



# Lions Bay Special Events

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The Village of Lions Bay recognizes the benefits of special events within the many public spaces of our community. Special events from block parties to large festivals may require special permission and the Village is here to help.

To assist you, an application is required if you are planning an event that is:

- open to the public or to which the public has been invited to attend;
- held outdoors either in whole or in part;
- likely to be attended, or which may reasonably be expected to be attended, by 25 or more persons;
- planning to have a beverage garden;
- planning to provide food service, such as a food truck.

We encourage you to contact the Village Office to discuss and plan your event.



## EVENT RESOURCES

If you're planning a special event, you may need to access the following resources:

### 1. Special Occasion Liquor Licences

A Special Occasion Liquor Licence is required for public and private events if you want to serve liquor. For Special Occasion Liquor Licensing, contact the Liquor Control and Licensing Branch in British Columbia. Visit [www.pssg.gov.bc.ca](http://www.pssg.gov.bc.ca) for more information.

### 2. Food Service

A Temporary Food Service Application Form must be submitted to your local Health Protection and Environmental Services Office if food sales and preparation will take place at your event. For more information, please visit <http://www.vch.ca/public-health/environmental-health-inspections/restaurant-food-safety/apply-for-a-food-service-permit>. The Village of Lions Bay also requires a list of food vendors, as well as proof of permit, electrical certification, photos, and insurance for all mobile food services.

### 3. Traffic Control

There are traffic control services for the Village of Lions Bay available. Staff can direct you to providers, if required.

### 4. First Aid Provision

For some events, first aid services will be required, and locations of these services should be identified on the site plan. The BC Ambulance Service may require an onsite contact and unimpeded access to the site. St. John's Ambulance provides first aid coverage for adonation. More information can be found at <http://www.sja.ca/English/Customer-Service/Pages/Request-First-Aid-Coverage-for-Your-Event.aspx>.

### 5. Special Event Insurance

The special event organizer must obtain public liability insurance of no less than \$5,000,000. Evidence of insurance must be provided to the Corporate Administration Department no less than 10 days prior to the event. The special event organizer shall indemnify and hold the Village of Lions Bay harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or act or omissions by the above named, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of Village property in connection with the special event. There are many insurance brokers available to you. Get in touch with your local provider for more information, or use the portal through the Village website.

## **6. Equipment Rentals**

If you require equipment rentals for your event, such as tents, tables and chairs, there are local providers available in the area.

## **7. Gambling event licences**

If your event involves raffles, bingos, poker, social occasion casinos, and wheels of fortune, you will need to apply for a Gambling Event Licence. The application and more information can be found at <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>.

## **8. SOCAN**

If you are planning a special event that includes live or recorded music of any kind you are required to pay a licence fee to SOCAN. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. SOCAN collects licence fees for the public performance of music in Canada. Those fees are then distributed to music creators around the world. SOCAN tariffs are regulated by the Copyright Board of Canada. For more information visit [www.socan.ca](http://www.socan.ca)



# Village of Lions Bay

PO Box 141, 400 Centre Road  
Lions Bay, BC V0N 2E0  
T: 604.921.9333  
E: [office@lionsbay.ca](mailto:office@lionsbay.ca)

# SPECIAL EVENT APPLICATION

DATE SUBMITTED: \_\_\_\_\_

## INSURANCE

ALL APPLICATIONS MUST INCLUDE PROOF OF COMPREHENSIVE OR COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE OF UP TO \$5,000,000, INCLUSIVE PER OCCURRENCE, FOR BODILY INJURY AND PROPERTY DAMAGE, UNDER WHICH THE VILLAGE OF LIONS BAY IS ADDITIONAL INSURED. THE COVERAGE MUST INCLUDE A WAIVER OF ALL RIGHTS OF SUBROGATION OR RECOURSE AGAINST THE VILLAGE OF LIONS BAY.

I HAVE READ AND UNDERSTAND THE INSURANCE REQUIREMENTS:

INITIALS:

## INDEMNITY AGREEMENT

IF THE SPECIAL EVENT PERMIT IS GRANTED TO YOU BY THE VILLAGE OF LIONS BAY, YOU AND YOUR ORGANIZATION MUST INDEMNIFY AND SAVE HARMLESS THE VILLAGE OF LIONS BAY, VILLAGE OF LIONS BAY OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS FROM ANY CLAIM, LAWSUIT, LIABILITY, DEBT, DEMAND, LOSS OR JUDGMENT (INCLUDING COSTS, DEFENCE EXPENSE AND INTEREST) WHATSOEVER AND HOWSOEVER ARISING EITHER DIRECTLY OR INDIRECTLY AS A RESULT OF THE GRANTING OF THE PERMIT OR THE USE OF VILLAGE OF LIONS BAY PROPERTY OR FACILITIES.

YOU ALSO AGREE TO WAIVE ALL RIGHTS OF SUBROGATION OR RECOURSE AGAINST THE VILLAGE OF LIONS BAY AS A RESULT OF THE GRANTING OF THE PERMIT OR THE USE OF VILLAGE OF LIONS BAY PROPERTY OR FACILITIES.

I HAVE READ AND UNDERSTAND THE INDEMNITY AGREEMENT:  INITIALS:

## Part 1: APPLICANT INFORMATION

<b>Name of Applicant</b>	<b>Phone</b>	<b>Email Address</b>
<b>Applicant Organization</b>	<b>Mailing Address of Principal Contact or Organization</b>	
<b>On Site Contact Day of Event</b>	<b>Cell Phone</b>	

## Part 2: EVENT INFORMATION

<b>Name of Event</b>	<b>Date(s) of Event</b>
<b>Type of Event (check all that apply)</b> <input type="checkbox"/> Community Celebration <input type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Private Gathering <input type="checkbox"/> Exhibition <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Dance <input type="checkbox"/> Sporting Event <input type="checkbox"/> Other (please specify) <input type="text"/>	
<b>Location (Please attach supporting documents, such as route maps and/or site plan)</b>	

<b>Will your event be open to the public or private (by invitation)?</b> <input type="checkbox"/> Ticketed Public Event <input type="checkbox"/> Free Public Event <input type="checkbox"/> Private Event	<b>Is this an annual event?</b> <input type="checkbox"/> YES, Number of Years <input style="width: 50px;" type="text"/> <input type="checkbox"/> NO	
<b>Attendance</b> Estimated # of participants <input style="width: 50px;" type="text"/> Estimated # of Spectators <input style="width: 50px;" type="text"/> Estimated # of staff/volunteers <input style="width: 50px;" type="text"/>		
<b>Description of Event</b> <i>(please describe your event or attach a summary in letter format)</i>		
<b>Event Schedule</b>		
Set Up	Date:	Time:
Event Start	Date:	Time:
Events End	Date:	Time:
Take Down	Date:	Time:

ALL COSTS ASSOCIATED WITH EVENT LOGISTICS AND REQUIREMENTS ARE THE RESPONSIBILITY OF THE EVENT ORGANIZER

<b>Part 3: EVENT LOGISTICS</b>	
<i>Please indicate whether your event will include any of the following:</i>	
<b>Temporary Structures</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b> <i>(Please include quantity and dimensions - e.g. Tents/canopies, stage, generator, portable washroom)</i>
<b>Amplified Sound</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b> <i>(e.g. music, announcements, etc.)</i>
<b>Food</b> <i>(restrictions may apply)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b> <i>(e.g. BBQ, potluck, bottled water, food vendors, etc.)</i>  <i>Note: Contact Vancouver Health to apply for a Temporary Food Permit and submit proof to the Village</i>
<b>Sales of any kind</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b> <i>(e.g. raffle tickets, t-shirts, merchandise, etc.)</i>
<b>Entertainment</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b> <i>(e.g. live performers, bouncy castles, games, etc.)</i>
<b>Alcoholic Beverages</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b> <i>(e.g. beer garden, VIP tent, etc.)</i>  <i>Note: Contact the Liquor Control and Licensing Branch for a Special Occasion Licence</i>
<b>Vehicle Access/Parking Requirements</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b> <i>(e.g. equipment load-in, display/promotional vehicles, parking coordination, etc.)</i>  <i>Note: Contact the Village of Lions Bay at 604-921-9333 regarding vehicle access or parking requestson streets. Notification to residents and businesses may be required by the event organizer.</i>
<b>Signage</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b> <i>(e.g. special event signage, Read-O-Graph Message, banner pole sign, etc.)</i>  <i>Note: Separate application forms are required for special event signage</i>
<b>Other proposed activities</b> <i>(e.g. fire or pyrotechnics, shuttle bus, etc.)</i>	

<b>Part 4: EVENT REQUIREMENTS</b>	
<i>Please indicate how you will be providing any of the following services, if required, for your event</i>	
<b>Portable Washrooms</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b>
<b>Traffic Control</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b>
<b>Barricades</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b>
<b>First Aid</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b>
<b>Electrical Set up/Access</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b>

<b>Part 5: EVENT REQUIREMENTS FROM THE VILLAGE</b>	
<i>Please indicate whether you will be requesting any of the following services, if required, for your event (Note: Additional approvals or extra costs may apply).</i>	
<b>Use of Village waste bins</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b>
<b>Use of Streets</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b>
<b>Water or Hydrant Access</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Description</b>

<b>Part 6: ENVIRONMENTAL RESPONSIBILITY</b>
What arrangements have been made to reduce litter and encourage recycling and composting and for removal of excessive waste during or after the event:   

<b>Part 7: EMERGENCY MANAGEMENT/SECURITY</b>
Please describe your plan for emergency vehicle access to the event site and arrangements to ensure the safety of participants at the event (a separate sheet may be attached):   

### Part 8: CHECKLIST

#### The following items should be submitted with your application:

- Event Description
- A SITE PLAN and ROUTE MAP (walk/run) clearly indicating the area(s) you intend to use and the setup for your event
- A copy of your INSURANCE form
- SIGN permit, if applicable
- Emergency Management Plan and Traffic Control plan, if applicable
- VENDOR listing, if applicable
- PROOF of notification to neighbours, if applicable
- (A copy of your current BUDGET for your event may be required)

#### TERMS & CONDITIONS:

1. Completion of this application form is not a guarantee that your application will be approved.
2. The Village of Lions Bay reserves the right to change, alter or refuse any or all requests.
3. All fees must be paid within fifteen (15) days of booking confirmation unless other arrangements have been agreed upon.
4. The Permit Holder is responsible for ensuring that: the assigned area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the event activity does not interfere with other users.
5. Depending on the size of the event a damage deposit ranging from a minimum of \$250 to any other amount deemed reasonable (in accordance with operational estimates), will be required.
6. Any property damage which occurs during the permitted event, set-up or take-down, is the responsibility of the Permit Holder. Damage should be reported immediately. It will be assessed and repair costs billed to the Licensee.
7. The Permit Holder is responsible for leaving the area clean and litter-free and may be billed for any subsequent cost incurred by the Village for clean-up.
8. If traffic control is required, the Village of Lions Bay must be consulted, and additional fees may apply
9. The Village of Lions Bay reserves the right to cancel any event or activity for any reason (such as health and safety emergencies) and shall not be responsible for any associated costs or damages.
10. The Permit Holder must comply with all applicable Village of Lions Bay bylaws and policies, including, but not limited to: Noise Control Bylaw No. 283, 1998; Traffic and Parking Bylaw No. 413, 2009; Good Neighbour Bylaw No. 412, 2009; Anti-idling Bylaw No. 416, 2010; Fire Bylaw No. 428, 2011; Parks Regulations Bylaw No. 448, 2012; Garbage and Recycling Collection Bylaw No. 455, 2013

**APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:**

**MAIL:** Village of Lions Bay, Box 141, Lions Bay, BC V0N 2E0

**EMAIL:** reception@lionsbay.ca

**IN PERSON:** Village of Lions Bay, 400 Centre Road, Lions Bay, BC

Part 9: APPLICANT SIGNATURE		
Name	Signature	Date

--- DEPARTMENT USE ONLY ---		
Approval By	Approval Date	Comments
<input type="checkbox"/> Corporate Administration		
<input type="checkbox"/> Bylaw		
<input type="checkbox"/> Public Works		
<input type="checkbox"/> Fire Chief		
<input type="checkbox"/> Council		

Original to folder. Copies distributed to: Applicant, Bylaw Enforcement Officer, Public Works Department, Fire Department.