

## COMMUNITY EVENT PLANNING GUIDE

The purpose of the Community Event Permit application is to provide the City of Dawson Creek with a summary of your event's needs. The information you provide on the application will assist in determining the approvals or special requirements that will be necessary for your event.

### Is a Community Event Permit application required?

It is not necessary to complete a Community Event Permit application for a private/public gathering of people unless any of the following will be taking place:

- Event will impact the regular use of the public space
- Event will impact traffic/vehicle flow
- Exclusive use is being requested
- Tents or structures are erected

### Application Requirements/Timelines:

All applications must be submitted 45 days before the event unless requires council approval then 60 days is required. A City Hall representative will be in contact with you after receiving the application to discuss the needs and documentation required. It is the responsibility of the applicant to obtain any permits, licenses, and certificates that are required for the event. Provide copies of this documentation to the City of Dawson Creek before

- **15 Days** before the requested approval date – Community Events that do not require additional permits. Shorter time limits may be considered.
- **60 days** before the requested approval date – Community Events that require council approval i.e., designate liquor area.

### Applications Requirements

#### Races & Roadway Use Maps

Maps detailing routes, all roadway closures, and the assembly and dispersal areas identified. Detailed mapping is required a minimum of 15 days before the event.

#### Site Maps

Your site map must include the specific locations of tents, washrooms, stages, food services, seating, vehicles, etc. Detailed mapping is required a minimum of 15 days before the event.

### Insurance Requirements

All approved special events must provide a certificate of insurance that includes:

- Comprehensive coverage with inclusive limits of not less than **\$5,000,000.00 per occurrence**. This will be determined by the type of event.
- A clause providing that the insurer will give the City 15 days prior written notice in the event of cancellation or material change.
- An indemnification clause stating the City of Dawson Creek is to be held and saved harmless
- The City "named as an additional insured".

*It is the responsibility of the Event Host to ensure that all vendors carry appropriate insurance.*

### **Licensing Requirements**

Businesses operating within City limits require a valid City of Dawson Creek Business License. For more information about Business Licenses and fees, please call (250) 784-3618. Visit [www.dawsoncreek.ca](http://www.dawsoncreek.ca)

### **Vehicle Access and Roadway Access**

Vehicles are prohibited from driving on pathways and parks without permission. If pedestrian or vehicle traffic will be impacted, it is the responsibility of the applicants to provide written notice and documentation to all those affected.

### **General Regulations**

It is the applicant's responsibility to review The City of Dawson Creek - Parks Bylaw No. 4371, 2018 which outlines the general regulations for Park Use and community events.

### **Cancellation**

The City of Dawson Creek holds the right to cancel community events at any time up to and including the day of the event. If the City determines that the event is creating an undue nuisance or a hazard to the safety of the public or during the event of an emergency.

*Permits will be revoked without payment of any compensation in the event of a breach of any laws, bylaws, or conditions set up herein or in force. Non-compliance may result in additional charges.*

### **Agreement**

Upon approval of your Community Event Application, you may be required to complete an agreement with the City which is arranging the terms and conditions of approval. This agreement, if necessary, will be provided once necessary documentation has been provided.