



VILLAGE OF NAKUSP

THE VILLAGE OF
N A K U S P

USE OF PUBLIC PROPERTY - EVENT REQUEST FORM

To accompany the Use of Public Property Policy C011

| EVENT ORGANIZER INFORMATION: | |
|------------------------------|---------------------------|
| Name of Organization: | Contact Person: |
| | Title: |
| Mailing Address: | Home Phone: |
| City: | Work Phone: |
| Postal Code: | Cell: |
| E-Mail: | Additional Contact Notes: |
| Expected Attendance Numbers: | |

| EVENT CATEGORY: |
|---|
| <input type="checkbox"/> Race/Walk/Cycling <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Wedding <input type="checkbox"/> Public <input type="checkbox"/> Private |
| <input type="checkbox"/> Festival <input type="checkbox"/> Social/Block Party <input type="checkbox"/> Fundraiser/Charity Event <input type="checkbox"/> Parade <input type="checkbox"/> Sporting |
| <input type="checkbox"/> Fair/Carnival <input type="checkbox"/> Other (please specify) |

| EVENT INFORMATION: | |
|--|--|
| Name of Event: | Event Location: (provide exact location) 1 st Choice: 2 nd Choice: |
| Additional Requests: (attach details if required) | |
| Provide Description of Event: (purpose, theme, race, cooking, open flame, fireworks) | |

| EVENT DATE AND ATTENDANCE: (please specify for each date, if multiple dates) | | | |
|---|---------|---------|---|
| | Date(s) | Time(s) | Anticipated Attendance (for each date) |
| Set-Up: | | | |
| Event: | | | |
| Take Down: | | | |

| ROAD/LANE CLOSURES: (attach additional sheet if necessary) | | | | |
|---|---------------------------------|---|---|---------------------------------------|
| Type of Closure (sidewalk, parking lane, full road) | Road (street or Avenue Name) | Direction (North, South, East, West) | From (address/street + intersection) | To (address/street + intersection) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| EVENT ACTIVITIES: (check all that apply) | | <i>*Additional permits may be required.</i> |
|---|---|---|
| <input type="checkbox"/> Alcohol Sales/Service* | <input type="checkbox"/> Fire pit* | <input type="checkbox"/> Propane BBQ |
| <input type="checkbox"/> Amplified Sound* | <input type="checkbox"/> Fireworks/Pyrotechnics* | <input type="checkbox"/> Power Request |
| <input type="checkbox"/> Animal Activities (petting zoo, sleigh rides) | <input type="checkbox"/> Food Trucks/Trailers* | Amps required: _____ |
| <input type="checkbox"/> Playing Fields | <input type="checkbox"/> Inflatables | <input type="checkbox"/> Sidewalk/Boulevard Closure |
| <input type="checkbox"/> Carnival Rides* | Staking: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Sales/Solicitation |
| <input type="checkbox"/> Out of Town Attendance | <input type="checkbox"/> Road Closure | <input type="checkbox"/> Temporary Structure |
| <input type="checkbox"/> Concession (food/beverage) | <input type="checkbox"/> Mobile Vendor | Staking: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Smoking is not permitted on any public property or in any public facility. | | |

OFFICE USE ONLY:

| | |
|--|---|
| <input type="checkbox"/> Reviewed by CAO | <input type="checkbox"/> Reviewed by Bylaw Enforcement |
| <input type="checkbox"/> Additional Security | <input type="checkbox"/> Reviewed by Public Works |
| <input type="checkbox"/> Risk Management Plan Received | <input type="checkbox"/> Reviewed by Parks |
| <input type="checkbox"/> Traffic Control Plan Received | <input type="checkbox"/> Safe Ride Home Plan |
| <input type="checkbox"/> Serve It Right Certificate #: _____ | <input type="checkbox"/> Electricity (within Village amp limits) |
| <input type="checkbox"/> Health Certificate # (food/concession): _____ | <input type="checkbox"/> Insurance Policy Received – Permit not valid without insurance. The Village of Nakusp must be named as additional insured on a liability policy for a minimum of \$2,000,000 depending on the risk associated as determined by the MIABC risk matrix. |
| <input type="checkbox"/> Business License #: _____ | |
| <input type="checkbox"/> Reviewed by RCMP: _____ | |
| <input type="checkbox"/> Reviewed by Fire Rescue Services: _____ | |

Approval is Subject to the Following Conditions:

APPROVAL:

The applicant acknowledges and agrees that they have read, understand and will comply with the below-noted Conditions of Permit.

Date: _____

Signature of Permit Holder

Approved by the Village of Nakusp:

Date: _____

CAO or designate

| Fee Type | Rate | Receipt # and Date |
|----------------------|------|--------------------|
| Facility/Park Rental | \$ | |
| Damage Deposit | \$ | |
| Other | \$ | |

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Nakusp BC V0G1R0

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USE OF PUBLIC PROPERTY (EVENTS) – CONDITIONS OF PERMIT

Before approving this application, all event requests will be reviewed by one or more Village departments, including RCMP, Nakusp Fire Department, Operations, Bylaw Enforcement, and the CAO.

1. GENERAL CONDITIONS FOR ALL EVENTS USING VILLAGE PROPERTY.

Liability Insurance: All events that use public property (parks space, facility, street, sidewalks or boulevards) must provide liability insurance. Liability requirements will range between 2 million and 5 million, depending on the risk potential assessed by the MIABC risk matrix. The Village will review the risk matrix to ensure adequate insurance coverage and ask you to increase your policy if it is insufficient.

The Village Office must be provided with proof of liability insurance listing the Village of Nakusp as an additional insured prior to the event.

Waste Management & Sanitization: For all events that use public property (parks space, facility, street, sidewalk or boulevards), the Event Organizers are responsible for the collection and removal of litter generated by their event. The event site must remain clean during and after the event. Adequate garbage and recycling receptacles must be provided. Washroom facilities must be provided; the CAO or their designate may request additional temporary washrooms to be brought in for the event.

Damage: The event organizers will be responsible for the costs associated with repairing any damage caused by the event. The Village reserves the right to refuse service to event organizers and facility renters who, in the past, have;

- Deliberately caused or permitted damage to public property;
- Do not adhere to Village Bylaws or other legislation; and,
- Rent or repair costs are not paid.

Bylaw Compliance: The event organizer must comply with all laws, rules, and regulations of governmental authorities, including required permits. Village Bylaws and Policies can be viewed online at www.nakusp.com.

2. SPECIFIC CONDITIONS FOR EVENTS USING VILLAGE PROPERTY WHERE APPLICABLE

Electrical Services: If power for the event is required, please identify the number of amps needed, and the Village will try to supply power where it is safely available upon request.

Fire and Hazardous Materials: The Event Organizer must provide access for inspection to the Fire Chief in the event area and ensure that fire hydrants and access routes are kept clear and unobstructed. The event organizer must provide the Village with a Risk Management Plan for all fire and hazardous materials used during an event. All events must comply with the requirements of the BC Fire Code and Village bylaws.

Alcohol: Event Organizers must obtain and supply the village with a copy of a valid liquor licence and Serving It Right certifications. They must also submit a safe ride home plan.

Food & Drink: Event Organizers must comply with Interior Health Authority regulations for permits and food safety, and food vendors must meet the Village's Use of Public Property Bylaw requirements.

Amplified Sound & Noise: Event Organizers will comply with the Good Neighbour bylaw regarding noise restrictions. An event that requests to carry on outside of the noise restrictions will need an exemption passed by Council and will need to notify neighbouring property owners.

Attendance & Security: Event Coordinators must inform the Village of the number of people expected to attend the event. Based on the information provided, a Risk Management Plan may be requested at the Village's discretion, and the Event Coordinators may be required to supply additional security.

3. STREET CLOSURES, TEMPORARY STRUCTURES & ADDITIONAL SECURITY

Street/Avenue Closures: Event Organizers will be required to provide road closure details and a site map illustrating the proposed closure. The Village's CAO, Director of Operations, and other personnel will review the request and determine if a Traffic Control Plan needs to be submitted by the Event Organizer. Approved street/avenue closures require signs to be posted at the entrance of each street/avenue advising motorists of the closure.

Closure of Broadway Street: Event Organizers requesting the closure of Broadway Street and adjacent side streets will not be approved without first considering the expected business interruption and the impact on businesses and residents in the block(s) closed. The Event Organizers will be required to notify affected businesses or other property owners in the block(s) who may be affected by the street closure and provide the Village with copies of their written approval.

Village Equipment: Barricades are to be used for street closures. The Village will lend barricades and traffic cones as available upon request. The Event Coordinator is responsible for placing and removing barricades and traffic cones.

Private Equipment Stored on Village Property: Event Coordinators may request to have private equipment stored on/in Village property. A special arrangement is required where storage space allows. The Village is not responsible for managing, transporting, or safeguarding private equipment stored on/in Village property.

*Checklist available for Event Coordinators—Please use this checklist to keep track of your progress in providing documentation and determining what is required of event organizers.

| Checklist for Event Coordinators: | Yes | No | N/A | To Follow |
|---|-----|----|-----|-----------|
| Barricades required for street/avenue closure? | | | | |
| Power required? | | | | |
| Water required? | | | | |
| Portable toilets? | | | | |
| Garbage/ Recycling receptacles required? | | | | |
| Entertainment details provided? | | | | |
| Mobile Food Vendors? | | | | |
| ATTACHMENTS | | | | |
| Certificate of Liability Insurance | | | | |
| IHA Food & Beverage Permits | | | | |
| Road Closure Detail Plan (attached) | | | | |
| Traffic Control Plan | | | | |
| Risk Management Plan: <i>Fire, Hazardous Materials, Attendance</i> (attached) | | | | |
| Notification of Neighbouring Property Owners: <i>road closures, Broadway Street closure, noise exemption</i> (attached) | | | | |
| Serving It Right Certificates | | | | |
| Alcohol Permits | | | | |
| Safe Ride Home Plan: <i>Alcohol Sale or Service</i> (attached) | | | | |
| Additional Security | | | | |



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ROAD CLOSURE DETAIL PLAN (within a one-block radius of the event)

Please submit ten (10) business days before the event; any changes to the plan must be communicated to the Village immediately. Changes within ten (10) business days may result in a denied request.

| Considerations | Details |
|---|---------|
| Roads for closure: List all that apply | |
| Detailed Description of Event Road Closure or Activity: | |
| Neighbourhood to be notified: | |
| Village barricades and traffic cones needed? | |
| Post Signage: Where will the notices be posted for motorists? | |
| Timeline for closure: Include dates and times (day, evening, both) | |
| Will the sidewalks and or boulevards be used? | |
| Parking plan: | |
| Traffic control personnel: | |

Draw a site map of your event:



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SAFE RIDE HOME PLAN (alcohol sales or service)

Please submit within a minimum of ten (10) business days before the event.

The Village of Nakusp provides its property and facilities for assorted private and public social functions at which alcohol is served. It is in the Village’s best interests to ensure that the serving of alcohol is conducted prudently with the highest regard given to the safety of patrons and the public at large. The Village discourages drinking and driving and requires Event Organizers to provide patrons with a Safe Ride Home.

- All events on Village property or in a Village facility must provide patrons with a designated driver.
- All events must make announcements throughout the event reminding patrons of the designated driver(s) available.
- All events selling or serving alcohol must display ICBC Road Safety posters at the bar area, bathrooms, entrances, and exits, and tent cards must be displayed on tables. The Village of Nakusp will supply posters and tent cards for free.

| | |
|---------------------------------------|--|
| Anticipated posters needed | |
| Anticipated tent cards needed | |
| Name of Designated driver(s) | |
| Contact of Designated driver(s) | |
| Date and Signature of Event Organizer | |



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RISK MANAGEMENT PLAN (Fire, Hazardous Materials, Attendance)
Please submit within a minimum of ten (10) business days before the event.

Safety at an event is vital. Members of the public expect to attend and enjoy an event safely and securely. Events of any size or nature will have risks. The Event Organizer is responsible for identifying and effectively managing these risks by implementing preventative controls to reduce the consequences. For example, a fire extinguisher, first aid kit or station, and list of emergency contact numbers. A Risk Management Plan identifies all the potential risks that may arise from holding an event. Then, it lists the steps Event Organizers will take to reduce or mitigate the identified risks.

Event Overview: Use this section to establish the context of the event. Depending on the size of the event, you will want to collaborate with all groups/departments involved.

Hazards: Identify the hazards associated with the event that may expose people to injury, put your organization or yourself at risk, or pose a fire or safety concern for the area. Some examples are:

- *Fireworks, Firepits or other fire-related hazards*
- *High attendance numbers, increased population for an event*
- *Carnival rides, music concerts or other events with high electrical amps required*

Risks: The consequence of a hazard is a risk. Think about what risks might occur if the hazard is not properly managed. When considering if a hazard could become a risk, consider “if this hazard isn’t addressed, there is a risk that ___ could happen.” An example is:

- *Hazard = High attendance/increased population, Risk = insufficient ratio of security or policing personnel to the general public.*

Existing Controls: Think about what you might already have in place to manage the risk. List these in the table below. To continue with the example provided for risks:

- *RCMP notified of the anticipated number of attendees for an event.*

Consequences: Identify what consequences are associated with the hazards and risks.

Additional Controls (if required): Identify other practical things you could do to eliminate or reduce the likelihood of the risk occurring. Example:

- *Event security hired to assist with the safety and security of participants.*

Responsibility: List the person responsible for implementing the controls to mitigate the risk.

Fill in the Risk Management Plan provided on the following page.

