**Is your event open to the public or private (by invitation)?**                      **Yes**                      **No**

**Has this event occurred in an RDCO park before?**                                      **Yes**                      **No**

## Will you include any of the following in your event?

Yes No

Entertainment/activities? Please describe:

Posters, signs, route markers

Portable generators

Amplified music/speeches

Alcoholic beverages

Merchandise vendors or food sales. Please describe.

Fundraising activities such as raffles. Please describe.

### **Garbage/recycling:**

Describe your method for collecting and removing all garbage and recyclables.

### **Washrooms:**

Describe washroom amenities that will be used during the event, including use of park facilities and any portable toilet rentals that will be arranged and paid for by the event organizer.

**NOTE:** portable toilets may be required for large events. The cost and arrangement of portable toilets is the responsibility of the event organizer.

**Temporary structures and equipment:**

List all temporary structures with sizes and quantities – such as tents, stages, temporary fencing, generators, tables, booths, BBQ's, cooking equipment, etc. **Note:** a site plan may be required before approval.

**Food and beverages:**

List all food and beverages, such as BBQ, food truck, potluck, pre-packaged food, catering services, drinks, etc

**Traffic management and parking:**

Traffic control and off-site parking is necessary for larger events (generally when greater than 75 people). Please describe your plan for traffic management and advise total number of expected vehicles at the event.

**First aid stations or plan:**

First aid is the responsibility of the organizer. At minimum, all events are required to have a fully stocked first aid kit easily accessible by event staff, volunteers and attendees. Please describe your plan for first aid supplies and/or stations.

## **Insurance:**

The event organizer (renter) must obtain Commercial General Liability insurance coverage for the timeframe of their event on terms satisfactory to the Regional District of Central Okanagan (RDCO). The RDCO must be included as an “Additional Insured” with respect to claims arising directly or indirectly out of the use or occupation of the premises, or the activities of the Permit Holder, renter and/or their attendees.

It is the responsibility of the event organizer to provide the RDCO with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the RDCO. A certificate of insurance must be received prior to final approval of an event or cancellation of the event may occur.

The insurance policy shall provide inclusive limits of not less than **\$5,000,000.00 per occurrence**, including bodily Injury and/or death, and property damage liability. This is the basic requirement under the RDCO Regional Parks Fees and Charges Bylaw, however, the event organizer, may elect to purchase higher limits. It is the sole responsibility of the event organizer to determine what additional insurance coverage, if any is necessary and advisable for its own protection and/or to fulfill its obligations under the agreement.

**Event organizers can choose to obtain insurance from a provider of their choice OR they may use the online web service offered by the RDCO’s provider (MIABC – Municipal Insurance Association of BC).**

**Please note your preferred method in the checkboxes below.**

Event organizer has elected to obtain and provide Commercial General Liability insurance coverage satisfactory to the RDCO through an insurance provider of their choice. Please email a copy of the certificate of insurance to [park.bookings@rdco.com](mailto:park.bookings@rdco.com)

Event organizer has elected to use the RDCO’s insurance provider’s web portal to obtain insurance which will be automatically emailed to the RDCO once completed.

When you have been given approval of your application, you can start the process by visiting <https://miabc.eventpolicy.ca/> and searching for Regional District of Central Okanagan in the box labelled ‘Event space owner’. Follow the prompts to complete the process.

## **Terms and conditions for all events in RDCO parks:**

**Communicable Disease/COVID-19** - Permit Holder is responsible for reviewing the ensuring all current Public Health Agency of Canada guidelines, regulations, and recommendations are followed.

**Permit Holder Responsibility** - Permit holder is required to ensure the site area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; and the event activities do not interfere with other park users.

**Regulations** - All activities in the park must adhere to Regional Parks Regulatory Bylaws. It is recommended that you read and understand Regional Parks Regulation Bylaw No. 1427 and the Regional Parks Services and Facilities Fees and Charges Bylaw No. 1428.

**Property Damage** - Any property damage which occurs during the permitted event, including set-up or take-down, is the responsibility of the permit holder. Damage to park property should be reported immediately. The Permit Holder is required to pay for all necessary repairs or replacement that resulted from their rental.

**Alcohol/smoking** - Alcohol, smoking and vaping are not permitted in any RDCO Regional Park.

**Cancellation** - The RDCO reserves the right to cancel an event or activity due to unforeseen circumstances and will not be responsible for any costs or damages as a result of the cancellation.

**Food Service** - All food service providers require a food service permit from Interior Health Authority. Food Trucks may be permitted with approval by the RDCO and only in designated areas. Equipment and carts must be carried or wheeled in from the parking lot. No driving or unloading of supplies is permitted on the service roads or grassed areas at any picnic location. No gate access will be given.

**Barbeques** - Only CSA/ULC propane barbeques are permitted, and they must be kept at least one (1) metre away from the structure. No open-flame cooking devices are allowed in any regional park.

**Staking, chairs, and tents** - Staking/ground penetration is NOT permitted for any temporary structures. Chairs must have rounded bottoms – no chair legs that can break the surface of the grass. Tents must be secured with sandbags/weights (not stakes or pegs). Pegging, staking/ground. Penetration is not permitted for any temporary structures.

**Power/Electricity** - There is NO electrical power available in the park. Generators are allowed but must adhere to regulations under the BC Safety Authority Act.

**Electrical Permit** - Under the BC Safety Authority Act, a temporary electrical operating permit is

required when using electrical equipment for temporary use and when the supply is greater than 5kVA (i.e. generators). Contact Technical Safety BC for more information on electrical permit requirements - <https://www.technicalsaftybc.ca/>.

**Roping Area** - No roping off or restriction of public access to any area within the park.

**Vehicles** - Vehicle access beyond parking lots or gate access into parks is not permitted – all equipment must be carried by foot to the site.

**Portable Toilets** - Portable toilets may be required for large groups or during peak season. It is to be arranged and paid for by the permit holder. Toilets must be removed from site immediately following the event.

**Sound** - Amplified sound is not permitted in any RDCO Regional Park – sound systems are allowed at a volume that does not disturb the peace or enjoyment of the park users in the area.

**Garbage Removal** - All garbage/recyclables generated by the event must be removed from the event site or charges will apply.

**Notice to area** - In some circumstances and for larger events, Permit Holder must notify impacting residents/business in writing at least one week prior to event.

### **Agreement of authorized representative:**

I, the undersigned, as the designated contact on behalf of the 'users' hereby indicate that I have read and understand the Indemnification Agreement and the terms and conditions of this contract as well as any attached information and clearly understand my responsibility to the group I represent and the Regional District of Central Okanagan Parks Department.

Applicant Representative name:

Applicant Representative signature:

Signed on this date: