



CITY OF NELSON

GENERAL SPECIAL EVENT APPLICATION FORM

This Special Event Application Form is the first important step in receiving approval for your event. Please read through the application carefully and provide all information requested so that the approval process can be started for your event. If you require assistance in completing this application please contact 250-352-8238. Return completed application: in person to City Hall, or Public Works at 80 Lakeside Drive, or email: operations@nelson.ca

Applications should be submitted a minimum of 30 days (4 weeks) prior to the event.
IT IS ADVISABLE NOT TO ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU GET APPROVAL FOR THE EVENT.

ORGANIZATION INFORMATION:

Name of Organization:	Contact Person:
Registered Society Status # _____	Title:
Street Address:	Home Phone:
City:	Work Phone:
Postal Code:	Cell Phone:
E-Mail:	Fax:
Type of Event: <input type="checkbox"/> Community Event <input type="checkbox"/> Public Event <input type="checkbox"/> Private Event	

EVENT INFORMATION:

Name of Event: _____ _____ Additional Requests: (attach details if required) _____ _____ _____ _____ _____	Event Location: (provide exact location) 1st Choice: _____ 2nd Choice: _____ Route Details if Walk or Parade: (provide map) _____ _____ _____ _____ _____
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Provide description of event: (purpose, theme, race, cooking, open flame, hot works)

Expected Attendance Numbers:

Spectators:

Participants:

Proposed Date(s):

Event time + Setup and Takedown if applicable:

<u>Site Setup</u>	<u>Event – Day 1</u>	<u>Event – Day 2</u>	<u>Event – Day 3</u>	<u>Site Takedown</u>
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Start Time: _____	Start Time: _____	Start Time: _____	Start Time: _____	Start Time: _____
End Time: _____	End Time: _____	End Time: _____	End Time: _____	End Time: _____

EVENT CHECKLIST – APPLICANT TO COMPLETE

(Note: there may be charges for certain requests)

	Check ✓			
	Yes	No	N/A	Follow
Barricades Required for Street Closure? Arrange through Public Works Warehouse @ 352-8238 (if available)				
Is Nelson Hydro power required? Contact Nelson Hydro directly @ 352-8238 Final approval is dependent on having all hydro requirements pre-arranged <u>LIST YOUR REQUIREMENTS:</u>				
Nelson Police Department contacted to confirm walk/run/parade route and traffic conditions met? Contact The Community Policing Officer @354-3919				
Mobile Food Vendors: Nelson Fire Rescue requires that you have been inspected within the last 12 months. *** Please provide a copy of the most recent Nelson Fire Rescue Inspection Report				
ATTACHMENTS:				
Site security plan attached?				
Fire safety plan required?				
Completed Certificate of Insurance attached (with the City of Nelson added as additional insured)?				
Site Map/Walk Route Map attached?				
Written consent of affected Businesses/Residents attached for street closures/events in downtown core?				
Copy of Ministry of Transportation Permit attached for use of Highway 3A?				

ACKNOWLEDGEMENT AND APPROVAL

The applicant acknowledges and agrees that he/she has read, understands and will comply with the Terms and conditions.

Date: _____

Signature of Authorized Signing Officer of Permit Holder

Print Name

Approved by the City of Nelson:

Date: _____

Corporate Officer

Subject to following additional Conditions:

Prior to approval of this Application, all requests for events will first be reviewed by one or more City Departments including Nelson Police, Nelson Fire Department, Public Works Department and Nelson Hydro.

GENERAL CONDITIONS FOR ALL EVENTS USING CITY PROPERTY

LIABILITY INSURANCE: All events that require street closures, use of City streets for walks, sidewalk events, and events on other city property must provide liability insurance.

Proof of Liability Insurance naming **The City of Nelson** as “additional named insured” for coverage of \$5,000,000 must be provided prior to the event. Please submit your own Certificate of Insurance or have the City’s form (available on request @ 352-8228) completed by your Insurance Representative. The City reserves the right to accept a Liability Waiver in certain instances.

LITTER CONTROL: The Permit Holder is responsible for the collection and removal of litter generated by their event. Any dumpsters that are located on the site of the special event must be removed on the same day the special event ends. Failure to remove the dumpster may result in the Fire Department removing the dumpster at the expense of the organization holding the event.

CITY BYLAWS AND POLICIES: The Permit Holder must comply with all applicable City of Nelson Bylaw including but not limited to: Traffic Control Bylaw, Parks Bylaw, Fire Regulation and Prevention Bylaw, and all City of Nelson Policies including but not limited to those applicable to temporary street closures, use of City Property/Facilities, Parks, Sidewalks, Special Events, and Third Party Liability Insurance. **Please be reminded that the Animal Regulation and Control Bylaw provides’ regulation relevant to dogs in Nelson in the designated areas of the downtown core and Lakeside Park.**

FIRE PREVENTION REQUIREMENTS: The Permit Holder is prepared to provide access for inspection to the Nelson Fire & Rescue Service in the area of the event and ensure that fire hydrants and access routes are kept clear and unobstructed. The permit holder may be required to provide the Nelson Fire & Rescue Service with a Fire Safety Plan for the special event. In any event, the permit holder must comply with all requirements of the BC Fire Code and Fire Regulation and Prevention Bylaw as required by the Fire Chief.

ELECTRICAL SETUP - NELSON HYDRO: If you require power for your event there may be a **charge levied for installation/removal**. The Applicant must directly contact Nelson Hydro @ 352-8238, to make arrangements. **Final approval for Special Events is conditional on all hydro requirements being arranged ahead of time.**

TRAFFIC AND PEDESTRIAN SAFETY: Please ensure that all traffic safety rules are observed and that any displays do not impede street or pedestrian traffic and are placed with safety in mind.

STREET CLOSURE REQUESTS / METERED PARKING SPACE RENTAL

Permission for Events on City Streets should be received two months in advance of the actual date.

NOTIFICATION OF BUSINESSES AND/OR RESIDENTS: Street Closure requests for the downtown core will not be approved without first taking into consideration the business interruption expected and the impact on businesses and/or residents in the block(s) closed. The Applicant will be required to **notify affected businesses or other persons in the block(s)** who may be affected by the street closure, and **provide us with copies of their written consent.**

POST SIGN: If your event is approved for closure of the 500 block of Hall Street (between Sidewinders and Gerricks), you must advise motorists by **posting a sign** at the Herridge Lane entrance at Josephine Street.

BARRICADES: Barricades are to be used for street closures and will be provided by the City, **subject to their availability.** The Permit Holder is responsible for pickup and return of barricades, from the Public Works Department, Monday through Friday (excluding holidays), between 7:00 a.m. and 2:30 p.m. @ 352-8238 to make arrangements (Please make arrangements well in advance of your event). The Permit Holder is responsible for placement and removal and return of barricades immediately after the event.

METER HOODS: If you receive approval for use of a parking space for a special event, meter hoods will be provided by the City and are obtained from the Finance Department at City Hall at the rental cost of \$20/day per hood, excluding Sundays and Statutory holidays. The Permit Holder is responsible for placing and removing meter hoods and returning immediately after the event.

Note: Meter hoods are not to be left on overnight as they may be subject to vandalism or theft.

OTHER REQUIRED PERMITS: It is the responsibility of the Permit Holder to have all other required permits, including Ministry of Health (if your event provides food) and Ministry of Transportation (if your event will include use of any portion of Highway 3A through the City).

TRAFFIC CONTROL REQUIREMENTS: Approval is subject to the Permit Holder contacting The Community Policing Officer of the Nelson Police Department, @ 354-3919 to receive final approval of your route, confirm use of crowd marshals and that you meet all of Nelson Police Department traffic safety conditions.

MINISTRY OF TRANSPORTATION PERMIT: If your event will use any portion of Highway 3A through the City, you must receive approval from Ministry of Transportation and provide us with a copy of their Permit.