
INSTRUCTIONS

Applications are subject to the City of Duncan's Special Event Permit Policy and the Fees and Charges Bylaw.

To be considered, applications must be complete with all required supporting documentation included and the application fee and damage deposit paid. Please note: the Map and Detailed Description needs to include locations of tents, tables, vehicles, etc.

Liquor Service:

If your planned event includes liquor service, please also complete the City's Liquor Service Form and attach it to your Special Event Permit Application.

Public Performance Code of Conduct

If your event includes public performances, you are responsible for ensuring that all event performers are made aware of and comply with the City's Public Performance Code of Conduct Policy.

Payment Options:

Payment cannot be processed until the City receives the completed application and all supporting documentation.

Payment can be made:

- At City Hall, 200 Craig Street, Monday – Friday (not open on statutory holidays) between 8:30 a.m. and 4:00 p.m. by cash, cheque, or credit card.
- By mailing a cheque with the application and all supporting documents to City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3.
- Online by credit card at www.duncan.ca/city-hall/online-payments/.

After the Application Fee is Paid:

- The Finance Department will review the application and contact you if further information is needed. Once insurance has been approved staff will send the application to Public Works to be processed.
- You will be contacted by Public Works once your permit is approved or to discuss further.
- After the event, the City will evaluate whether all or part of the damage deposit can be returned.

Event Promotion:

Once your permit has been approved by the City of Duncan, event organizers may submit event details to **Tourism Cowichan** for promotional opportunities. Tourism Cowichan is the region's official destination management organization. By sharing your event with Tourism Cowichan, you can reach a broader audience through their website, events calendar, social media channels, and regional marketing campaigns. This added exposure can help attract more attendees and contribute to the overall vibrancy of Duncan and the Cowichan Region.

Tourism Cowichan also administers an annual **Events & Experiences Fund** to provide marketing grants for festivals and events that increase overnight visitation, length of stay, and repeat trips to the Cowichan region, while making meaningful contributions to the social, cultural, and environmental well-being of Cowichan. Applications are considered on a rolling intake until all funding for the year is awarded.

- To submit your event to Tourism Cowichan's events calendar, [click here](#).
- To learn more about stakeholder opportunities and Tourism Cowichan's Events & Experiences Fund, visit tourismcowichan.com/stakeholders
- To connect further, please reach out to Tourism Cowichan at info@tourismcowichan.com

APPLICANT INFORMATION

Event Contact Person:	Organization:	Non-profit? ☐ Yes ☐ 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? ☐ Yes ☐ No
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Date:	Set Up Time (if applicable):
Start Time:	End Time:
	Est. No. of Participants:

☐ Charles Hoey Park
 ☐ Rotary Park
 ☐ Friendship Square - Hiiye'yutul'
 ☐ McAdam Park
 ☐ McAdam Field
☐ Centennial Park
 ☐ Rotary Field
 ☐ City Square
 ☐ 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:

☐ Liability Insurance (\$2,000,000) (Mandatory)	☐ Map (Mandatory)
☐ \$300 Damage Deposit (MS-DAMDEP) (Mandatory)	☐ Liquor Service form (if applicable)
☐ \$10/time-regulated parking spot (MS-PRKPON) (Waived for non-profit)	☐ \$10/hour Field Use Fee (MS-PSK) _____ hours
☐ \$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

- Incomplete applications will not be processed. Applications must be submitted at least 14 days prior to the event.**
- The applicant may not sublet any portion of the space contracted for without the written permission of the City of Duncan.
- The applicant will be responsible for all lost or damaged articles.
- 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.
- The City of Duncan reserves the right to cancel or alter facility, street, or sidewalk usage.
- The applicant must ensure that the music/noise will be kept below 90 dBA.
- If the event is shut down for any reason by the RCMP, the damage deposit shall be forfeited.
- The City of Duncan will not be held responsible or liable for providing access to the facility, street, or sidewalk.
- 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.
- 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.
- 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.

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.

Other special conditions:

- ☐ 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

GOAL

To outline the City’s requirements and processes to approve Special Event Permit applications and field use requests for the use of City parks, facilities, streets, or sidewalks.

SCOPE

This policy is applicable to events planned to be held on streets, sidewalks, or parks in the City of Duncan.

POLICY

Any person or organization that would like to host an event, game, or practice in the City of Duncan must complete a Special Event Permit application or a Field Use Request application and adhere to the requirements described in this policy and related Bylaws. The applicant should not advertise or promote the event until their application has been approved. The City will not consider any applications for events that are defamatory, hateful, racist, discriminatory, homophobic, sexist, disrespectful, or contrary to the City’s policies or bylaws.

The requirements of a Special Event Permit application and Field Use Request application are outlined below. Other requirements may be identified by City staff based on the scope and nature of the event and will be communicated to the applicant by the City.

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Application Requirements

DAMAGE DEPOSIT

The applicant must submit a \$300 damage deposit at the time of the Special Event Permit application. Any loss or damage which occurs, and which is under the deductible in the insurance policy or is not covered by the insurance policy is the responsibility of the applicant. Furthermore, if the event is shut down for any reason by the liquor inspector, RCMP, or City staff, the damage deposit shall be forfeited.

Security deposits will be returned after the event site and amenities are confirmed by the Director of Public Works and Engineering or designate to be clean and in the same condition as it was prior to the event.

For regular users of City sports fields, the damage deposit may be held by the City from year to year if unused and returned at the time that the organization no longer requests regular use of the fields.

INSURANCE & INDEMNITY WAIVERS

Applications must be accompanied by proof of user insurance for a minimum of \$2 million liability coverage for all events. User insurance may be purchased online through the Municipal Insurance Association of BC Event Policy Portal at: <https://miabc.eventpolicy.ca>. This company will handle all inquiries about insurance from users through their live-chat function on the website. The insurance is to be held on a per occurrence basis.

Alternately, applicants may purchase insurance from another provider naming the “The City of Duncan, 200 Craig Street, Duncan BC V9L 1W3” as an additional insured under the insurance policy. Any loss or damage which occurs, and which is under the deductible in the insurance policy or is not covered by the insurance policy is the responsibility of the applicant.

Managing risk of damage to property and injury to persons is an important part of planning an event. Applicants should identify any elements of risk associated with their event and ensure they are addressed before the event begins.

By signing the Special Event Permit application form, the applicant agrees to indemnify and save harmless the City in respect of any and all claims, demands, suits, and costs arising out of any act or omission of the applicant or of any servant, agent, or officer of the applicant arising out of or resulting from the use of the City’s streets, sidewalks or facilities by the applicant.

PERMIT FEES

The applicant is required to pay all applicable fees as set out in the Fees and Charges Bylaw No. 3212, as amended from time to time.

The applicant must provide written notice of cancellation at least 72 hours prior to the start of their event for a refund of fees. An event cancelled due to poor weather conditions may be rescheduled at an agreed upon future date.

General Provisions

COOKING FACILITIES

Cooking on City property for events is permitted subject to the following conditions:

- completion of a City of Duncan Special Event Permit application;
- providing proof to the City of Duncan of all relevant licences and approvals from Vancouver Island Health Authority;
- all cooking facilities provide an easily visible and accessible 10 lb. ABC Fire Extinguisher within three (3) metres of the cooking location;
- receipt of approval from the Duncan Fire Department if any cooking process will produce significant grease laden vapours or open flames;
- appropriate measures are taken to prevent grease and food stains from getting on the pavement, sidewalk, or paving stones with any necessary clean-up done at the cost of the party responsible.

NOISE

The times, duration, and sound levels for entertainment, music, and speeches should not unreasonably impact neighbouring residents or businesses. The applicant must agree to keep the noise below 90 dBa. Often, where sound is amplified, the allowable noise levels specified by the Good Neighbour Bylaw will be exceeded and an application for an exemption to the bylaw will be necessary. In accordance with section 5.3.3 of the bylaw, an application for an exemption must be in writing and must contain all of the following:

- the name, address and telephone number of the applicant;
- the civic address of the location of the works;
- the building permit number, if applicable;
- the reasons for the requested exemption;
- a description of the source of noise in respect of which the exemption is sought;
- the exact period of time for which the exemption is requested; and
- a statement of the measures planned or presently being taken to minimize the sound or noise created.

PARKING FEE

A fee of \$10 per day, per parking stall may be charged in accordance with the City's Fees & Charges Bylaw for the use of time-regulated City parking stalls for an event. This fee is waived for events organized by non-profit organizations.

SPECIAL CONDITIONS

The following special conditions may apply to your event at the discretion of City staff:

- 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).

PUBLIC PERFORMANCE CODE OF CONDUCT

Applicants are responsible for ensuring that all event performers are made aware of and comply with the City's Public Performance Code of Conduct Policy. This includes upholding respectful, inclusive, and non-discriminatory standards in all public performances and activities.

SUPPORTING DOCUMENTS

The following documents may be required as part of the Special Event Permit application and will be identified by City staff at the time of application. Applicants may contact finance@duncan.ca or call 250-746-6126 for clarification on which supporting documents will be required.

Map and Detailed Description

All Special Event Permit applications are required to be accompanied by a map indicating the proposed site layout and any requested road closures. For events in parks, the maps should indicate where stakes are planned to be placed in the ground.

BC Liquor & Cannabis Regulation Branch Approval

If liquor service is planned for a proposed event, a separate Liquor Service Form must be submitted and include:

- a copy of a valid Special Events Permit from the BC Liquor & Cannabis Regulation Branch or proof that an existing liquor licence has been extended;
- proof of Host Liquor Liability Insurance with a minimum coverage of two million dollars (\$2,000,000) naming the City of Duncan as an additional insured.

WASTE MANAGEMENT

Applicants must ensure that attendees and participants place refuse in the garbage receptacles located at all City facilities and set out along City sidewalks. Please recycle and compost in accordance with CVRD regulations.

Clean up of all debris at the event is the responsibility of the applicant.

The applicant may contact the City of Duncan to request additional support with waste management during the event (additional fees may apply).

Facilities

CENTENNIAL PARK

Cobb Oven

The Cobb Oven is managed by a local organization. Applicants who would like to use the Cobb Oven will be provided with contact information to reach out to the designated organization directly.

Picnic Area

The picnic area is available for all on a first come, first serve basis, and is not available to be reserved through a Special Event Permit application.

Spray Park and Playground

The spray park and playground are not available to be reserved through a Special Event Permit application.

SPORTS FIELDS

Booking Priority

Sports leagues that intend to request regular use of City fields on an annual basis need only submit one Field Use Request application form and provide updated insurance and damage deposit as required going forward. Fees will be billed monthly according to the Regular Sports Users Fees in the City's Fees & Charges Bylaw. Field schedules are set every six (6) months in June and December. The City gives priority, in the following order, to:

1. Youth groups where more than half of the members reside in the Cowichan Valley, with scheduling priority for early evening timeslots.
2. Adult groups where more than half of the members reside in the Cowichan Valley.
3. Groups that have some members who reside in the Cowichan Valley, but less than half.
4. All other groups.

Historic users of the fields are prioritized over new users where otherwise comparable (e.g. both youth groups).

After heavy use, fields need time to recover. If it is the opinion of the Director of Public Works & Engineering that a field needs time to recover, the City has the authority to cancel a booking and will advise the applicant as soon as possible.

Field Use Regulations

1. Only scheduled games are permitted on the McAdam Park playing field.
2. All practice and scrub games are to occur on the Rotary Park playing field.
3. With exception to 1, practice on the McAdam Park playing field is permitted for players under 12 years of age.
4. During periods of inclement weather, adjustments or cancellation of games on McAdam and Rotary Park playing fields will be instituted at the discretion of the Director of Public Works & Engineering depending upon the condition of the playing field surface, particularly during the months from November through February.

Game Lines on Fields

Sports paint (water-based) may be permitted for lining playing fields with the following colours assigned to each sport:

- | | | | |
|---------------------|---|---------------------|--|
| Rotary Park: | <ul style="list-style-type: none">• Soccer – White• Field Hockey – Yellow• Football – Red | McAdam Park: | <ul style="list-style-type: none">• Football - White |
|---------------------|---|---------------------|--|

Portable Goals

The City does not supply portable goals for use in the Rotary Park field. The goals at Rotary Park field belong to the Cowichan Valley Soccer Association and have been placed there primarily for their own use.

There are a set of City-owned portable goals at the McAdam Park field and practice field that may be used by approved Special Event Permit holders.

Any goals used during an event, game, or practice must be chained or attached in such a manner to prohibit them from being toppled over. The applicant is responsible for repairs to the portable goals, if needed.

Parking at Fields

Parking is not permitted on fields unless by written permission from the Chief Administrative Officer. Parking must not obstruct any access to the field or park to ensure emergency vehicles have access at all times.

Change Rooms

Change rooms must be booked in advance of being used, and it is the responsibility of the applicant to leave the facility clean after event use, or the damage deposit may be forfeited.

Concession Stand

The concession stand at McAdam Park is managed by a local organization. To have the concession open during your event, please contact Public Works at 250-746-5321 or publicworks@duncan.ca and they will provide the applicant with the contact information.

Animals

No dogs or other animals (other than certified guide or service animals) are permitted on any sports fields. All dogs must be on a leash in the City of Duncan, unless in a designated off-leash area.

TENNIS COURTS

The tennis courts at Rotary Park and Centennial Park are available on a first come, first serve basis and are not available to be reserved through a Special Event Permit application.

WASHROOMS

Some City parks feature public washrooms. Washroom hours vary depending on the park and may be adjusted as directed by the City. Applicants are responsible for leaving washroom facilities clean after event use, or the damage deposit may be forfeited.

Applicable Bylaws

The applicant is to be aware of all applicable City bylaws and policies, including but not limited to:

- Park and Public Open Space Bylaw
- Animal Care and Control Bylaw
- Smoke-Free Bylaw
- Streets & Parking Regulations Bylaw
- Fees & Charges Bylaw
- Good Neighbour Bylaw