



## CITY OF NELSON

### PARKS 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](mailto:operations@nelson.ca)

#### ORGANIZATION INFORMATION:

Name of Organization:	Contact Person:
	Title:
Street Address:	Home Phone:
City:	Work Phone:
Postal Code:	Cell Phone:
E-Mail:	Fax:
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: _____

#### A) PARKS FACILITY BOOKING

If reservation of one of the following facilities is being requested, please identify and note the booking fee below:

Please indicate:  X

Cottonwood Falls	\$20.00	<input checked="" type="checkbox"/>
Davies Street Park Gazebo	\$20.00	<input checked="" type="checkbox"/>
Gyro Park Gazebo	\$20.00	<input checked="" type="checkbox"/>
Flag Pole	\$20.00	<input checked="" type="checkbox"/>
Lions Park Gazebo	\$20.00	<input checked="" type="checkbox"/>
Rotary Shelter with BBQ	\$30.00	<input checked="" type="checkbox"/>
Rotary Shelter without BBQ	\$20.00	<input checked="" type="checkbox"/>

## **B) PARKS SPECIAL EVENT**

**Applications should be submitted a minimum of 30 days (4 weeks) prior to the event.**

**IT IS A CONTREVENTION OF THE PARKS BYLAW TO BEGIN PROMOTION PRIOR TO APPROVAL FOR THE EVENT**

## EVENT INFORMATION:

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

**EVENT CHECKLIST: (Note: there may be charges for certain requests)**

Check

Yes    No    N/A    Follow

Is Nelson Hydro power required? <b>Contact Nelson Hydro directly @ 352-8238</b> Final approval is dependent on having all hydro requirements pre-arranged <u><b>LIST YOUR REQUIREMENTS:</b></u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nelson Police Department contacted to confirm walk/run/parade route and traffic conditions met? <b>Contact The Community Policing Officer @354-3919</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Food Vendors: <b>Nelson Fire Rescue</b> requires that you have been inspected within the last 12 months. *** <b>Please provide a copy of the most recent Nelson Fire Rescue Inspection Report</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ATTACHMENTS:</b>				
Completed Certificate of Insurance attached <b>(with the City of Nelson added as additional insured)?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Security plan attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire safety plan required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Map/Walk Route Map attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Ministry of Transportation Permit attached for use of Highway 3A?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fees (See definitions under terms and Conditions):**

**Community Event:** means an event that is free to the general public.

**FREE**

**Public Event:** means an event that is organized by not for profit organizations which may or may not include fundraising. **\$50.00**

**Private Event:** means an event that is closed to the general public for private occasions such as weddings. **\$100.00**

## C) ACKNOWLEDGEMENT AND APPROVAL

The Applicant acknowledges and agrees that he/she has read, understands and will comply with the above noted Conditions of Permit.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Signing Officer of Permit Holder

\_\_\_\_\_  
Print Name

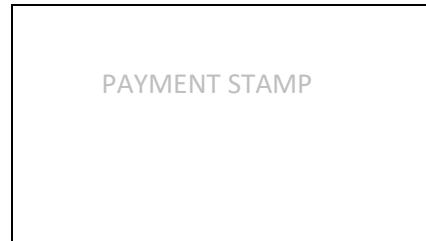
Approved by the City of Nelson:

Date: \_\_\_\_\_

\_\_\_\_\_  
Corporate Officer

## FEES AND PAYMENT

A) FACILITY BOOKING FEE \$	
B) SPECIAL EVENT FEE \$	
5% GST \$	
TOTAL \$	



## Parks Special Event Permit Terms and 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 IN PARKS

**General:** Parks Special Events Permits shall be issued according to the requirements as established in the City Parks Bylaw.

**FEES:** Parks Special Event Permit Fees are as shown in Schedule "D" of the Fees and Charges Bylaw.

Community Events	Free
Private Events	\$100
Public Events	\$50

Applicable fees and tax shall be paid to the City of Nelson at the time of application.

**Community Events:** means an event that is free to the general public.

**Private Events:** means an event that is closed to the general public for private occasions such as weddings.

**Public Events:** means an event that is organized by not for profit organizations which may or may not include fundraising.

**USE OF PARKS:** No ground anchors or any equipment or apparatus, or any vehicles other than City maintenance vehicles are permitted on the lawns or fields.

**CONCESSIONS:** The City has an agreement with Lakeside Rotary Park Concession Operator that no person or group may sell food or drink within Lakeside Rotary Park property (the Playing Fields are not included) during the term of the Concession agreement. Anyone wishing to sell food or beverages in the park must first obtain the joint written approval of the Concession Operator and the City.

**CITY WHARF:** Requests for use of the City Wharf for a special event are reviewed on an individual basis. A \$5,000,000 Liability Insurance is required for any event to be held on the wharf.

**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**” with **\$5,000,000 coverage** 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 Nelson Fire 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.**

**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).

**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.