



# DISTRICT OF WEST KELOWNA

## COUNCIL POLICY MANUAL

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Approval Date: 2009-JUN-09

<b>DEPARTMENT:</b>	<b>Engineering &amp; Parks, Recreation and Culture</b>
<b>SUBJECT:</b>	<b>APPLICATIONS FOR SPECIAL EVENTS</b>

### **Policy Statement:**

To permit safe and orderly special events on District streets, parks, property and in other District owned facilities. Special events include, but are not limited to, parades, races, walks, runs and charity events.

### **Procedure:**

1. Organizations or persons proposing an event to be held on municipal property, streets or parks are to submit the appropriate, completed Application, including a signed copy of the applicable Terms and Conditions, to the department indicated on the form. Submission of the application must:
  - indicate the applicant agrees to abide by all terms and requirements specified for use of the requested properties/facilities;
  - include a list of any other groups/events included under the umbrella of the special event organizer [i.e. to be covered by the signed agreement];
  - include directional maps for any and all requested road closures and/or routes to be followed.

Special event applications must be received by the District at least 45 days prior to the event date. A non-refundable fee of \$50 must be paid at the time of application.

2. Where conflicting dates occur with another event at the same location, regularly occurring events will be given priority provided the request is received no later than 45 days prior to the event, after which date the applications 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.
3. First time events will be handled on a first come, first served basis depending on location/venue availability.
4. The District reserves the right not to approve an event in a current year, even though it may have received approval in previous years.
5. Organizers of approved events are required to obtain and maintain, during the term of the event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000, naming the District of West Kelowna as an additional insured. A copy of the policy must be delivered to the District a minimum of five working days prior to the event date.

6. Organizers must provide the District with a refundable security deposit of \$500.00 (to cover costs resulting from losses or damages as well as cleaning costs resulting from the event) a minimum of five working days prior to the event date. Such amount may be increased for any event if deemed necessary.
7. The \$500.00 security deposit will be refunded in full, providing no damage to municipal property and infrastructure occurred as a result of the event. Any costs incurred by the District as a result of the event will be deducted from the deposit, at the discretion of the departmental Director.
8. The District is not responsible for providing signage, barricades, parking or traffic control for any event. Traffic signals will not be altered to accommodate events.
9. The Director of Parks Recreation and Culture, or the Director of Engineering, may establish additional Terms and Conditions for events (beyond those reflected on the application forms), and are delegated the authority to issue the approval of events.
10. Applications for events may be forwarded to Council for consideration if deemed necessary by the Director.

Previous Revision/s: none
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