

CITY OF PARKSVILLE

POLICY

SUBJECT:	<i>Applications for Special Events</i>	POLICY NO:	3.30
		RESO. NO:	05-049
		CROSS REF:	
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EFFECTIVE DATE:	March 7, 2005	APPROVED BY:	Council
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REVISION DATE:	September 9, 2009	RESO. NO:	09-209(2)
	July 19, 2010	RESO. NO:	10-192
	March 17, 2014	RESO. NO:	14-063
	October 7, 2024	RESO. NO:	CAO
		CROSS REF:	
		PAGE	1 OF 4

PURPOSE

To permit safe and orderly special events on City streets, parks and on other municipally owned facilities and property. Special events include, but are not limited to parades, races, walks, and runs taking place on streets and/or sidewalks and organized events using municipal parks, city-owned facilities and property within the City.

POLICY

1. Organizations or persons proposing an event to be held on municipal property, streets, sidewalks, and parks are to submit the appropriate completed Park Use (Attachment 1), Stationary Event (Attachment 1A) or Walk/Run/Cycle/Parade Event (Attachment 1B), Beer Garden Event (Attachment 1C), Foster Park Gazebo Resevation (Attachment 1D), Parksville Community Park Gazebo Reservation (Attachment 1E), or Parksville Community Park Picnic Shelter Request (Attachment 1F) including the applicable signed *Terms and Conditions for Use of Facilities* form, signifying their agreement to abide by all requirements for use of the requested facilities. A list is to be attached indicating any other groups/events included under the umbrella of the special event organizer [i.e. covered by the signed agreement to adhere to the *Terms and Conditions for Use of Facilities*]. If applicable, directional maps for any and all requested road closures and routes must be provided with the appropriate application form.

2. With the exception of beer garden events, when a proposed sporting event(s) takes place only on designated sports fields and/or facilities including ball diamonds and the lacrosse box, having a maximum of 100 participants, the fields and/or facilities are to be booked directly through the Regional District of Nanaimo Recreation and Parks Department. If the event(s) constitutes anything other than a sporting event and/or involves a gathering of more than 100 people, groups are required to book the designated sports fields and/or facilities including ball diamonds and the lacrosse box through the Regional District of Nanaimo Recreation and Parks Department **and** contact the City to process a special event application.

PROCESS

1. Notice will be provided on the City website in September of each year advising all completed applications received on or before November 30 for next year events will be reviewed.
2. All event applications will be approved by the Special Events Coordinator or their designate and the City reserves the right not to approve an event in a current year, even though it may have received approval in previous years.
3. Special event applications received after November 30 must be submitted at least 30 days prior to the event date and will be subject to the same terms and conditions as those applications received prior to November 30.
4. Applications received in a calendar year for the forthcoming year(s) will not be considered prior to the annual November 30 deadline.
5. Where conflicting dates occur, regularly occurring events will be given priority provided the request is received no later than the November 30 deadline, after which date the application will be addressed on the same basis as first-time events. If an organizer of an annual event proposes to change the date/day or venue, which causes a conflict with another previously scheduled and approved event, the originally scheduled event will take precedence over the changed event.
6. First-time events will be processed on a first-come, first-served basis depending on venue availability.
7. a) Every applicant shall obtain and maintain comprehensive general liability insurance as per the City's "Liability Insurance Coverage Policy", provided by a licensed Canadian underwriter in respect of the event, written on a comprehensive basis. Depending on the nature of the activity and number of anticipated participants, the City will request Public Liability and Property Damage Insurance with inclusive amounts of not less than \$2,000,000 (two million dollars) per occurrence (including

\$2,000,000 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage).

- b) Such policy of insurance shall name the City as an additional insured, include a cross-liability clause and provide that such policy may not be materially altered or cancelled except upon 30 days prior written notice to the City.
 - c) Where the event includes the service of liquor under a permit issued pursuant to this policy and a permit issued under the *Liquor Control and Licensing Act*, the comprehensive general liability insurance shall be extended to include "Host Liquor Liability" coverage. No later than 10 days prior to the scheduled event, the applicant shall provide the City with a Certificate of Insurance or such other evidence of insurance coverage as may be acceptable to the City.
8. Organizers of approved events held on the Parksville Civic and Technology Centre site are required to obtain and maintain a comprehensive general liability insurance as per the City's "Liability Insurance Coverage Policy", provided by a licensed Canadian underwriter in respect of the event, written on a comprehensive basis. Depending on the nature of the activity and number of anticipated participants, the City will request Public Liability and Property Damage Insurance with inclusive amounts of not less than \$2,000,000 (two million dollars) per occurrence (including \$2,000,000 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage) naming the City of Parksville, Vancouver Island University, and School District 69 (Qualicum) as additional insureds. A copy of the policy shall be delivered to the City a minimum of ten working days prior to the event date.
 9. Organizers shall provide the City with a minimum refundable security deposit of \$500 (to cover any loss or damage resulting from the event) a minimum of 10 working days prior to the event date. Such amount may be increased for any event if deemed necessary.
 10. Organizers that include a request for concessions (including food trucks) in their proposed event must comply with the City's "Food Concessions in the Community Park" policy.
 11. The City is not responsible for providing signage, barricades, parking or traffic control for any event. Traffic signals will not be altered to accommodate events.
 12. Staff will review the location following an approved event. As mentioned under the *Terms and Conditions for Use of Facilities*, the security deposit will be refunded, providing no damage to municipal property and infrastructure has occurred.

DAMAGE

1. The organizers and sponsors of an event shall be responsible for the cost of repair of any damage to City property that occurs during the course of an event authorized by a permit under this policy.
2. Where in the opinion of the Chief Administrative Officer (CAO) or their designate, the event causes damage or results in the City incurring financial costs and expenses for the cleanup or repair of a highway, public place or other City property, the CAO or their designate may draw down on and use all or any portion of the security deposit submitted with the application, and where the costs exceed the amount of the security deposit, the responsible party shall pay to the City the difference.

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