



CITY OF NELSON

PARKS SPECIAL EVENT - SMALL GROUP APPLICATION FORM

This form is for events for less than 50 attendees. 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 250-352-8228, in person to Public Works 80 Lakeside Drive, Nelson, BC, fax: 250-352-6417 or email: operations@nelson.ca

APPLICANT INFORMATION:

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

EVENT INFORMATION:

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Proposed Date(s) _____

<u>Site Setup</u>	<u>Event Time:</u>	<u>Site Takedown</u>
Start Time: _____	Start Time: _____	Start Time: _____
End Time: _____	End Time: _____	End Time: _____

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	
Davies Street Park Gazebo	\$20.00	
Gyro Park Gazebo	\$20.00	
Flag Pole	\$20.00	
Lions Park Gazebo	\$20.00	
Rotary Shelter with BBQ	\$30.00	
Rotary Shelter without BBQ	\$20.00	
TOTAL 5%	5% GST	

EVENT CHECKLIST – APPLICANT TO COMPLETE

(Note: there may be charges for certain requests)

	Check ✓			
	Yes	No	N/A	Follow
Is Nelson Hydro power required? Contact Nelson Hydro directly @ 250-352-8238. Final approval is dependent on having all hydro requirements pre-arranged. <u>LIST YOUR REQUIREMENTS:</u>				
ATTACHMENTS:				
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				
Completed Certificate of Insurance attached (with the City of Nelson added as additional insured)?				
Site safety plan required?				
Fire safety plan required?				

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

Subject to following additional Conditions:

PAYMENT STAMP

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.

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 \$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.