

Event Requirement Check List

Please refer to the [Event Planning Resources and Support page](#) for information on each of these requirements including links, guidelines and templates.

Requirement	Who?	You'll need to provide this if you:	When?			
			Upon Application	After conditional approval/ before approval will be issued	On/before Event Day	After the Event
Event Scope	City - Events	are hosting any event, of any size.	✓			
<i>Event Permit Fees</i>	City - Events	are hosting any event, of any size.		✓		
<i>Damage Deposit</i>	City - Events	are hosting any event, of any size.		✓		
<i>Signed Rental Agreement</i>	City - Events	are hosting any event, of any size.		✓		
Insurance	City - Events	are hosting any event, of any size.		✓		
Site Map	City - Events	are hosting any event, of any size.	✓	✓		
Business Licence	City – Economic Development	are doing business in the City – this includes sale or purchase of any product or services at or in support of your event (<i>fees apply</i>) Each vendor will be included under your business licence excluding food trucks/carts which must have their own business licence.		✓		
Waste Management Plan	City - Events	are hosting a category B or C event.		✓		
Safety and Security Plan	City - Events, Fire, RCMP	are hosting any event, of any size.		✓		
<i>RCMP Services</i>	City - RCMP	expect more than 750 attendees and/or with liquor service (determined by RCMP).			✓	
<i>First Aid Services</i>	City - Events, Fire, RCMP	expect more than 750 attendees (recommended for all events).			✓	
Occupant Load Certificate	City - Fire	expect more than 500 attendees and/or propose to serve liquor.		✓		
Special Event Permit	BC Liquor and Cannabis Regulation Branch (BC LCRB)	propose to serve liquor.		✓		
<i>Special Event Liquor Licence – Schedule B</i>	City – Public Safety	propose to serve liquor.		✓		
Temporary Events and Markets Coordination Permit	Vancouver Coastal Health	have vendors cooking food onsite.		✓		
Food Service Permit (from Vancouver Coastal Health)	Vancouver Coastal Health	have vendors cooking food onsite (each vendor must have a permit).		✓		
Fire Safety Food Vendor Questionnaire	City - Fire	have vendors cooking food onsite.		✓		
List of all food trucks/vendors	City - Events	Propose food vendors including food trucks, carts and stalls.		✓		

Electrical Permit	City – Development Services	are planning to use a generator, access 100amp on-site power (where available) or install portable fuel equipment on site (<i>fees apply</i>).		✓		
<i>Fees for use of on-site power</i>	City - Events	used of on-site power during your event.				✓
Street Use Permit	City - Transportation	are planning to close any whole or part of a street, road, trail or footpath for your event including during load in/out periods (including Wallace Mews at The Shipyards and for Pipe Shop loading) (<i>fees apply</i>).		✓		
<i>Traffic Management Plan</i>	City - Transportation	are closing a road for any period of time.		✓		
Load In/Out Plan	City – Transportation, Events	have more than 5 vendors or infrastructure to be brought to site.		✓		
<i>Traffic Marshalls</i>	City – Transportation, Events	have more than 5 vendors or infrastructure to be brought to site.			✓	
<i>Professional security for load in/out</i>	City – Transportation, Events	have more than 5 vehicles accessing the site.			✓	
Portable Washrooms	City – Events	expect more than 1,000 attendees.			✓	
<i>Fees for additional on-site washroom cleaning staff</i>	City – Events	expect more than 1,000 attendees and do not have additional portable washrooms.			✓	
WorkSafe BC Clearance)	WorkSafe BC	employing staff to produce the event.		✓		
Neighbourhood Notification	City – Events	expect more than 750 attendees at The Shipyards, or more than 500 at other City public space locations and/or have amplified sound.			✓	
Amplified Sound Plan	City – Events	are planning to have amplified sound which can be heard beyond the site, or outside the hours of 8am-10pm on weekdays, or 10am and 9pm on Sundays.		✓		
Building Permit	City – Development Services	propose any structures larger than 10"x15" on site (<i>fees apply</i>).		✓		
Film Permit	City – Events	have a drone and/or any professional photography or filming equipment on site during the event (<i>fees apply</i>).		✓		
On-site Sponsorship Recognition Proposal	City – Events	propose any recognition of sponsors or partners during your event either on-site (signage, banners) or verbal recognition (<i>Note: send a list of all sponsors for approval prior to signing agreements with them</i>)		✓		
Community Calendar Posting	City – Events	are hosting any event, of any size.			✓	
Event Debrief/Wrap Sheet	City – Events	are hosting a medium or high complexity event (B or C).				✓