



APPLICATION TO HOLD A SPECIAL EVENT, TOURNAMENT, OR RUN/WALK

Thank you for contacting the District of West Vancouver regarding hosting an event, tournament, or run/walk in a public space. Please complete this application form and return by email, mail, or in person to the address shown to above.

The District's [Special Events Policy 0282-20-116](#) provides a framework to guide the approval of events and festivals in West Vancouver parks, roadways, and public buildings and property.

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, you will be contacted by a Special Events representative who will confirm approval, conditions of use, fees, and event details with you.

The Special Event Permit Fee is \$165 for not-for-profit events and \$340 for commercial events.

The District does not permit the use of inflatable amusement structures in public areas.

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 (\$2 million CGL showing the District of West Vancouver as an additional insured)
3. West Vancouver Business License for any participating businesses and food vendors
 - a. food vendors must submit, and receive approval for, a Vancouver Coastal Health Temporary Food Services Application at least 14 days in advance of the event
4. site layout
5. route map for walks and runs
6. copy of event brochure or advertising material, and event website



APPLICATION TO HOLD A SPECIAL EVENT, TOURNAMENT, OR RUN/WALK

EVENT INFORMATION

Organization Name: _____
 Event Name: _____
 Contact Name: _____ Email Address: _____
 Address: _____ City: _____ Province: _____
 Phone number: _____ Website: _____
 Is your organization a registered non-profit society? No Yes Society #: _____

LOCATION INFORMATION

Location Requested	Date	Event Time	Set Up Time	Take Down Time

Number of Expected: Staff/Volunteers: _____ Participants: _____ Spectators: _____ Vehicles: _____

Will you be requesting any of the following at your event?

Food preparation/catering No Yes Amplified sound (music, PA) No Yes
 Food vendors/ food trucks No Yes Merchandise vendors No Yes
 Temporary structures (tents) No Yes Power required (generator)** No Yes
 Alcohol* No Yes Route markers/ street signs No Yes

Do you have your own minimum \$2 million Commercial General Liability showing the District of West Vancouver as an additional insured? *** No Yes

EVENT DETAILS

Please describe event: include type, schedule, and description of activities. Attach additional pages if necessary.



APPLICATION TO HOLD A SPECIAL EVENT, TOURNAMENT, OR RUN/WALK

If walk/run, please provide assembly/staging area and attach map of proposed route including traffic management plan if required:

ENTERTAINMENT EVENT DETAILS

Entertainment (stage, amusement rides, petting zoo****, games, etc.)
(Inflatable structures are not permitted in any Municipal parks, properties, or facilities.)

Zero waste management plan
(recycling, green waste, garbage)

Additional toilets (if required)

Parking/traffic control

First aid and security (if required)

Site cleanup

Additional information

* Request to serve alcohol as part of an event requires approval based on [The District of West Vancouver Municipal Alcohol Policy 02-70-364](#).

** Electrical permit required

*** Copy of insurance is required, should you need to obtain insurance, please contact your local insurance provider, or the [Municipal Insurance Association of BC \(MIABC\)](#).

**** Any animal handling must be in accordance with the [BCCDC Guideline for prevention of Zoonotic Diseases from Petting Zoos and Open Farms](#).



APPLICATION TO HOLD A SPECIAL EVENT, TOURNAMENT, OR RUN/WALK

TERMS OF SPECIAL EVENTS PERMIT:

I HEREBY submit this Special Events Permit Application 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 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: _____ Date: ____/____/____

A submission of this application is a request to use district property and does not guarantee approval or permit.

Freedom of Information and Protection of Privacy Act: Personal information contained on this form is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing your permit application. If you have any questions about the collection, use or disclosure of this information, please call the Privacy Officer at 604-921-3497.