

APPLICATION

SPECIAL EVENT



Thank you for considering the Town of Osoyoos to hold your Special Event!

Special event applications are required for all events being held on Town of Osoyoos property and have an estimated attendance of more than 50 people. Events for 25-49 people do not need to fill out this form but will require a Park Use Permit. Please contact the Community Services Department for a copy of the form. Events with less than 25 people do not require a permit from the Town of Osoyoos.

Private events will only be permitted in prime park space for a maximum of four (4) hours. Multi-day private events will not be allowed to occupy prime park space for more than 4 hours per day, if approved. Applications will be subject to a non-refundable application fee, a \$500.00 damage deposit as well as any additional fees indicated in **Addendum A**.

The application form must be completed and returned to the Sonora Community Centre office a minimum of 3 weeks before your event along with the following:

- Signed release of Liability, Waiver of Claims and Indemnity Agreement.
- Copy of a Certificate of Insurance (comprehensive general liability insurance with inclusive limits of not less than \$2,000,000.00 (per occurrence) with the Town of Osoyoos added as an additional insured for basic events and limits of not less than \$5,000,000.00 (per occurrence) for events that include, but not limited to, alcohol, amusement rides or inflatables, fireworks or open air burning, or requires a road closure. **Indemnification in the form of insurance must be provided.**
- Any other required Certificates, Documents and/or Permits as noted in the application.
- Additional permit fees if applicable.

An application fee, damage deposit and 50% of the rental fees are due at the time of booking.

It is to the applicant's advantage to complete the application as soon as possible to leave enough time for the approval process to take place prior to the event.

Once the application is approved and the fees paid, you will be issued a letter of approval. The deposit fee will be returned in full providing the green space and municipal equipment used is returned in good condition and no staff time was required. Additional fees associated with the application must be paid one week after the event. Please make sure to post your approval onsite during your event. **If a park or facility is closed to the public you will be required to post signs to inform the public, these signs will be provided by Town staff and must be returned.**

Exceptions

Weddings taking place through Watermark Beach Resort and requiring park space in front of the resort may fill out a Parks Use Permit

If you have questions regarding the application process, please contact:

Town of Osoyoos
Community Services Department
Box 3010, 8505 68 Avenue
Osoyoos, BC V0H 1V0
(TF) 888.495.6515
(T) 250.495.6562
(F) 250.495.2400
(E) recreation@osoyoos.ca

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1. APPLICANT CONTACT INFORMATION

Date of application _____

Organization _____

Contact Person _____

Phone Number _____

Mailing Address
(include postal code) _____

Email _____

2. EVENT DETAILS

Event Name _____

Re-Occurring Yes _____ No _____

If yes, are there changes from last year's event? Yes _____ No _____
Please indicate changes on form. All other items will be taken from previous application.

Event Day(s) & Date(s) _____
If there are multiple dates, please attach separate sheet listing dates.

Event Type

☐
☐
☐

Community Entertainment

Community Fundraiser

Private Event

☐
☐

Race

Festival

Event Description _____

Will admission fees be charged? Yes _____ No _____

Anticipated Attendance _____
For events with under 50 attendees, applicants should fill out a Park Use Permit Application.

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Event Location(s) _____ Gyro Park _____ Lion's Park
_____ Town Hall Square _____ Desert Park
_____ Kinsmen Park _____ West Bench Ball Fields
_____ Osoyoos Splash Park _____ Outdoor Pickleball Courts
_____ Legion (Safari) Beach _____ 85th Street Plaza
_____ Other: _____

Day Of Contact Name: _____

Phone Number: _____

Event Schedule (List times for each day or attach a separate document)

Date:	Set Up Start Time:	Event Start Time:	Event End Time:	Clean Up Ends:
Date:	Set Up Start Time:	Event Start Time:	Event End Time:	Clean Up Ends:
Date:	Set Up Start Time:	Event Start Time:	Event End Time:	Clean Up Ends:
Date:	Set Up Start Time:	Event Start Time:	Event End Time:	Clean Up Ends:

3. FOOD AND ALCOHOL

At this event will there be:

Alcohol? Yes _____ No _____

A liquor license will be required. Event organizers must obtain a license from BCLC and submit it 2 weeks prior to your event date

Food preparation and/or food selling not by a vendor? Yes _____ No _____

*A Temporary Food Service Permit is required from Interior Health and must be displayed during your event. Applications for permits must be submitted a **minimum** of 2 weeks prior to your event. Contact Interior Health for more information.*

Food selling from a vendor? Yes _____ No _____

The selling of food through a vendor at Gyro Park must be approved by the Town of Osoyoos. You must submit a list of vendors, a description of their food and a list of their menu items at least 2 weeks prior to your event. Organizers are responsible for checking that each vendor has a valid food safe and is certified by Interior Health.

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4. MUNICIPAL EQUIPMENT AND SERVICES REQUESTS

The Town of Osoyoos Special Event Trailer is available for events. Staff will allocate the trailer at their discretion. Equipment available in the trailer:

High Vis Vests
Safety Barriers
Garbage Cans

Misting Fans
Traffic Cones
Shade Tent

A-Frame Signs
Delineator Posts
Folding Tables

We would like to use the Special Event Trailer Yes _____ No _____

Organizers must arrange for pick up and drop off of trailer keys at the Sonora Community Centre

Additional Equipment/Provisions Required:

Item/Service	Amount Requesting				Location	Notes											
Tables (extra fee)					Organizers must arrange for pickup and drop off at the Sun Bowl Arena												
Chairs (extra fee)					Organizers must arrange for pickup and drop off at the Sun Bowl Arena												
Picnic Tables																	
Portable Sound System	Yes		No		Organizers must arrange for pickup and drop off at the Sonora Community Centre												
Do you require power at the site?	Power may NOT be available at all sites.				Yes		No		You will be required to pick up a key for outlet boxes at the Sonora Community Centre.								
Do you require bollards to be removed (Gyro)?					Yes		No										
Do you require access to park washrooms?	Please refer to www.osoyoos.ca for washroom information. Washrooms may not be open during winter hours.				Yes		No										
Do you require extra cleaning of park washrooms outside of the regular cleaning schedule? (extra fee)	Every effort will be made to provide extra cleaning, but this service is dependent on staff availability. During certain times of the year staff may not be available.				Yes		No		Times requested for cleaning: <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Time</td> <td>Time</td> <td>Time</td> <td>Time</td> </tr> </table>					Time	Time	Time	Time
Time	Time	Time	Time														

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Will you be arranging for Porta Potties?	<i>Porta potties will be required for large events. The Town of Osoyoos is not responsible for the arrangement or payment of Porta Potties.</i>	Yes		No		
Will you be arranging for a dumpster?	<i>Dumpsters will be required for large events. The Town of Osoyoos is not responsible for the arrangement or payment of dumpsters.</i>	Yes		No		
Do you require irrigation to be turned off?	<i>Irrigation runs during the evening and is shut off before 6:00am. Irrigation cannot be turned off for more than three days during the hottest time of the year (June-August)</i>	Yes		No		
Are you planning on staking items to the ground?	<i>Should it be required, a site meeting MUST be arranged with the Operational Services Department prior to your event.</i>	Yes		No		

5. DO YOU WANT TO HANG POLE BANNERS?

No _____ Yes _____ If yes:

Number of Banners _____

Location 1 _____

Location 2 _____

Location 3 _____

Location 4 _____

Additional Locations _____

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6. WILL THERE BE A PARADE?

No _____ Yes _____ If yes, please fill out the information below:

Number of Units	
Types of Units	
Assembly Area	
Dispersal Area	
Route*	

*Attach map of route

If the parade route required Main Street (Highway 3) and/or Highway 97 a permit must be obtained from the Department of Highways.

7. WILL THERE BE FIREWORKS?

No _____ Yes _____ If yes, applicants are required to fill out and submit the Request for Fireworks Application (Addendum B). This request must be approved by the Osoyoos Fire Department.

8. WILL THERE BE A BONFIRE?

No _____ Yes _____ If yes, applicants are required to fill out and submit the Open Fire Permit Application (Addendum C). This request must be approved by the Osoyoos Fire Department

9. EMERGENCY SERVICES / SECURITY & SAFETY / TRAFFIC CONTROL PLAN

Emergency Services

If you are hosting a large event, it is strongly suggested that you contact the Osoyoos RCMP and BC Ambulance directly, as your event may impact their response time. In the event of a road closure, you MUST contact the Osoyoos RCMP and BC Ambulance.

Contacted Ambulance Yes _____ No _____ N/A _____

Contacted RCMP Yes _____ No _____ N/A _____

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Onsite Security & Safety Arrangements

First Aid Attendants: Yes _____ No _____ N/A _____

Identified Traffic Control Personnel: Yes _____ No _____ N/A _____

Do you want an AED (Automatic External Defibrillator) on site?

No _____ Yes _____ If yes, groups are required to make arrangements to pick up the AED from the Sonora Community Centre no more than 2 days prior to the event and return the AED in the condition received no more than 2 days after the event has taken place.

Roads, Parking and Traffic Control

Will there be road closures and/or sidewalks blocked?

No _____ Yes _____

Events requiring road closures must be received by the Town of Osoyoos a minimum of **8 weeks prior** to your event and will require a full safety and management plan, including a route map and Emergency Services access. BC Ambulance and Osoyoos RCMP must also be notified by the applicant of any planned road closures.

Events requiring road closures must complete and submit the Traffic Management and Safety Plan form (Addendum D). The Traffic Management Plan must be approved by the CAO. It is necessary that all residents and businesses in the event and surrounding area be notified a minimum of **10 days** prior to the event. Notice should include contact information, type of closure, time of closures, date of the event and closed areas.

Written notification to be given attached? No _____ Yes _____

Traffic Management Plan (Addendum D) completed? No _____ Yes _____

Notes:

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Terms and Conditions

The main contact person/applicant will:

1. Be responsible for advising all attendee's and will ensure that all attendee's strictly adhere to all regulations posted and/or attached hereto. Failure to adhere to said regulations can result in this permit being revoked without refund of any fees paid.
2. Provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of regulations governing the facilities, lands and equipment.
3. Exercise the greatest care in the use of the facility, lands, equipment and adjacent premises.
4. Report all damage immediately to the Department of Community Services, 250.495.6562.
5. Be responsible for any damages incurred. Said damages to be paid firstly by the Applicant and/or their insurer.
6. Use only the facilities, lands and equipment named in the application.
7. Not permit any other Group or Organization not named on the application to use said facilities, lands and equipment without the authorization of the Town of Osoyoos.
8. Be responsible for leaving the facilities, lands and equipment clean. Failure to do so may result in an additional fee levied for maintenance.
9. Not use grass fields, parks etc. when closures are in effect unless specific authorization has been given by the Town of Osoyoos.
10. Will not permit liquor or beer on any Premises unless a liquor permit is in effect. A copy of said permit shall be presented and attached to this application prior to use of said facility.
11. Pay all fees levied according to this application. Fifty percent (50%) of the rental fee plus the damage deposit is due at the time of booking to secure the location. The remaining fifty percent (50%) will be due a minimum of 2 weeks prior to your event. Damage deposits will be returned providing the location is left in good order and all equipment is returned in good working condition.
12. Pay any costs associated to any breach of this agreement, including unnecessary call outs of staff.
13. Call the Department of Community Services, 250.495.6562 and cancel the permit if you do not plan to use it. Cancellations 30-90 days prior to the event date will receive a refund of ninety percent (90%), 15-29 days, a fifty percent (50%) refund and 0-14 days will not receive a refund for amounts paid.
14. Ensure RCMP and BC Ambulance have been notified, placed on standby, or arrangements have been made to have them on site if required, for any large events.
15. Be responsible for the provision of additional temporary bathroom facilities for large events, where the existing Town facilities are inadequate to meet the demands of the event.
16. If your event is re-occurring and have circled "NO" for changes from past years, the event organizer is understanding fully that the Community Services Department will use all information outlined on the previous year's application.

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Release of Liability, Waiver of Claims and Indemnity Agreement

The Applicant accepts, and in consideration of "The Town of Osoyoos" accepting my/our application for use of their land, facilities and equipment, as scheduled herein, (hereinafter referred to as "the facilities." I/we hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I/we have or may in the future have against The Town of Osoyoos and its elected officials including directors, officers, employees and representatives (all of whom are hereinafter collectively referred to as "the Releasees");
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I/we may suffer, or that my next of kin may suffer as a result of my/our use of or my/our presence on the facilities due to any cause whatsoever, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OR CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIER'S LIABILITY ACT OF BRITISH COLUMBIA, RS Chap. 337, 1996, ON THE PART OF THE RELEASEES;
3. TO HOLD HARMLESS AND INDEMNITY THE RELEASEES from any and all liability for any damage to property of, or personal injury to, any third party, resulting from my/our use of the facilities; and
4. This agreement shall be effective and binding upon my/our heirs, next of kin, executors, administrators, assigns and representatives in the event of my/our death(s) or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement. **Prior to the execution of this Agreement the Applicant will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be included as additional insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000.00 or \$5,000,000.00 per occurrence including \$2,000,000.00 or \$5,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the Municipality may require from time to time.** The policy will contain a clause providing that the insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. **The Applicant will provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality fifteen (15) days prior to the execution of said agreement.**

It is the sole responsibility of the Applicant to determine what additional insurance coverages, if any, including but not limited to Workers Compensation and Participants Insurance, are necessary and advisable for its own protection and/ or to fulfil its obligations under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.

The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.

The Applicant, in consideration of being granted permission to use the facilities agrees to be bound by the Terms and Regulations and if the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organization of the Terms and Regulations and Waiver and Indemnity Clause.

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The applicant confirms that they have reviewed the terms and conditions of this agreement. The applicant understands and agrees to those terms and conditions.

Applicant's Signature

Date

Submit Completed Application to:

Town of Osoyoos
Community Services
Box 3010, 8505 68 Avenue
Osoyoos BC V0H 1V0

(TF) 888.495.6515
(T) 250.495.6562
(F) 250.495.2400
(E) recreation@osoyoos.ca

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OFFICE USE ONLY						
SCHEDULING INVOICE NUMBER:						
	REQUIRED		DATE RECEIVED			
Insurance Certificate						
Temporary Food Services Permit Required						
Liquor License Required						
Department of Highways Permit Required						
Electrical Permit Required						
Fire Department Approval of Fireworks Required						
Traffic Safety and Management Plan						
Open Fire Permit Required						
Map of Event Area						
APPLICATION APPROVAL						
Date Application Received						
Large Events ~ Departments Reviewed	Comm. Serv.	Operations	Corp. Serv.	Planning	Fire Dept.	CAO
Email Date:						
Date information sent to other departments	Pub Works	Parks Super.	By-Law	Parks Maint.	Sunbowl	Town Hall
Date letter sent to applicant			Mail: ☐		Email: ☐	

Directors Approval: _____ Date: _____

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Addendum A – Fees and Charges

Administrative Fee (non-refundable) \$25.00 Bylaw 1331.02

Deposit Fee \$500.00 Bylaw 1180.09

Park Use Fees Bylaw 1180.09

Prime Park – Gyro, Lions, Kinsmen, Legion, Cottonwood	Birthday Party (Child*) - under 25 people	Free
	Birthday Party (Child*) – over 25 people	\$31.50/hour
	Birthday Party (Youth* or Adult*)	\$31.50/hour
	Private Event	\$31.50/hour
	Commercial Event	\$79.00/hour
	Other Event – Non-profit	\$20.00/hour
Desert Park	As per Bylaw 1180.09	
West Bench	As per Bylaw 1180.09	

*as defined in Recreation Services Fees and Charges Bylaw 1180.09

Municipal Equipment Fees Bylaw 1180.09

Tables	\$6.50/table/use	Non-Profit Use Free
Chairs	\$5.00/chair/use	Non-Profit Use Free

Washroom Cleaning Fee Bylaw 1331.02

Washroom Cleaning - Private or Commercial Event	\$44.50/occurrence
Washroom Cleaning - Non-profit	Free

Staff Call Outs* Bylaw 1331.02

Labourer Fee	Actual Wage Rate + Overhead + Administrative Fee
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*Will be applied for call outs that are deemed unnecessary

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Addendum B –Fireworks Permit Application.

FIRE WORKS AND PYROTECHNIC EVENT CHECKLIST

Name: _____
(Print)

Company/Organization: _____

Address and Contact Number: _____

Fire Works/Pyro Number: _____

Type of Work Fireworks: _____
(Photo copy of certificate)

Event Location : _____ Date and Time: _____

Place and Method of Pyrotechnic Storage on Site: _____

Insuring Agency: _____ Amount: _____

Required Attachments:

1. Certificate of Liability Insurance (\$5 million)
2. Detailed map to scale of event showing safety zones.
3. List showing size and number of fireworks/pyrotechnics for display.
4. List of safety equipment
5. Photocopy of Technician Certificate (Display Supervisor)
6. List of Fire Works Operator Certificate (Display Assistant)

* Reference Material:

Osoyoos Bylaw 1277.02 Good Neighbour Amendment (PART 7 EXPLOSIVES AND FIREWORKS)
Osoyoos Bylaw 1277.03 Good Neighbour Amendment (SCHEDULE B)

Comments: _____

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Addendum C – Open Fire Permit Application

CAMPFIRE/OPEN FIRE PERMIT

Check Appropriate BoxCampfire ☐ Open Fire Permit ☐

Fire Permittee: _____

OFD Permit Issued: _____

Date: _____

Location for Fire:

Reason: _____

Civic Address: _____

Date in Effect: _____

Expiry Date: _____

ISSUED TO:**Property Owner if Different**

Applicant: _____

Owner Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

PERMIT CONDITIONS: PLEASE READ CAREFULLYSpecial instructions: owner responsible for checking venting index daily

1. All applicant actions must meet the regulations set out in bylaw no. 1333
2. No burning will occur within a minimum separation of 100 meters between the fire location and any residence or normally inhabited area or business and 500 meters of a public building or continuing care center.
3. Proof must be provided that sufficient equipment is provided on site to prevent out of control burning.
4. A competent person is in charge of the fire at all times including periods of smouldering.
5. The period of the fire is between October 15th and April 15th and the venting index of 55+.
6. The area of land on which the burning is taking place is not less than .808 hectares (2 acres)
7. The purpose of the permit is to enable one or more of the following actions. (identify reason by circling on permit)
 - A. Weed control
 - B. Land clearing for development
 - C. Removal of fire hazard
 - D. Destruction of diseased foliage that can't be removed from the property
 - E. Public display provided, letters of approval are provided by the land owner on which the burning will take place

Applicant Signature: _____

Osoyoos Fire Chief Signature: _____

Date: _____

Date: _____

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Addendum D – Traffic Management and Safety Plan

Event Location: _____
Event Organizer: _____
Phone: _____
Email: _____

1. TRAFFIC MANAGEMENT COMMITMENT

Every effort will be made to encourage event attendees to use designated parking areas and to ensure the safety of vehicular and pedestrian traffic during the event. Furthermore, the event organizers will ensure emergency vehicles have unlimited access to the event site and parking areas.

Event attendees will be encouraged to park in assigned parking areas.

The public, residents and businesses will be directly notified of detours and business/resident-only access provisions.

All traffic control devices will be removed immediately following the event.

There will be enough traffic control personnel (TCP) to ensure the safety of vehicles and pedestrians.

2. ROAD CLOSURE(S)

Please list the road(s)/sidewalks that will be closed during the event:

Barricades with reflective materials will be placed at each closure location at least 30 minutes before the start of the event and removed immediately following the end of the event.

Closures will occur intersecting roads to avoid vehicles from entering a partially closed road.

TCP equipped with high-visibility vests will be positioned at each road closure to help direct traffic.

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Emergency services will have full access regardless of road closures.

Local businesses will be consulted and notified of closures.

3. EVENT PARKING

Please list the parking that will be available during the event:

4. TRAFFIC CONTROL PERSONNEL

All traffic controllers will be equipped with high visibility vests.
In addition to road closures and event parking, TCP will also be placed at pedestrian crossings located along the main route to and from the event.

Appropriate numbers of TCP will be in place for the event to restrict/direct traffic.

5. SIGNAGE AND NOTIFICATIONS

Road closure, sidewalk closure, parking closure, and event parking signage will be placed in advance to ensure safety of the public and event attendees.

Nearby businesses and residents will be notified prior to the event of any traffic management impacts. Allowances will be made, where safe and possible, to provide residents and businesses with access to their properties during the event.

“Temporary NO PARKING” signage will be installed on the section of road/sidewalk that will be closed during the event a minimum of 48 hours prior to the event. Signs will state: “Temporary NO PARKING from 00:00 to 00:00 on DATE for Special Event.”

6. EVENT SITE MAP

Please attach a site map for the location of all road closures, signage, parking, and other traffic management devices and impacts.

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This Event Traffic Management and Safety Plan will be implemented by:

Event Organizer Signature	Date Signed

Office Use Only:	
Date Received:	
Submitted to Director of Community Services	Y ☐ N ☐
Submitted to Director of Operations	Y ☐ N ☐
Submitted to Fire Chief	Y ☐ N ☐