

The Shipyards **COVID-19 Programming Guidelines**

The following guidelines are derived from the Province of BC and Vancouver Coastal Health for all gatherings taking place during the COVID-19 pandemic.

OVERVIEW

To support community well being, local businesses and the use of outdoor spaces, the City of North Vancouver has created temporary booking guidelines for The Shipyards during COVID-19. These guidelines allow for fair and balanced use of the public realm and give due consideration to community access and economic recovery. All programs and activities must adhere to both the temporary guidelines and the [Shipyards & Foot of Lonsdale Events & Rental Policy](#) unless otherwise indicated.

To help prevent the spread of COVID-19, local businesses and programming at The Shipyards are expected to comply with recommendations and orders from the Provincial Health Officer (pursuant to sections 30, 31, 32 and 39 (3) of the *Public Health Act*, S.B.C. 2008). These recommendations include limiting the number of people to no more than 50 present in an area, practicing safe physical distancing.

We are currently accepting applications on a first come, first served basis for the month of September only. Permit applications for the month of September include a maximum of 3 bookings per week for any given business. *Please note that this opportunity is based on a case by case review that would include variables such as activity, location availability and meeting all parameters required including safety protocols. Permit approval is not guaranteed.*

LOCATION AND HOURS

Venue booking requests are considered on a month-by-month basis.

- Shipyard Commons – covered outdoor 12,000 square foot venue
- Cates Deck – 5,000 square foot deck space

BOOKING CONSIDERATIONS

The Shipyards is a popular community space which has seen an increase in casual use due to COVID-19 restrictions. The City continues to support casual use of the site and reserves the right to restrict the number and frequency of bookings to ensure a balance of accessibility to the spaces for the general public.

While every attempt will be made to accommodate all eligible requests, if there are any conflicting requests to book spaces within The Shipyards, the following allocation priorities will be applied:

1. First Priority - City produced, co-produced or sponsored program including programs managed by City agencies, such as North Vancouver Recreation and Culture
2. Second Priority - City businesses or non-profits located within The Shipyards and Lower Lonsdale
3. Businesses and community groups outside of the Lower Lonsdale area

Applications must demonstrate a benefit to both the community and local economy. All COVID-19 requirements must be met and approved by appropriate officials prior to the programming date.

All vendors are required to fill out the [Event Application Form](#).

BOOKING DATES

September Availability

Shipyards Commons: Monday through to Friday from 7 a.m. until 12 p.m. & 6 p.m. until 9 p.m.

Cates Deck: Monday through to Friday 7 a.m. until 1 p.m.

***Dates and times subject to change based on booking capacity*

GENERAL REQUIREMENTS

The Applicant is responsible for obtaining all relevant permissions and meeting COVID-19 requirements including physical distancing and all orders issued by the Provincial Health Officer, and Minister of Public Safety and Solicitor General related to the business of the Applicant.

1. Establish a City Liaison and a Vancouver Coastal Health Contact

2. Ensure the COVID-19 Safety Plan is conducted in accordance with WorkSafe BC and posted publicly
3. Must be a City of North Vancouver business owner (with valid business licence)
4. Determine crowd density (expected number of attendees)
 - Maximum permitted number attendees may not exceed 50 persons with at least 6 feet apart but recommended 8 feet apart during physical activities
5. Confirm the venue layout with City Liaison, Vancouver Coastal Health and/or WorkSafe BC
6. Establish a registration process for participants
7. Coordinate a regular cleaning schedule of equipment used
 - It is up to the vendor to ensure regular cleaning and disinfecting of objects is maintained while on-site
 - Clean/sanitize objects and surfaces frequently touched
8. Communicate risks to participants
 - List preventative measures in place
 - Determine the nature of contact between participants
 - Promote physical distancing with signage and staff enforcement
 - Promote hygienic practices with signage and available equipment
 - Ensure additional informative signage is in place for: handwashing, physical distancing, health care information, site safety
9. Create a communication and refund plan in the event of a cancellation
10. Determine if Personal Protective Equipment is a necessary component of your program; if so, it should include:
 - Facemasks
 - Gloves
 - Sanitary wipes
 - Tissues
 - Hand sanitizer
 - Additional waste bins
11. No outdoor speakers may be used. Any background music and must be directed away from residential areas neighbouring the activity location.

SITE CLEAN-UP

- The applicant must maintain keeping the site clean and tidy during programming
- Garbage/waste will be recycled or disposed of properly off-site by the applicant. Disposal of any liquid waste into adjacent bodies of water or City drains is prohibited
- Post-booking, the site must be cleaned and made available for next organizer

INDEMNIFICATION BY APPLICANT

The Applicant will indemnify and save harmless the City from and against any liabilities, damages, causes of action, actions, claims, suites, judgments, costs, charges and expenses (including lawyers' fees and litigation expenses) whatsoever which the City may incur or suffer or be put to by reason of or in connection with or arising from any breach, violation or non-performance by the Applicant of any obligation hereunder to be observed or performed by the Applicant, any wrongful act or neglect of the Applicant on or about the Shipyards, any damage to property related to the Applicant's use and occupation of the Shipyards or the death or injury to any person related to the Applicant's use and occupation of the Shipyards.

RELEASE BY APPLICANT

In addition to the indemnification provided above, and without limitation, the Applicant agrees that, except where caused by the gross negligence or willful misconduct on the part of the City, and, despite anything else in this agreement, the City will not be liable for, and hereby releases the City from any and all claims, causes of action, damages, demands for damages and other liabilities that may arise from the Applicant's use of the Shipyards and the City's permission provided for such use, including any cancellation of the permission for the use of the Shipyards and any consequential losses.

FEES

- \$25/per hour booking fee
- All event organizers are required to carry a minimum of \$5 million Commercial General Liability Insurance naming the City of North Vancouver as an additional insured

OTHER PROGRAMMING RESOURCES

- [Physical Distancing Poster](#)
- [Symptoms of COVID-19](#)
- [COVID-19 Safety Plan](#)
- [VCH Shareable Resources related to COVID-19](#) (including handwashing signs)