



# CITY OF WEST KELOWNA EVENT APPLICATION FORM (1B)

(Application to Hold a Parade/Race/Run/Walk in the City of West Kelowna)

Date of Application: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Name of Organization/Parade Marshall/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Date of Event: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Duration of Event: \_\_\_\_\_ (hrs.)

Number and Type of units/participants: \_\_\_\_\_

(Note: Please provide a list of any other groups coming under the umbrella of this event)

General Description of Proposed Route (Please attach map):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assembly Area: \_\_\_\_\_

Dispersal Area: \_\_\_\_\_

Road Closure Required?  Yes  No (If Yes, which Streets?)

Traffic Control Arrangements: (Name of Company/Group and contact person)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*(NOTE: The responsibility for all traffic control rests with the organizers of the event. The City is not responsible to provide signage or barricades, nor will traffic signals be adjusted to accommodate the event.)*

Refer to attached Terms and Conditions - Signature required prior to submission for consideration.

*This portion to be completed by the City of West Kelowna*

### FOR OFFICE USE ONLY

Approved: Yes ___ No ___	Date: _____	Signature _____	PRC
Yes ___ No ___	Date: _____	Signature _____	BE
Yes ___ No ___	Date: _____	Signature _____	ENG
Yes ___ No ___	Date: _____	Signature _____	PW

**TERMS AND CONDITIONS FOR  
USE OF CITY OF WEST KELOWNA PROPERTIES AND FACILITIES**

1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of West Kelowna, and provide written approval from the RCMP, the Fire Department and the Ambulance Service;
2. Provide all of the necessary traffic controls, parking and emergency access acceptable to the RCMP, the Fire Department and the Ambulance Service;
3. Ensure that any Members of charitable or other organizations performing traffic control and coordinating event parking, clearly state that any parking fee is strictly by voluntary donation, and ensure that this information is visibly posted at the site and mentioned in any event advertisement;
4. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with, the event;
5. Obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of West Kelowna as an additional insured. A copy of the policy shall be delivered to the City a minimum of five working days prior to the event;
6. Provide the City 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), to be delivered to the City a minimum of five(5) working days prior to the event;
7. Maintain and, if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event, all within six (6) hours of the completed event or as specified on the application, to the satisfaction of the City of West Kelowna;
8. Ensure all litter is collected and removed from the event site(s) following the event;
9. Ensure an appropriate number of toilets is provided for the event, in accordance with applicable health regulations;
10. Approval for use of private property is the sole responsibility of the organizer(s);
11. Use of licensed security personnel may be requested for large events;
12. The Applicant must comply with applicable bylaws.

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date Signed