



ADMINISTRATIVE POLICY

Effective Date: February 28, 2017

Section: Corporate

Title: Special Event

The Town of Oliver welcomes special events in the public spaces of our community. Special Events give residents exposure to their favorite artists and athletes, allow communities to gather and celebrate together, and contribute to the local economy.

Through the Special Event application process the Town is able to assist organizers and facilitate special requests to make sure all events are safe and do not negatively affect the community. By involving municipal departments, we ensure all events are well organized and appropriately supported from the planning stages through to leaving the site in the same condition found prior to use.

1. POLICY STATEMENTS

- 1.1. Anyone who wishes to hold a Special Event using Town facilities or land, including a trail, road, land or park, must submit a Special Event application and comply with all Special Event application requirements.
- 1.2. Applicants and Special Event participants must adhere to Town bylaws and other applicable policies and guidelines, including but not limited to those concerning fire, traffic, noise, waste management, fees, park use and recreation use.
- 1.3. Where the Town receives more than one Special Event application to use the same Town facility or land on the same date, the Town will give priority to a regularly occurring Special Event, provided the Town received the application no later than 60 days prior to the event, after which the Town will address the applications on a first come, first served basis.

Special Event Policy

- 1.4. Where a Special Event is subject to the regulation and approval of other government bodies or agencies, including but not limited to the RCMP, BC Liquor Board, Interior Health Authority, and BC Safety Authority, the applicant must provide the Town with proof that the applicant has complied with and obtained the necessary approvals.
- 1.5. Special Event means an organized occasion, whether of a public or private nature, including, but not limited to, a festival, parade, musical attraction, community celebration, sporting event, wedding and charitable event held in a facility or on land that is owned, operated or otherwise held by the Town and where the impact on the public space or access to it is significant or for exclusive use. An example where a Special Event application is not required includes, but is not limited to, a gathering in a park where exclusive use is not required and where there is minimal impact on parking, traffic and waste management.
- 1.6. The Corporate Officer, or designate, is responsible for the management of Special Event Applications.

2. OVERVIEW OF APPLICATION PROCESS

The following information corresponds to the Special Event Application form and is intended as a guideline to assist you in having your event application considered.

The Special Event Permit generally applies to events that are entirely or mostly located outside of a park or designated municipal green space, which requires special approval. However, should your event take place in an area of a park¹, it is your responsibility to contact the Oliver Parks & Recreation Society (250-498-4985) in order to coordinate the scheduling of your event.

The application process begins with you submitting to the Town of Oliver a completed Special Event Application form. Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

The completed application must be signed and may be submitted by e-mail (admin@oliver.ca); fax (250-498-4466); mail (PO Box 638, Oliver, BC V0H 1T0); or in person to the Oliver Town Hall at 6150 Main Street. The person signing the application form is responsible for ensuring that all conditions in the agreement are met.

A proposed event should not be advertised before obtaining approval from the Town, keeping in mind the review process timeline, the complexity of the application, and any required input from other departments.

¹ Lions Park, Kinsmen Spray Park and Rotary Beach Park

Special Event Policy

Application Timelines

Block Party	4 weeks – Prior to required approval date
Road Event	8 weeks – Prior to required approval date, if no road closures requested
Major Event	12 weeks – Prior to required approval date, requiring road closures & traffic plan

Once the application has been received copies are distributed and reviewed by all affected municipal departments. Once departmental feedback is received, and all application requirements are met, the applicant will be informed of any cost estimates, and, if necessary, advised of a date the request is anticipated to be considered by Oliver Town Council. Once an application has been approved the necessary Public Property Occupancy Agreement will be prepared for signature.

The application must include:

- overview description of the event, including whether the event is or is not for-profit;
- contact information of organizer and designated on-site liaison;
- event details such as location, date, time, schedules;
- clearly presented site plan and/or route map;
- proof of liability insurance of \$5,000,000 naming the Town as an additional insured;
- anticipated number of participants and spectators;
- notification plan for residents/businesses;
- a traffic plan which has been approved by the Director of Operations, including marshalling information for street occupancy (if applicable);
- anticipated requirements of municipal resources/services i.e. public works
- approval of the Ministry of Transportation and Infrastructure, if required
- anticipated requirements of the Fire Department and Ambulance Services (if applicable).
- arrangements made directly with RCMP (if applicable);
- Some events may require Council approval;

General Conditions

- The organizer shall not use the site or route for any other purpose than that stated in the agreement.
- The organizer is responsible for ensuring the permitted area is appropriate for the activity.

Special Event Policy

- The organizer shall be responsible for returning the site, route and/or any municipal equipment to its original clean, litter-free (removing all litter from site) condition following the event.
- The organizer shall be liable for any damage done to the site, route or municipal equipment during the event.
- The organizer may be billed for subsequent costs incurred by the Town. In the event that costs are incurred, the applicant must submit a fifty percent (50%) deposit prior to the event for works performed by Town of Oliver staff (i.e. installation of banners, erections of bleachers, etc.).
- Nothing can be fastened to, hung from nor placed in trees, planters or other municipal property without specific permission, including posters advertising the event.
- Organizers should consider traffic impact, an alternative transportation plan, parking, disabled access, adequate personnel on site, noise levels, sale or handouts of food, beverages and merchandise, access to water or power.
- As applicable, additional conditions may be required to be met.

Limitations

- The sale of goods and refreshments
- The collection of an admission fee
- The operation of a concession
- The operation of a public address system
- The operation of amplified music
- The installation of electricity²
- The use of fire or fireworks³
- The erection of: structures, fences, poles, tents, stages, bleachers, portable toilets, signage, banners or advertisements
- Vehicles being driven onto grassed areas, restricted access, or service roads at any time.
- Waste management
- Air inflatable play devices

For dispensing, sale/purchase, or consumption of alcohol, contact BC Liquor Control & Licensing Branch.

² Special regulations may apply, please provide details on the application form.

³ Special regulations may apply, please provide details on the application form.

Special Event Policy

3. Public Property Occupancy Agreement

Some types of events will require the event organizer to enter into an agreement with the Town of Oliver laying out terms and conditions of approval. This agreement, if necessary, will be provided once approval in principle has been given.

4. Designated Event Liaison

Organizers must designate a named on-site public liaison with authority to ensure compliance with agreement and to make decisions on behalf of the organizer for the duration of the event, including the clean-up and set-up time. Contact information for the liaison must be provided in the application and the liaison must be available via cell phone at all times during the event. It is required that the agreement with the Town of Oliver be on-site, available and presented upon request.

5. Cancellation

The Town of Oliver retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency or if the applicant does not adhere to this or any other related permit conditions, or if a Town employee or Bylaw Enforcement Officer, or designates, apprehend that the Event is creating an undue nuisance or a hazard to the safety of any person or to the public at large. Permits will be revoked without payment of any compensation in the event of a breach of any laws, by-laws, or conditions set up herein or in force. Non-compliance may result in additional charges.

<i>Effective Date</i>	<i>Approved by Cathy Cowan, CAO</i>
February 28, 2017	