

# Special Events Permit Application

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DISTRICT OF WEST VANCOUVER SPECIAL EVENTS

2121 Marine Drive, West Vancouver BC V7V 4A7

t: 604-925-7194 f: 604-921-3405 e: [specialevents@westvancouver.ca](mailto:specialevents@westvancouver.ca) [westvancouver.ca/specialevents](http://westvancouver.ca/specialevents)

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Thank you for contacting the District of West Vancouver regarding your Special Event. Please complete this application form and return by email, mail or in person to the address shown to the left.

While not all questions may apply to your event, please fill out the application with as much detail as possible to assist Special Events staff in evaluating your event.

**Once your application has been reviewed and approved, you will be contacted by a Special Events representative who will confirm conditions of use, fees and event details with you.**

The Special Event Permit Fee is \$150 plus tax for not-for-profit events and \$300 plus tax for commercial events.

Please ensure the estimated attendance for your event is as accurate as possible; this is important to the ecological and staffing impacts of the area.

Please be aware we may not be able to accommodate events with less than 30 days notice.

## You will be required to supply the following documents:

1. Signed Special Events Permit application (signature required on page 3)
2. Proof of insurance
3. West Vancouver Business License for any participating businesses and food vendors

NOTE: food vendors must also complete a Temporary Food Services Application required by Vancouver Coastal Health 14 days in advance of event.

[http://www.vch.ca/your\\_environment/food\\_safety/permits](http://www.vch.ca/your_environment/food_safety/permits)

4. Site layout and route map for walks and runs
5. Copy of event brochure or advertising material, and event website



# Special Events Permit Application

## EVENT Information

Name of event: \_\_\_\_\_

Organization name: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Applicant telephone: \_\_\_\_\_

Address: \_\_\_\_\_

On-site contact: \_\_\_\_\_ On-site contact tel#: \_\_\_\_\_

Email: \_\_\_\_\_

Event date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
month day year

Event time: \_\_\_\_\_

Location: \_\_\_\_\_

Set-up time: \_\_\_\_\_

Take down time: \_\_\_\_\_

Number of expected:

Participants: \_\_\_\_\_

Spectators: \_\_\_\_\_

Vehicles: \_\_\_\_\_

Event type:

Walk/run  Community event

Description of event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will your event be publicized? If yes, how?

\_\_\_\_\_

Is your organization a registered non-profit?

No  Yes. Society # \_\_\_\_\_

Will you include any of the following in your event?

Entertainment/activities, *please specify:*

\_\_\_\_\_

Temporary structures such as tents, *please specify:*

\_\_\_\_\_

Posters, signs, route markers

Amplified music/speeches

Food preparation/caterers *please specify:*

\_\_\_\_\_

Merchandise vendors or food sales *please specify:*

\_\_\_\_\_



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## Please explain your arrangements for the following:

1. Garbage, recycling, green waste removal and containers:

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4. Removal of signage and site cleanup:

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2. Parking/traffic control – bicycle parking plan:

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5. Overnight security (if required):

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3. Portable toilets:

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6. Additional comments:

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## Additional info for WALKS/RUNS:

1. Proposed route and road closures:  
(Please send maps as attachments)

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2. Proposed use of proceeds from event:

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## Terms of Special Events Permit:

I HEREBY submit this Special Events Permit 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 Corporation of the District of West Vancouver. I also agree to hereby release and forever hold harmless the District of West Vancouver and the District of West Vancouver Parks and Community Services Department, from all manner of actions including any damage to property or personal injury to any third party resulting from participation in this event.

I UNDERSTAND that I will be subject to fines if I operate a Special Event without having received all necessary permits and approvals prior.

Applicant Signature: \_\_\_\_\_ Signature: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/

The information on this form is collected under the authority of Section 658 of the Local Government Act in order to process your application for a Special Events Permit. Personal information collected is protected pursuant to the Freedom of Information and Protection of Privacy Act. ENQUIRIES: Special Events Department, The Corporation of the District of West Vancouver 750 – 17th St, West Vancouver, BC V7V 3T3 T:925-7194.

