

Contact Information

Organization Name: _____

Organizer Contact: _____

Address	Postal Code	Contact Phone #
Email	Website of Organization	

Onsite Activity Contact & Cell Number: _____

Group Type (please check one):

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

Event Information

Activity Name _____

Requested Location _____

Date(s) of the Activity _____

Time (2 hour block including set up and take down) _____ to _____

Activity Type: _____

Expected Attendance: Number of Participants _____

Number of Staff/Volunteers _____

Number of Vehicles proposed onsite*: _____

*Please note that vehicle access may be restricted in Parks

Description/ Purpose of Activity:

Proposed Activity Elements-Please check and specify all that apply to your activity:

Amplified Sound, please specify:

Temporary Structures (ie. organizer-provided Tents)
please specify:

Access to water

Commercial Activities/Displays, please specify:

Zero Waste/ Recycling Plan:

Permitted activities in North Vancouver Parks must provide a Zero Waste/ Recycling Plan. All permitted activities are required to follow the Metro Vancouver Materials Ban. Please visit the [“Guide to Creating Zero Waste Events”](#) to assist with your waste management plans. Please provide a summary of your Zero Waste Plans here:

Covid-19 Safety Plan

A Covid-19 Safety Plan must be submitted with this application form. Items to ensure are included in your safety plan:

- How you will ensure a 2 meter distance is maintained between each person/ 3 meter distance between participants and leader, reader or singer
- How you will ensure participants do not congregate before or after the activity
- Sanitization procedures of any equipment
- Your plan to ensure no one participating has Covid-19 symptoms, have not been in contact with someone who has a confirmed Covid-19 diagnosis nor have travelled outside of Canada within 14 days of the activity

A template to assist you in designing your Covid-19 Safety Plan can be found on the [Vancouver Coastal Health Website](#)

Additional Information:

Please include any information that may allow Municipal Managers to better understand your activity, its purpose, the benefit to the community, and the impact on the neighbourhood/ park. Incomplete applications or applications requiring further information may result in a delay in the application review.

Application Process:

- Ensure you have read and understood the Application Process Information before completing the application form.
- Fill in this application and submit, along with your Covid-19 Safety Plan and copy of Business Permit, to events@nvrcc.ca (remember to save this PDF to your computer prior to filling it in)
- Applications must be submitted a minimum of 3 weeks before the first activity date.
- All applications are reviewed for approval by the Parks Manager annually. Approval is not guaranteed and is dependent on park conditions, availability and event suitability as per Municipal Park Policies.
- All fees must be paid prior to receiving your event permit. Payment of fees are to be paid over the phone by credit card only.

Insurance Requirements:

- 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.

Alcohol:

- Alcohol is not permitted at Park Events unless special permission has been obtained by the landowner (ie. Parks Manager) **AND** BC Liquor Control Licensing Branch (BCLCLB) Special Event Permit (SEP). Landowner Permission is required prior to obtaining BCLCLB SEP. Submission of your BCLCLB SEP with your event application does not guarantee that permission to have alcohol at your event will be granted.

Zero Waste:

- Event organizers are required to provide on-site recycling as part of their Zero Waste Plan. Tipping Fees will be charged back to event organizers if blue box recyclables and/ or compost are found in the municipal garbage bins. North Vancouver follows the **Metro Vancouver Material Ban**. Waste removal is the responsibility of the Event Organizer.

Additional Notes:

- Commercial Events, Activities and Advertising; Vending Sales; Food Trucks; and Inflatable Devices and Rides with moving parts, are not permitted without approval.
- Advertising your event prior to receiving approval is not permitted.
- Activity Organizers must carry their permit for the duration of the event and present it upon request.
- Activity Organizers must display Permit Park Sign provided with permit
- Activity Organizers must collect the first and last name, email address or telephone number of all activity participants, staff and volunteers. This information is to be retained for 30 days in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health office. The information is to be destroyed after 30 days.

- I have read, and understood, all of the above prior to submitting this application (application will not be accepted if box has not been checked)
- I have read, and understood, the Application Process Information Sheet prior to submitting this application (application will not be accepted if box has not been checked)
- I have included my Covid-19 Safety Plan (application will not be accepted without your plan)
- I have included a copy of my Business License (application will not be accepted without a copy of your business license)