

Special Events Permit Application

DISTRICT OF WEST VANCOUVER SPECIAL EVENTS
750 17th Street West Vancouver BC V7V 3T3
t: 604-925-7194 e: specialevents@westvancouver.ca

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 above.

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 \$161 plus tax for not-for-profit events and \$323 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 (\$2 million Commercial General Liability showing the District of West Vancouver as also insured.)
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.

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



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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:

4. Removal of signage and site cleanup:

2. Parking/traffic control – bicycle parking plan:

5. Overnight security (if required):

3. Portable toilets (if required):

6. Additional comments:

Additional info for WALKS/RUNS:

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

2. Proposed use of proceeds from event:

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. Except due to sole negligence or willful misconduct of the District of West Vancouver or its servants or employees, I also agree to indemnify and save harmless the District of West Vancouver, its elected and appointed officers, agents, servants, and employees from and against all liability, claims, damages, losses, costs, actions, causes of actions, suits, proceedings, expenses and demands of every kind, description, and nature whatsoever, including legal fees and disbursements, arising out of or in any way connected with the issuance of this permit or with the use of District of West Vancouver properties pursuant to this agreement.

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: ____/____/____/

Freedom of Information and Protection of Privacy Act: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and the Community Charter 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 Legislative Services Department at 604-921-3497.

