

SUMMER VILLAGE OF SUNBREAKER COVE

SPECIAL EVENT POLICY	12.4
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EFFECTIVE DATE: March 17, 2013

SECTION: Administration

POLICY STATEMENT:

The purpose of this policy is to establish guidelines for the allocation and management of Special Events on municipal parks in the Summer Village of Sunbreaker Cove.

It is the goal of this policy to:

- a. Provide a fair and transparent means of service delivery
- b. Ensure equitable access to the municipal parks
- c. To promote a diverse range of activities
- d. Establish uniform criteria and procedures for the reservation and use of Parks for special events
- e. Facilitate scheduling that will support proper maintenance of Parks
- f. Permit the planning and implementation of Special Events and programs in which a large number of people are expected to participate
- g. Ensure that the Summer Village Parks are used for the benefit of the entire community
- h. Balance the needs of Permit Holders, casual participants and the summer village as a whole.

DEFINITIONS:

Park - any land owned, leased or controlled by the Municipality, designation or used as parkland or as a trail, including gardens, playgrounds, sports fields or beach areas.

Regional Event - an event that attracts a large number of visitors may receive significant media attention and develop a provincial and/or national profile for the event and the region.

Permit Holder - any person or organization that holds a permit of any kind for use of parks within Sunbreaker Cove.

Special Event - defined as, but not limited to, a festival, procession, march, drill, parade, or other organized event that has any of the following components:

- a. Rides/carnival activities
- b. Street closures
- c. Fireworks or lasers
- d. Traffic control
- e. Need for security

- f. Live entertainment
- g. Barbeques/open flams
- h. Generators/electrical distribution
- i. Food or beverage sales
- j. Invited guests
- k. Wedding

PROCEDURE:

How to apply

1. Complete the attached booking application form and submit with the \$50.00 application fee to the Summer Village Administration Office.
2. The application must be received one week prior to the next scheduled Council meeting.
3. The Summer Village may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect municipal property or maintain the enjoyment of the Park for the public, which shall include identification of:
 - a. Permit Holder, whether an individual, individuals or corporation
 - b. Permitted use
 - c. Applicable fees
 - d. Confirmation of payment of applicable insurance
 - e. Time and date of permitted use
 - f. Place of permitted use
4. Before the final permit will be issued the following information must be submitted with the completed application:
 - a. Contact name, including phone number and email (if available) of Permit Holder(s)
 - b. Insurance Certificate
 - c. Applicable fees
 - d. Site Plan
 - e. Parking Plan
 - f. Signage
 - g. Emergency Plan
 - h. Garbage and Waste disposal plan

Application Approval

1. All applications will be reviewed at the 1st Council meeting following receipt of all applicable information.
2. Council will review each application and provide decision based the needs of Permit Holders, casual participants and the summer village as a whole.

APPENDIX 1

SPECIAL EVENTS PERMIT APPLICATION FORM

All applicants must complete PART "A" of the Application Form, Complete PART "B" of the Application Form if your event is more complex in terms of organization and numbers of people involved or the event has the potential to significantly impact or conflict with normal site visitation.

PART "A": APPLICATION FORM

Name of Applicant: _____

Address: Business: _____

Home: _____

Telephone: Business: _____ Fax: _____

Telephone: Home: _____ Fax: _____

Email Address: _____

Other Contact Person(s) if applicable: _____

Name of the Event: _____

1. Describe the type of event that is to be held:

2. What organization is sponsoring this event?

3. What is the estimated number of participants/volunteers/spectators that will be involved?
in the event?

Participants: _____ Volunteers: _____ Spectators: _____

4. Event Details:

Activity: _____ Location: _____

5. Will either vehicle or pedestrian traffic need to be controlled or stopped at any time during the event? Provide Parking Plan.

6. Provide Waste Plan (Garbage/Restrooms)

7. What are the date(s) and time(s) of the event? Include set-up and clean-up days and times.

Date(s) _____

Set-up: _____ Date: _____ Time of Day: From _____ to _____

Clean-up: _____ Date: _____ Time of Day: From _____ to _____

8. What safety measures will be in place to prevent or address injuries or accidents involving participants or members of the public attending the event? (i.e., warning signs, safety personnel, first aid or ambulance personnel in attendance, safety structures) Provide details.

9. Does the event involve the set-up of equipment or facilities, (i.e., tents, buildings, tables, fencing, signs, trail markings, loud speakers or other structures)? Provide details.

10. Will the event involve vegetation removal or ground disturbance? Provide details.

Please include a Security Plan and a detailed layout with your application.