

APPLICANT INFORMATION

Name: _____ Organization: _____ Non-profit? Yes No

Mailing Address: _____ City: _____ Postal code: _____

Phone No: _____ Email: _____

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. By signing this application, you consent to your personal information being disclosed to the groups listed under the Notification section of this application. Questions about the collection, use and disclosure of your personal information may be referred to the Corporate Services Coordinator at duncan@duncan.ca or 250-746-6126.

EVENT INFORMATION

Name: _____

Date: _____ Set Up Time (if applicable): _____

Start Time: _____ End Time: _____ No. of Participants: _____

Charles Hoey Park
 Rotary Park
 Station Street Common
 McAdam Park
 McAdam Field
 Centennial Park
 Rotary Field
 Street or Sidewalk: _____

Description: _____

Traffic Control Company (if applicable): _____

Liquor service? Yes, liquor licence extension
 Yes, LCRB Special Event Permit & Host Liquor Liability Insurance
 No

Please include the following with your application:

Liability Insurance (\$2,000,000) (Mandatory)/Host Liquor Liability Insurance
 Map and Detailed Description (Mandatory)
 \$300 Damage Deposit (MS-DAMDEP) (Mandatory)
 Liquor & Cannabis Regulation Branch Approval
 \$10/time-regulated parking spot (MS-PRKPCON) (Waived for non-profit)
 DDBIA Event Form (If also using City Square)
 \$50 Application Fee (Mandatory) (Waived for non-profit) (OPERM)
 \$10/hour Field Use Fee (MS-PKS) _____ hours

(If you have questions, please refer to the attached Special Event Permit Policy or contact City Hall at finance@duncan.ca or 250-746-6126)

RULES GOVERNING THE USE OF FACILITIES, STREETS AND SIDEWALKS

1. **Incomplete applications will not be processed. Applications must be submitted at least 14 days prior to the event.**
2. The applicant may not sublet any portion of the space contracted for without the written permission of the City of Duncan.
3. The applicant will be responsible for all lost or damaged articles.
4. The applicant will provide notice of cancellation to the City of Duncan at least 72 hours prior to the event to receive a refund of the fee.
5. The City of Duncan reserves the right to cancel or alter facility, street, or sidewalk usage.
6. The applicant will not permit liquor on the premises unless \$2,000,000 host liquor liability insurance is in place with a copy provided to the City of Duncan along with proof of a valid liquor licence extension or BC LCRB Special Event Permit.
7. The applicant must ensure that the music/noise will be kept below 90 dBa.
8. If the event is shut down for any reason by the liquor inspector or RCMP, the damage deposit shall be forfeited.
9. The applicant agrees that in the event of any strike or lockout, the City of Duncan will not be held responsible or liable for providing access to said facility, street, or sidewalk.
10. The applicant is responsible for picking up litter and debris during and after the event. If the applicant does not clean the facility, street, or sidewalk to a standard acceptable to City staff, the applicant will forfeit the damage deposit and be billed for any costs exceeding the deposit.
11. The applicant is responsible for monitoring and controlling the activities of all event participants to ensure they act in a safe, considerate and sportsmanlike manner. Abusive language and unsafe or inconsiderate behaviour which is found to be objectionable may result in the cancellation of your permit without refund or compensation.
12. It is the responsibility of the applicant to ensure the facilities, streets and sidewalks are safe and in good condition before and during the event. If a hazard does exist, please notify Public Works at 250-746-5321.



SPECIAL EVENT PERMIT Application

WAIVER AND INDEMNITY CLAUSE

The applicant accepts and will use the premises at its own risk and agrees that the City of Duncan has made no warranties or representations respecting the suitability or condition of the premises. The applicant further agrees that it will indemnify and save harmless the City of Duncan and its officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this agreement and use of the facility.

The applicant agrees to conform to all Bylaws and Policies of the City of Duncan presently in force and to such special conditions, restrictions and regulations as contained in the attached schedule, and to such further special conditions as may be imposed by the Director of Public Works & Engineering, in the conduct of the event. The applicant must provide proof of liability insurance naming the City of Duncan as an additional insured party in the amount of two million (\$2,000,000) per occurrence for all events. The applicant further agrees to save the City of Duncan harmless against all manner of actions, claims, debts, judgements, costs, and expenses of any kind whatsoever which may be made against the said City in consequence of and incidental to the granting of a Permit.

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

File No.: 4520-20

When this section is complete in its entirety, by all officials, the application is approved subject to the event being carried out in conformity with all Statutes, Bylaws, and Council Policies in force in the City of Duncan, British Columbia, and the following special conditions:

SPECIAL CONDITIONS

- Arrange with a local rental company for barricades and signs for the event.
- Arrange to obtain from City Public Works barricades and signs for the event.
- Erect sufficient barricades and signs to control and safely direct pedestrians and/or traffic around the event.
- Arrange for certified traffic control personnel to direct traffic around the event.
- Arrange a site meeting with the Parks Foreman (250-746-5321) in advance if stakes will be placed in the ground.
- Erect barriers along the railway tracks at Charles Hoey Park where activities are planned within 10 ft of the railway tracks.
- The applicant must provide proof, within 30 days following the event, that 35% of the net revenue from the liquor service has been donated to a recognized local charity, non-profit society, or to the City of Duncan for recreation facility improvements, in order to have the damage deposit returned (not applicable to non-profit societies).

ADDITIONAL SPECIAL CONDITIONS

RISK MANAGEMENT APPROVAL

DIRECTOR OF FINANCE

DATE

PUBLIC WORKS APPROVAL

OPERATIONS MANAGER SIGNATURE

DATE

DIRECTOR OF PUBLIC WORKS SIGNATURE

DATE

CHIEF ADMINISTRATIVE OFFICER SIGNATURE

DATE

NOTIFICATION: Downtown Duncan BIA Transit RCMP Ambulance Fire Departments