



SPECIAL EVENT PERMIT Application

APPLICANT INFORMATION

Event Contact Person:	Organization:	Non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address:	City:	Postal code:
Phone No:	Email:	

The 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

Event Name and Description (Attach extra pages if needed to provide detailed information)	Extra pages attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Date:	Set Up Time (if applicable):			
Start Time:	End Time:	Est. No. of Participants:		
<input type="checkbox"/> Charles Hoey Park	<input type="checkbox"/> Rotary Park	<input type="checkbox"/> Friendship Square - Hiiye'yutul'	<input type="checkbox"/> McAdam Park	<input type="checkbox"/> McAdam Field
<input type="checkbox"/> Centennial Park	<input type="checkbox"/> Rotary Field	<input type="checkbox"/> City Square	<input type="checkbox"/> Street or Sidewalk: _____	

Traffic Control Company (if applicable):

Liquor Service? ☐ No ☐ Yes (If yes, please complete a City of Duncan Liquor Service form.)

Please include the following with your application:

<input type="checkbox"/> Liability Insurance (\$2,000,000) (Mandatory)	<input type="checkbox"/> Map (Mandatory)
<input type="checkbox"/> \$300 Damage Deposit (MS-DAMDEP) (Mandatory)	<input type="checkbox"/> Liquor Service form (if applicable)
<input type="checkbox"/> \$10/time-regulated parking spot (MS-PRKPON) (Waived for non-profit)	<input type="checkbox"/> \$10/hour Field Use Fee (MS-PSK) _____ hours
<input type="checkbox"/> \$50 Application Fee (OPERM) (Mandatory) (Waived for non-profit)	

(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 fee refund.
5. The City of Duncan reserves the right to cancel or alter facility, street, or sidewalk usage.
6. The applicant must ensure that the music/noise will be kept below 90 dBA.
7. If the event is shut down for any reason by the RCMP, the damage deposit shall be forfeited.
8. The City of Duncan will not be held responsible or liable for providing access to the facility, street, or sidewalk.
9. The applicant is responsible for picking up litter and debris during and after the event. If the applicant does not clean up to a standard acceptable to City staff, the applicant will forfeit the damage deposit and be billed for any costs exceeding the deposit.
10. 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 event without a refund or compensation.
11. 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 or after hours at 250-746-7192.



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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 listed below 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 has been completed 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 any noted special conditions.

FINANCE APPROVAL

☐ Proof of Liability Insurance ☐ Liquor Service Form

Special Conditions:

DIRECTOR OF FINANCE SIGNATURE

DATE

BUILDING AND BYLAW SERVICES APPROVAL

Special Conditions:

BUILDING AND BYLAW SERVICES MANAGER SIGNATURE

DATE

PUBLIC WORKS APPROVAL

Special Conditions:

- ☐ Arrange with a local rental company for barricades.
- ☐ Arrange to obtain from City Public Works barricades.
- ☐ Erect sufficient barricades and signs to control to safely direct pedestrians and/or traffic prior to start time.
- ☐ Arrange to pick up allan key to fasten down bollard covers.

- ☐ Arrange for certified traffic control personnel to direct traffic.
- ☐ Arrange a site meeting with the Parks Foreman (250-746-5321).
- ☐ Erect barriers along the railway tracks at Charles Hoey Park where activities are planned within 10 ft. of the railway tracks.
- ☐ Event Organizer to provide a waste management plan and arrange for garbage receptacles.

OPERATIONS MANAGER SIGNATURE

DATE

DIRECTOR OF PUBLIC WORKS SIGNATURE

DATE

FINAL APPROVAL

CHIEF ADMINISTRATIVE OFFICER SIGNATURE

DATE

NOTIFICATION: ☐ Downtown Duncan BIA ☐ Transit ☐ RCMP ☐ Ambulance ☐ Fire Departments