



Policy Name: City Plazas' Events Policy

Policy Number: 8

REASON FOR POLICY

This policy provides a framework to support events in the City's plazas, including Stella Jo Dean Plaza, Civic Plaza and Roger's Plaza.

Community events are an integral part of creating a vibrant and diverse City. This policy will define these available outdoor venues, permitted uses, booking policy, restrictions on the use of these community outdoor venues and establishes objectives to ensure that events are compatible with the City's vision for a highly liveable and sustainable community.

The Shipyards and the open spaces at the Foot of Lonsdale are covered by 'The Shipyards Rental Policy'.

AUTHORITY TO ACT

Administration of this policy is delegated to the Manager, Business Services and/or Film Liaison.

Approval date:	June 11, 2018	Approved by:	Council

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1.0 DEFINITIONS

City Plazas	Means all lands and improvements within the areas defined in Schedule C of this policy
Special Event	Means any activity that greatly intensifies the use of the venue and that can be reasonably assumed to have a greater impact on site infrastructure and surrounding neighbourhood than casual or normal use of the plaza. These special events generally involve the attendance of less than 300 people at a given time (less for Stella Jo Dean Plaza) and should not require additional external infrastructure (tents, seating, signage, etc.) to support them. Larger events will be directed to venues such as the Shipyards.
Community Celebration	Means those events organized by a non-profit or community organization, and are open and accessible to the general public to participate.
Fundraising Events	Those special events that have the primary purpose to raise awareness and/or funds for specific social or health issues.
Farmer's Markets	Events that typically sell local produce, arts and crafts and home-made food.
Community Group	Means a non-incorporated group composed of individuals joined together or a non-profit organization incorporated under the Society Act of BC and /or the Canada Business Corporations Act, Part II. The groups shall meet all the following criteria: <ul style="list-style-type: none">• At least 75% of the members are residents of North Vancouver or work at a business address in North Vancouver• Membership of the group is open and available to any North Shore resident• The purposes and practices of the group are not contrary to the BC Human Rights Code• The purpose of the group will enrich the liveability of the North Vancouver community• The group is not a registered political party

- Non-profit organization** Non-profit organizations are associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.
- Registered Charity** Means an organization registered with CRA that operates exclusively for charitable purposes.
- Commercial Group** Any group which is not a community group, non-profit organization or charity.

2.0 GENERAL PROVISIONS

The City of North Vancouver recognizes that events at the City's plazas significantly contribute to the sense of community, enhancing cultural diversity and social connections and contribute to healthy communities.

Community events are an integral part of creating the City's vision to be a vibrant and diverse community. Such events instil and encourage community spirit, pride and personal responsibility. They invite participation and provide numerous benefits to the City and its residents.

Events at City Plazas should:

- Be compatible with the capacity of the venue and other site specifications;
- Enhance the public's experience of the plaza;
- Animate public areas and draw visitors;
- Be suitable for all ages;
- Generate a positive profile for the City; and
- Support the economic development and Placemaking objectives of the City.

Definition of Spaces

This policy refers only to Civic Plaza (100 Block West 14th Street), Rogers Plaza (100 Block West 1st Street), and Stella Jo Dean Plaza (100 Block East 13th Street).

Refer to Schedule C for location maps.

Venues at the Shipyards are covered by *Policy C59B: The Shipyards and Foot of Lonsdale Events Policy* and the City parks are covered by *Policy C57C: Events in Parks and Public Open Spaces*.

Hours of Operation

The Plazas may be booked for events:

Monday to Thursday:	09:00am – 10:00pm
Friday & Saturday:	09:00am – 10:00pm
Sunday:	10:00am – 10:00pm

Events that wish to operate outside of these hours require approval by the Manager, Business Services.

3.0 PERMITTED USES

As a general principle, all events at City plazas are required to be consistent with the City's principles of respect for the dignity and worth of all persons.

Commercial Businesses or groups that operate primarily for profit enterprises:

This policy recognizes that commercial events (or events organized by commercial organizations) can be organised but they have to be free to the public and meet the City's goals and objectives for events in City plazas. Larger commercial, for profit events, will be encouraged to book the Shipyards venues.

Politically Affiliated Groups:

Events by political organisations, parties or groups will be directed to Rogers Plaza, or if a larger venue is required, the Shipyards.

4.0 VENUE RESTRICTIONS

Restrictions on Site Set-Up / Activity

Events are not permitted to interfere with the public's access through the plazas and to adjacent businesses.

Events with perimeter fencing must submit a site plan specifically outlining public access.

Civic Plaza (100 Block West 14th Street)

- There are two tents/tables/chairs on site which can be made available on request.
- Public access to washrooms are available when the City Hall is open (Monday-Friday 8:30am – 5:00pm) or at the 3rd Floor of the Library when the Library is open.
- All events must maintain full pedestrian access for people traversing the plaza (at least 6 feet wide) and the fire lane has to be maintained.
- In exceptional circumstances vehicles may be allowed onto the Civic Plaza
- Access to electricity is available.

Rogers Plaza (100 Block West 1st Street)

- Public access to washrooms are available when the John Braithwaite Community Centre is open.
- All events must maintain full pedestrian access for people traversing the plaza (at least 6 feet wide). Entrance to the overpass or stairways must not be impeded.
- Limited low wattage electrical power is available.
- This venue is suitable for small mic/acoustic music.

Stella Jo Dean Plaza (100 Block East 13th Street)

- Venue suitable for small events, ideally less than 20 persons at the event venue at any one time, depending on set up.
- Not suitable for perimeter fencing.
- This venue is suitable for acoustic music, and smaller tents, nothing larger than 10x10 feet.
- Nearest public access washrooms are available when the City Hall is open (Monday-Friday 8:30am to 5:00pm).
- Full pedestrian access for people traversing the plaza (at least 6 feet wide).
- No amplified sound at Stella Jo Dean Plaza will be permitted.

Amplified Sound:

Amplified music, sound and/or speeches are typical event elements and may be permitted at Civic Plaza and Rogers Plaza. As these venues are surrounded by tall residential housing, which will echo sound, amplification has to be in keeping with the surroundings.

Alcohol Sales & Service:

It is not permitted to hold an event at these plazas where alcohol sales are proposed as part of a special event.

Food & Beverage Sales & Service:

For events that are hosting food trucks a list of food trucks with valid City Business Licences will be provided by City Staff upon request. Food Trucks without a valid City Business Licence are not permitted to operate at an event on City land.

Other food services that are associated with an approved event will require a temporary food booth permit through Vancouver Coastal Health.

Gambling:

For profit gambling is not permitted as part of events at City plazas. Note: As small fundraising events will be considered at City plazas, a range of typical fundraising activities (auctions, silent auctions, etc.) may be considered at such events.

5.0 APPLICATION PROCEDURE

Priority for booking is given to City of North Vancouver, North Vancouver Library and the North Vancouver Recreation and Culture Commission.

With the exception of those three organisations named above all event organizers are required to fill out a Venue Event Application. (www.cnv.org/EventBookingForm)

Applications are required to identify all activities that are to be included as part of the proposed event.

Timing of Applications

Applications are to be submitted a minimum of **ten working days** prior to the event date.

Exceptions to the above may be granted, if in the sole opinion of the City, the anticipated event specifications are relatively straight-forward and the applicant can demonstrate the capacity to undertake all necessary preparations to ensure a successful event.

The event organizer must keep the City informed of all changes to the event.

If event applicants are in breach of any laws, municipal by-laws, or conditions described in the application, the City is authorized to close down the event.

6.0 EVENT APPROVAL

Applications will be reviewed based on compatibility with the City's goals and objectives for events at City plazas noted above.

In addition, the City reserves the right to control the use of City plazas, and applications may be declined or rescheduled based on a number of factors outlined in this policy, including ensuring consistency of use throughout the Central Waterfront areas, in particular coordinating the use with Waterfront Park and Burrard Dry Dock Pier in the case of Roger's Plaza.

Impact on Surrounding Neighbourhood

The City reserves the right to decline any events that it considers will have an adverse impact on the surrounding neighbourhood.

Frequency of Venue Use

To ensure that residents in adjacent neighbourhoods are not adversely impacted by events at the venue, the City reserves the right to restrict the number and frequency of event bookings in City plazas.

Venue Capacity & Scope of Events

Events at City plazas should anticipate audience/attendance figures that are consistent with venue capacity.

7.0 FEES & CHARGES

Fees are waived for all community events. If the event is being organised by a commercial entity then the fees in Schedule 'A' apply.

Additional Fees

Extra fees to cover additional services by City staff may be charged where appropriate.

8.0 EVENT SUPPORT SERVICES

City staff will provide the following services as determined by the needs of the event:

- Venue orientation/information,
- Where applicable access to the washrooms and supplies, water/electrical connections (by special permission only),and
- Site inspection before and after an event for damage deposit assessments.

The provision of equipment such as tents, tables, chairs, zero waste stations, garbage containers, etc. is the responsibility of the event organizer. Two tents, tables and chairs may be available for events at Civic Plaza (this courtesy service is not guaranteed).

City staff will not set up, or dismantle equipment for events.

9.0 CONDITIONS OF USE

Applicable Bylaws

All applicable municipal bylaws and guidelines must be followed by the event organizers.

Safety and Security Plan

All events will be required to submit a safety and security plan as part of the application process that will address first aid, evacuation in the event of an emergency, security needs etc., the scope of which will vary by the nature and size of the event.

Waste Management

A zero waste management approach is required for all events. The goal for this approach is to minimize the generation of garbage in the Metro Vancouver Region and to maximize reuse, recycling and energy recovery from used material.

Every event organizer must provide a zero waste management plan for approval prior to issuance of an event permit. This plan should include names of volunteers responsible for reducing and managing waste. Zero Waste Stations can be supplied by the City for larger events upon request.

Post Event Evaluation

City staff will undertake a post event evaluation to identify damages (as applicable) and report them to the event organizer.

Site Clean-Up

The event organizer is responsible for leaving the venue free from litter and in the same condition as prior to the event. City Operations staff will conduct site inspections with the event organizer before and as soon as possible after the take down of the event. Clean-up costs will be based upon these inspections.

Any additional clean-up costs borne by the City will be deducted from the damage deposit. The event organizer will be invoiced for any additional costs for park repairs that result from the event's operation.

Failure to pay an invoice will jeopardize future booking requests.

Schedule A

Event Fees (taxes excluded)

Please note ticketed events, unless entirely free, are not permitted in City Plazas

Not for Profit and Community Events

Fee Category	Fee
Administrative Fee	Waived
Venue Rental Fee	Waived
Multiple events (continues for more than 1 month)	Waived

Commercial for Profit Organizations

Fee Category	Fee
Administrative Fee	\$100.00
Venue Rental Fee	\$65.00/hr \$350.00/day
Multiple events (continues for more than 1 month)	Negotiable
Damage Deposit	\$500.00

Insurance Requirements for Events

Minimum Liability Insurance	
Commercial General Liability Insurance naming the City of North Vancouver as additional insured	Minimum of \$5 million for all events

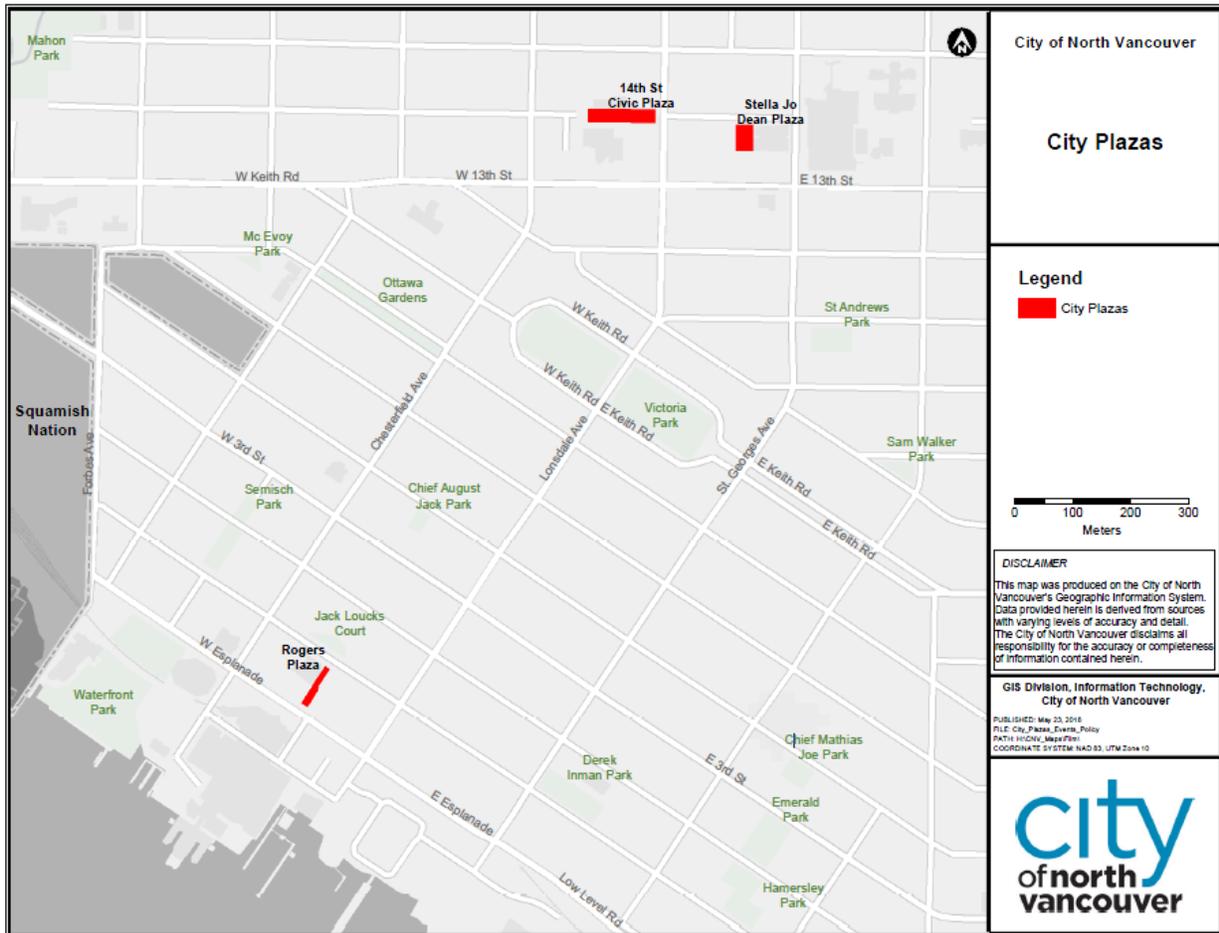
- Liability insurance documentation must meet the liability insurance requirement above.
- All events require liability insurance.
- Where the event is deemed to require paid police or additional security presence, arrangements will be made and paid for by the event organizer.

Note: Event Organizers may be able to purchase coverage through the City’s User Group Insurance Policy.

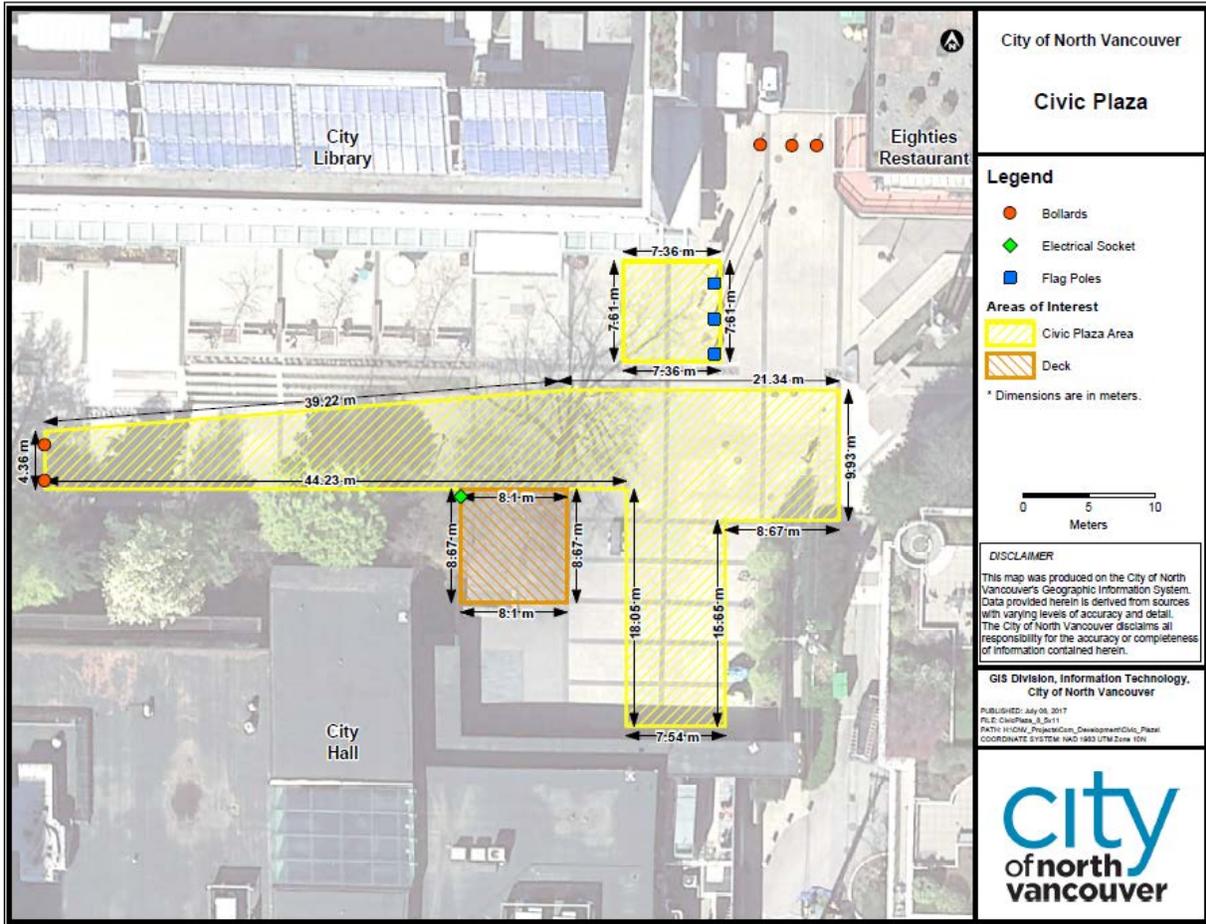
Indemnity

The event organizer will indemnify and hold harmless the City of North Vancouver, and their respective officials, officers, employees and agents, against all loss, damage, expenses, proceedings, claims, demands or actions suffered or incurred by any of them arising out of or in connection with the event organizer’s use of this Civic Space.

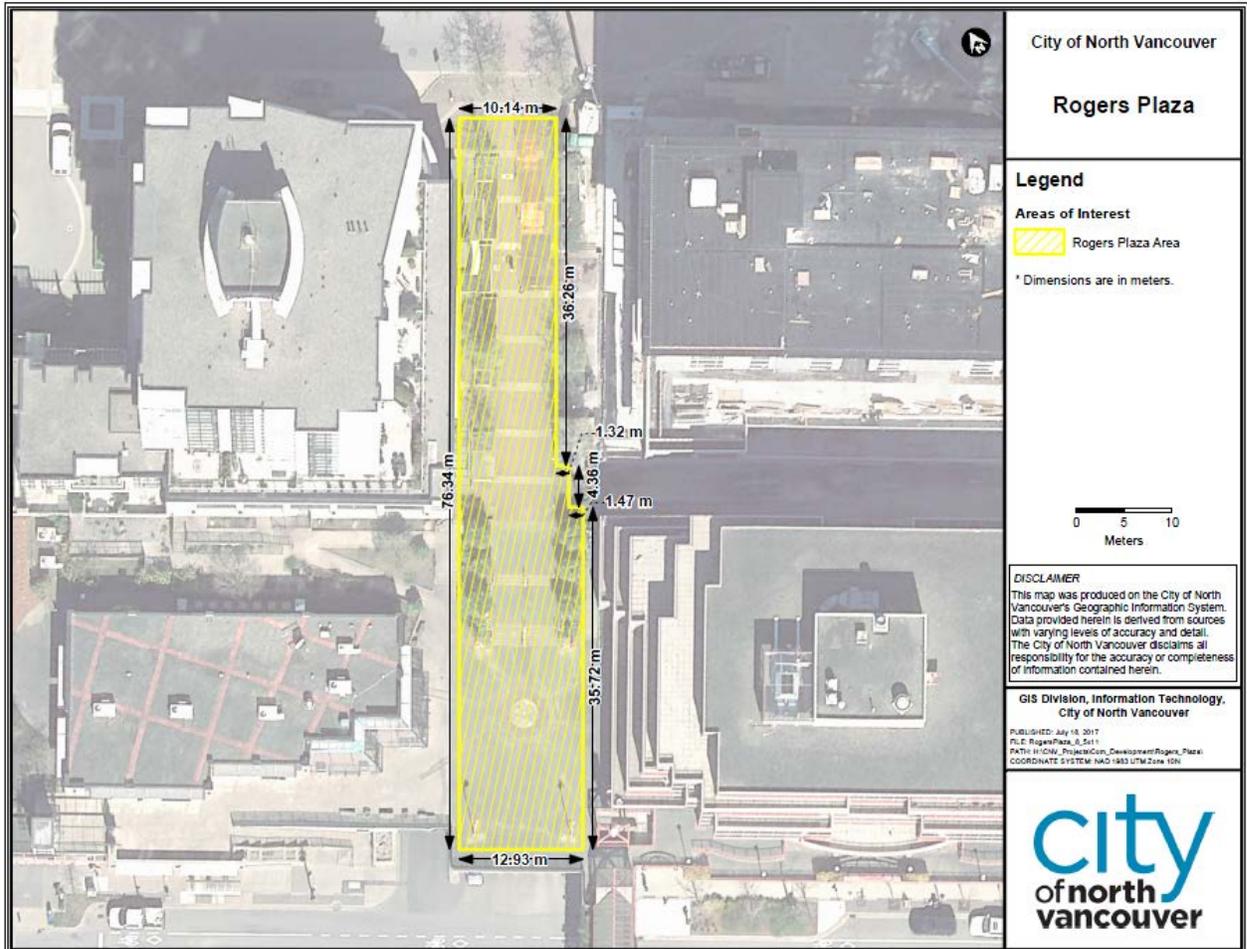
Location of City Plazas



Civic Plaza: 100 Block West 14th Street



Rogers Plaza: 100 Block West 1st Street



Stella Jo Dean Plaza: 100 Block East 14th

