

City of North Vancouver CORPORATE POLICY



Policy Name: Policy for Events in Parks and Public Open Spaces

Policy Number: C57C

POLICY

REASON FOR POLICY

The City of North Vancouver recognizes that park events significantly contribute to the community's sense of place and are an important form of public celebration.

Community events are an integral part of creating a vibrant and diverse City. This policy provides a framework to support events in parks and public open spaces, and establishes objectives to ensure that events are compatible with the City's vision for a highly liveable and sustainable community.

AUTHORITY TO ACT

Administration of this policy is delegated to the Manager, Parks and Environment.

Approval date:	March 10, 2014	Approved by:	Council

Contents

GLOSSARY OF TERMS AND DEFINITIONS.....	3
SUPPORT FOR EVENTS IN PARKS AND PUBLIC OPEN SPACES	4
OBJECTIVES FOR EVENTS IN PARKS AND PUBLIC OPEN SPACES.....	4
PURPOSE.....	4
1.0 Types of Events.....	5
2.0 Event Restrictions.....	6
3.0 Event Application Procedure	6
4.0 Wedding and Picnic Application Procedure	7
5.0 Event Approval	7
6.0 Site Suitability and Priorities.....	8
7.0 Event Support Services.....	9
8.0 Conditions of Use	9
9.0 Commercial Activities and Advertising	10
10.0 Special Vending Concessions.....	10
SCHEDULE A – EVENT FEES (TAXES EXCLUDED).....	11
SCHEDULE B - INSURANCE REQUIREMENTS FOR EVENTS.....	12
SCHEDULE C - MAP OF PARKS AND OPEN SPACES	13
SCHEDULE D - COMMUNITY AND TRAIL EVENT APPLICATION	14

Glossary of Terms and Definitions

Community Events Programmer	<p>Means an employee of the North Vancouver Recreation and Culture Commission responsible for the administration of community events in the City and District of North Vancouver parks and open spaces.</p> <p>The Community Events Programmer receives the Special Event Application Forms, manages a calendar of events, establishes start/completion times for events, taking into account Municipal Bylaws, coordinates Municipal participation and notifies the City Insurance and Risk Advisor of all events.</p>
Community Group	<p>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:</p> <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
Commercial Group	<p>Means any group which is not a community group.</p>
Open Space	<p>Means any outside venue without restricted access such as a plaza or a square within the areas defined in Schedule “C” of this policy.</p>
Park or Parks	<p>Means all lands and improvements within the areas defined in Schedule “C” of this policy.</p>
Regional events	<p>Draw participants from outside the City and provide economic and cultural benefits back to the community. They are large, complex events with typically more than 4,000 participants. Regional events are organized by community groups, but require significant coordination with City staff, and other external agencies such as the RCMP or Vancouver Coastal Health.</p>

City Support for Events in Parks and Public Open Spaces

The City of North Vancouver recognizes that park events significantly contribute to the community's sense of place and are an important form of public celebration.

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

Objectives for Events in Parks and Public Open Spaces

To ensure that events are compatible with the City's vision for a liveable, healthy community, the City supports and manages events in order to meet the following objectives:

- Balance the needs of event participants, parks users and neighbours;
- Ensure that events are compatible with event venues;
- Ensure the protection of the natural environment;
- Promote a diverse range of activities and opportunities; and,
- Encourage participation and inclusion of all members of the community.

Purpose

This document provides a framework to support events in City parks and open spaces. It includes descriptions of the following:

- 1.0** Types of Events
- 2.0** Event restrictions
- 3.0** Events Application Procedure
- 4.0** Wedding and Picnic Application Procedure
- 5.0** Event Approval
- 6.0** Site Suitability and Priorities
- 7.0** Event Support Services
- 8.0** Conditions of Use
- 9.0** Commercial Activities and Advertising
- 10.0** Special Vending Concessions

1.0 Types of Events

There are many different types of events in the City of North Vancouver, from multi-day festivals that draw 30,000 people to small group picnics. This policy provides guidelines and an approval process for small scaled community events, weddings and

picnics. Large scale regional events and events in Shipbuilder's Square are addressed under separate policies.

Small scale events include any organised activities that require permitted access to a City park, trail or public open space. For the purposes of this policy, public open space is defined as any outside public venue without restricted access, such as a plaza or a square.

It is recognised that events may have a temporary impact on the general public use of these space, and the event can either be open to the public or have an invited guest list. However, all events must maintain some free public access through the park or open space for the general community.

Types of events included within this policy:

- **Community events** are organized by a non-profit or community organization and are open and accessible to the general public. The majority of the community group organising the event are residents of North Vancouver or work at a business address in North Vancouver (Refer to page 3 for definition of community group). The number of participants typically ranges from 50 to 4,000 people.
- **Weddings and picnics** are typically private events and are not intended for general community participation. These types of events are not for profit and are not commercial ventures.
- **Events organized by a commercial entity or a community group that operates primarily for profit or business purposes.** These events must meet the overall policy objectives but may involve an admission fee.

Types of events OUTSIDE of this policy:

- **City Produced Events:** The City of North Vancouver produces a number of public events throughout the year, such as park openings, or programming of public spaces. These events are organized directly by the City or the North Vancouver Recreation and Culture Commission, and therefore do not require a permit.
- **Regional Events:** Regional events draw participants from outside the City and provide economic and cultural benefits back to the community. They are larger and more complex events with more than 4,000 participants. Regional events are organized by community groups, but require significant coordination with City staff, and other external agencies, such as the RCMP or Vancouver Coastal Health. Some regional events also receive financial support from the City through grant programs. Damage deposits and park use fees are determined based on the specific nature of the event at the City's discretion.

2.0 Event Restrictions

Ineligible Park Use/Event Types

The City will not accept event applications from any group or organization that endorses views or ideas that promote discrimination, contempt or hatred. The purposes, practices and event proposals of applicant groups must be consistent with the BC Human Rights Code.

The following events or activities are not permitted in City parks or public open spaces:

- Events that conflict with the City's values or that are deemed to impact negatively on the City's identity as being family friendly.
- Events that endorse views and ideas that are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, gender, marital status, family status, sexual orientation, disability, political affiliation, economic status or level of literacy.
- Activities that exclude persons from participation in or enjoyment of the event on the basis of race, national or ethnic origin, citizenship, religion, gender, marital status, family status, sexual orientation, disability.

3.0 Event Application Procedure

- Event organisers must submit a "Community and Trail Event Application" (Schedule D) to the Community Events Programmer in order to be included in the application review and approval process.
- Permits are required for all events over 20 people that require formal access to the park or open space, during a specified time(s).
- If approved, the application will form the basis of a permit, referred to as a Community Events Rental Contract, which provides permission for event organizers to conduct their event in a City park or open space.
- The contract includes the specific conditions for the use of the site, and the required fees (refer to Schedule A).
- Completed application forms should be submitted to:

Community Events Office
North Vancouver Recreation and Culture Commission
2300 Kirkstone Road, North Vancouver, BC V7J 1Z6
Phone: 604-983-6575 Email: events@nvrc.ca

- Applications can also be submitted online at www.nvrc.ca/policies-conditions/community **Applications must be submitted by January 31st of the event year to be considered for approval.**
- For inquiries regarding booking for Burrard Dry Dock Pier and St.Roch Dock, contact the Wharf Manager at bookings@cnv.org.

- For event booking at Shipbuilders' Square, all event organizers are required to fill out a Shipbuilders' Square Application. For additional information and application forms, contact the Filming and Wharf Liaison at bookings@cnv.org

4.0 Wedding and Picnic Application Procedure

- Permits are required for private group picnics and weddings in City parks and open spaces.
Booking requests can be made at any time by email at parks@nvrc.ca or visit www.nvrc.ca/outdoor-facilities for more information
- The approved application becomes a permit referred to as a Picnic Rental Contract, which provides permission for the wedding or picnic to be held in the specified park or open space.
- The contract includes the specific conditions for use of the park or open space, and the required fees (refer to Schedule A).
- The Burrard Dry Dock Pier is not available for weddings, picnics and other private events.

5.0 Event Approval

- Applications are reviewed based on their compatibility with the City's objectives for events, as described in this policy, and the suitability of the requested site. The proposed venue for each application is reviewed based on park allocation criteria (refer to Section 6.0) and alternative locations may be suggested to event organizers.
- Events organized by a commercial group that provide a direct benefit to the community will be given priority over those commercial events focused on special interest. Those events that are of a commercial nature are subject to approval by the Manager, Parks and Environment.
- Upon completion of the review, the status of the event application will be communicated to the event applicant.
- Prior to finalizing the community events rental contract, the organization hosting the event must provide evidence of liability insurance in the form of an insurance certificate. A minimum of \$5,000,000 of insurance coverage is required for the duration of the event, including set up and dismantling times. Additional details on insurance requirements are provided in Schedule B.
- The municipality reserves the right to refuse use of parks, fields, trails, natural spaces, plazas and roadways. An application may be refused for any one of the following reasons:
 - Frequency of special events already scheduled for venue;
 - Inability to provide evidence of liability insurance;
 - Event size;

- Event time and /or length;
- Associated special event noise level;
- Potential impact on booked sporting fields; or,
- Incompatibility with park uses, the natural environment, and/or the surrounding neighbourhood.
- Upon approval, a designated event organizer shall be appointed and named on the permit to promote effective communication between event participants, residents, RCMP, and North Vancouver municipal staff.
- The event organizer must carry the park permit for the duration of the event and present it upon request. Permits may be revoked, without payment of any compensation or reimbursement, in the event of a breach of any laws, by-laws, or conditions described in the Community Event Contract.

6.0 Site Suitability and Priorities

Any event to be permitted in a City park or open space must be appropriate for the specific conditions of the requested site. Efforts are made to distribute events across the park system, and to regulate the frequency of events on any specific site. Park allocation criteria are used to evaluate proposals and match the event to the appropriate park venue. The goal is to manage the pressure on some of the higher use parks in order to prevent damage to park infrastructure and the environment, as well as minimizing disruption to the surrounding neighbourhood.

- The evaluation of proposed events and their suitability for specific sites will be based on the following criteria:
 - Compatibility of the event with existing uses and park users;
 - Concerns for public safety and damage to park infrastructure;
 - Intensity and frequency of existing park use (both scheduled and casual);
 - Environmental impacts, including proximity to sensitive habitat area;
 - Park carrying capacity; and,
 - Availability of appropriate on-site amenities.
- For high demand sites, priority for the allocation of event permits will be as follows:

	1st Priority	2nd Priority	3rd Priority	4th Priority
Group producing and organizing event	City of North Vancouver/ North Vancouver Recreation and Culture Commission	Community Group	Private Group	Commercial or for profit organization
Primary Participants	General Public	General Public	Special Interest	Special Interest/fee

- Recurring historical event requests will generally be given preference for their regular dates and locations.
- For new applications, the Manager, Parks and Environment will evaluate the site suitability for the proposed event.
- The City reserves the right to prevent the use of any park or open space in order to protect them from unreasonable degradation. The City also reserves the right to take a park event venue out of service on a temporary basis, to allow time for recovery or restoration following repeated use.

7.0 Event Support Services

- As deemed appropriate, the City will provide the following services for approved events:
 - On site meeting and tour of the park
 - Access to the park, existing washrooms and supplies, water and electrical connections (where available and with prior approval)
 - Opening of gates and concessions
 - Marking of underground utilities such as water/power/gas lines/irrigation
- The City maintains a limited inventory of tables, chairs and tents that are suitable for outdoor use. With prior arrangement through the Community Events Planner, and based on available resources, the City can loan this equipment for use at a permitted Community Event. It should be noted that this service is not available to private or for-profit events, weddings or picnics.
- Pre and post event site inspections will be conducted to confirm conditions prior to releasing damage deposits. Costs for the above referenced City event support services are included in the permit fees. Refer to Schedule A for a detailed list of fees.

8.0 Conditions of Use

Refer to the North Vancouver Recreation and Culture Commission website at www.nvrc.ca/policies-conditions/community for a general description of conditions of use. A letter outlining the specific conditions of use for each event will be sent to the event organizer upon approval of their event.

- All applicable municipal bylaws and guidelines must be followed by the event organizers.
- 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.
- A special events checklist is available upon request from the Community Events Programmer.

- Any property damage that occurs during the permitted event, set-up or take-down, is the responsibility of the event organizer and should be reported immediately. Damage to City property will be assessed by the City and repair costs will be billed to the event organizer.
- Where alcohol sales are a proposed part of a special event, a special occasion liquor license is required. A separate application must be submitted to the City for that license.
- A zero waste management plan is required for all events. The goal is to minimize the generation of waste in the Metro Vancouver Region by ensuring that all recyclables and compostable materials are removed from the waste stream, prior to disposal. Every event organizer should provide a zero waste management plan to the Community Events Programmer for approval. This plan should include names of volunteers responsible for reducing and managing waste. For information on banned and prohibited materials please refer to www.metrovancouver.org/bannedmaterials
- The event organizer is responsible for leaving the venue free from litter and in the same condition as prior to the event. The City 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.

9.0 Commercial Activities and Advertising

- Commercial activities and advertising associated with an approved event are not permitted in parks unless approved, by the Manager, Parks and Environment.
- The Community Events Programmer must be advised one month in advance of the event if any commercial activity or advertising is to be present at the event.

10.0 Special Vending Concessions

- The event organiser must provide the Community Event Programmer with a list of any vendors, including food services that will be operating as part of the event.
- Vendors that are not included on the list will not be permitted to operate on the site.
- Vendors that are part of the overall event do not require a City of North Vancouver Business Licence, or a separate permit.
- However, food services associated with an approved event do require a temporary food booth permit through Vancouver Coastal Health food inspector at environmental.health@vch.ca or at 604-983-6700.

Schedule A – Event Fees (Taxes excluded)

Events organized by community groups and private events

Event Type	Fee
Community Event (General public)	\$11.75/hour
Community Event (Children and Seniors, North Vancouver School District)	\$5.85 /hour
Weddings, picnics, birthday parties	\$23.49 /hour (market rate)

Events organized by commercial or for profit organizations

Event size	Number of participants	Park booking fee
Small commercial event	1-250	\$250
Medium commercial event	251-500	\$500
Large commercial event	500-1000	\$1000

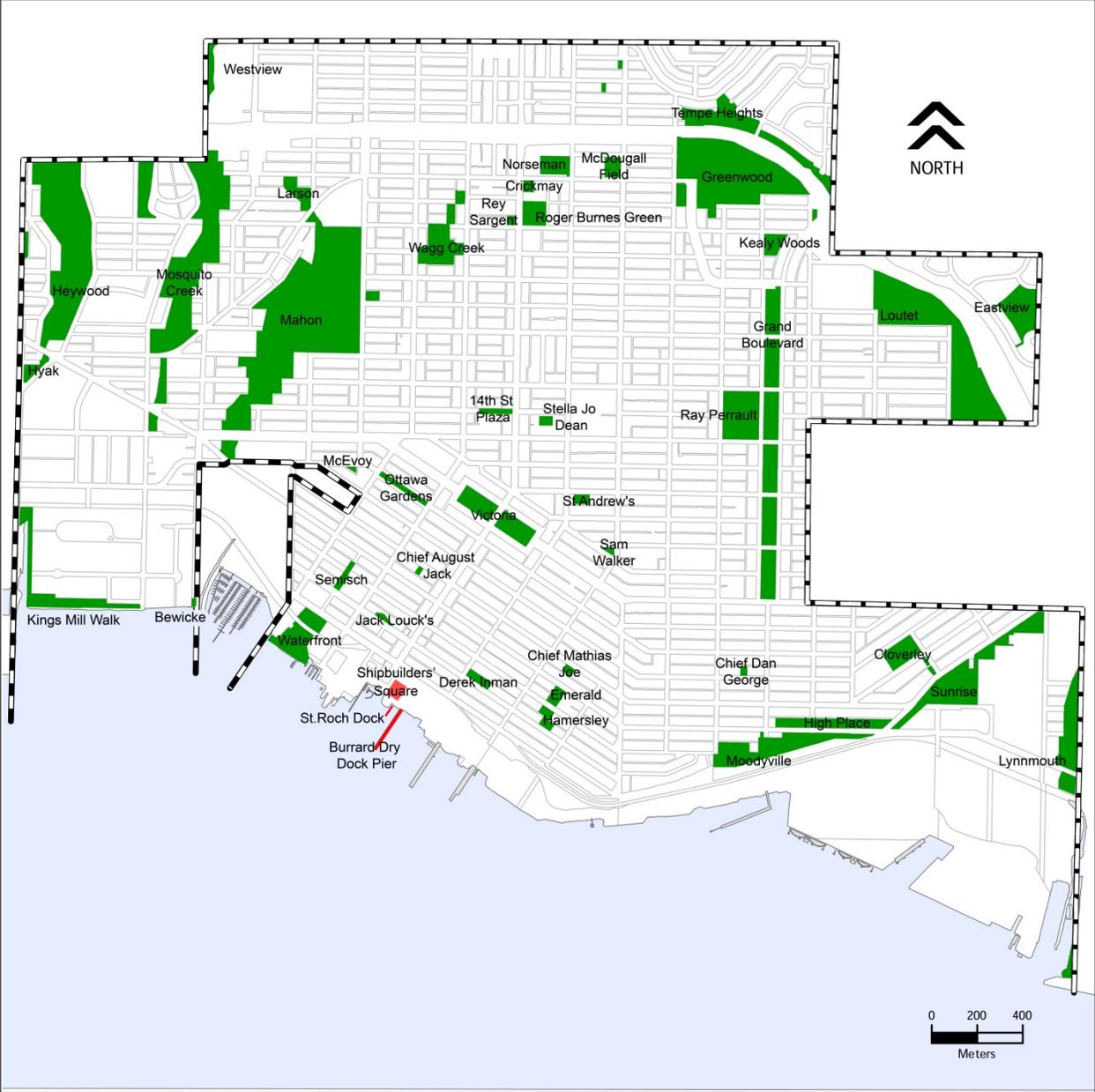
- Events organized by community and commercial groups are required to pay a refundable damage deposit. Refundable damage deposits range between \$100-\$500 dependent upon event size, history, and nature of the event. Amount required for deposit will be specified by the Community Events Programmer during the approval process.
- The Community Events Programmer will return the damage deposit refund to the event organizer upon the completion of the event and the City inspection of the event site. If after 2 years from the date of the event, and or site inspection, the refund of the deposit is undeliverable to the organizer, the funds will default to the City.
- Weddings, picnics, and birthday parties are not required to pay a damage deposit.
- Extra fees to cover additional services by City staff will be charged where appropriate.
- For more complex commercial events that require more administrative time there is a higher fee structure. Contact the Community Events Programmer for further details.

Schedule B - Insurance Requirements for Events

Minimum Liability Insurance	
Liability Insurance (City of North Vancouver, District of North Vancouver, North Vancouver Recreation and Culture Commission, School District 44 are all to be named as additional insured)	Minimum of \$5,000,000 for all events

- Liability insurance documentation must meet the liability insurance requirement above.
- All events (including weddings and picnics) require liability insurance.
- Event organizers may purchase insurance from the North Vancouver Recreation and Culture Commission or purchase from their own provider.
- Where the event is deemed to require paid police or additional security presence, arrangements will be made and paid for by the event organizer.

Schedule C - Map of Parks and Open Spaces



For event booking at Shipbuilders' Square, all event organizers are required to fill out a Shipbuilders' Square Application. Contact the Filming and Wharf Liaison at bookings@cnv.org

For St.Roch Dock or Burrard Dry Dock Pier booking inquiries, contact the Wharf Manager at bookings@cnv.org

Schedule D - Community and Trail Event Application



North Vancouver
Recreation & Culture

Community and Trail Event Application

Community Events Office,
North Vancouver Recreation & Culture Commission
2300 Kirkstone Road, North Vancouver, BC V7J 3M3
Phone: 604-983-6575 events@nvrcc.ca

Contact Information

Organization Name (if applicable) _____

Event Organizer Contact Name: _____

Address _____ Postal Code _____ Preferred Contact Phone # _____

Email _____ Website of Organization _____

Group Type (please check one):

Community Group Individual Commercial
Public Agency Non-profit Other Registered Society No. _____

Event Information

Event Name _____

Requested Location _____

Date of the Event _____ Start Time: _____ End Time: _____

Set-up time: _____ Take-down time: _____

Type of Event: Community Event Race Other- Please Describe: _____

Do you intend on charging for this event? Yes No

If so, how much will you charge per person? _____

Expected Attendance: Number of Participants _____
Number of Spectators _____
Number of Volunteers _____
Total Attendees: ⁰ _____

Purpose of Event: (Please include event activities)

Do you plan on having bouncy castles? Yes No Is alcohol proposed? Yes No



North Vancouver
Recreation & Culture

Community and Trail Event Application

Community Events Office,
North Vancouver Recreation & Culture Commission
2300 Kirkstone Road, North Vancouver, BC V7J 3M3
Phone: 604-983-6575 events@nvrc.ca

Route details: Please provide description below and submit a clearly labeled Route Map

Does your event cross into any other municipalities/ jurisdictions? Yes No

If your route crosses, or makes use of any municipal roads, you must obtain a street use permit (CNV) or a Highway Use Permit (DNU)

History of the Event:

Zero Waste/ Recycling Plan: (Zero Waste is required in City of NV Parks)

Marketing your Events: (Please provide a 2-3 sentence description of your event for the NVRC Community Calendar and Events Newsletter)

Additional Comments:



North Vancouver
Recreation & Culture

Community and Trail Event Application

Community Events Office,
North Vancouver Recreation & Culture Commission
2300 Kirkstone Road, North Vancouver, BC V7J 3M3
Phone: 604-983-6575 events@nvr.ca

Eco Friendly Tips:

- A **Zero Waste Management** approach is necessary for all events and required in the City of North Vancouver
 - Event organizers are to provide a zero waste management plan to the Community Events Programmer for approval
 - Please visit North Shore Recycling for your copy of the Zero Waste Events Guide
<http://www.northshorerecycling.ca/recycling/zero-waste-events>
- North Vancouver follows the Metro Vancouver Material Ban (any Blue Box accepted recyclables are banned from municipal garbage)
 - Event organizers are required to provide on-site recycling to ensure recyclables do not enter the garbage. Please consider hiring an organization that specializes in Recycling as event organizers may be charged if recyclables are found in the garbage. For more information please contact events@nvr.ca
 - As of 2015, organic materials (food scraps, compostable materials used for food preparation/ service) are banned from municipal garbage. Please consider this when planning your events.
- Where possible use washable or biodegradable plates, utensils, and napkins
- Encourage your attendees to bring their re-usable water bottles and provide fill up stations. Metro Vancouver offers the Water Wagon for community events. Please contact them at waterwagon@metrovancover.org
- Please limit the use of helium balloons especially at waterfront parks

Additional Notes:

- Applications are due January 31st of the event year.
- Applications, new and returning, are reviewed for approval by the Parks Manager. Approval is not guaranteed and late submissions may not be accepted.
- Please include any relevant information regarding your event, including proposed route maps for races/ parades.
- If you are serving food, and it involves the services of a caterer or the preparation and service of food to members of the public, please contact the Vancouver Coastal Health Food Inspector at 604-983-6700 or at www.vch.ca to obtain approval. Food vendors may be required to submit their own liability insurance.
- If amplified sound is to be used, relaxation of DNV Noise Bylaw 7188 or CNV Noise Bylaw 5819 may be required. If alcoholic beverages will be served please call 604-990-3800 (District of North Vancouver) or 604-983-7356 (City of North Vancouver) for instructions.
- All bookings require a minimum of \$5million liability insurance coverage (more coverage may be required depending on the size and nature of your event) naming the North Vancouver Recreation and Culture Commission, the City of North Vancouver, the District of North Vancouver and North Vancouver School District 44 as additional insured's.
- Operators of Inflatable Devices/Rides with moving parts are required to submit their own liability insurance, including all additional insureds listed above, as well as submit a copy of their BCSA operator's certificate.
- Event Managers must carry their permit for the duration of the event and present it upon request.
- Commercial Activities/Advertising within your event is not permitted without approval. Request by organizers must be made a minimum of 1 week in advance of event.
- Advertising your event prior to receiving approval is not permitted.

Privacy Statement: The North Vancouver Recreation and Culture Commission and the non-profit associations and societies that operate our partner Community Centres are committed to protecting your privacy. Any personal information you provide to us is collected, used and disclosed in accordance with the Freedom of Information and Protection of Privacy Act (FOI/PPA) and/or the Personal Information Protection Act (PIPA). The Recreation & Culture Commission takes every precaution to protect your personal information. The information will only be used for the purpose of administering recreation services, informing you of our services and benefits, and for statistical purposes. The information will be stored in a secure location and will not be disclosed to third parties without your permission, except as required by law.

