



Use of Public & Municipal Property Permit Application

APPLICANT: MEMORIAL HALL SPECIAL EVENT/BEACH USE

NAME:	
NAME OF EVENT:	
MAILING ADDRESS:	
PHONE:	EMAIL:

The information you provide on this form will assist in determining the approvals or special event requirements that will be necessary for your event.

Pursuant to Policy 1.17 - Use of Public and Municipal Property, you must provide the following:

Memorial Hall and Event applications:

- Complete application submitted at least 6 weeks prior to your event;
- Non-refundable permit event application fee;
- Refundable damage deposit;

Event application additional requirements:

- Proof of \$2,000,000 (minimum) liability insurance naming the Village of Harrison Hot Springs as an additional insured party;
- Copies of other permits or licenses you receive from outside agencies;
- A map of your event layout which includes all anticipated activities and vendor layouts;
- A full description of your event including attendance, catering/food provided, and traffic management requirements.

Please print information clearly and attach additional sheets as necessary.

EVENT DESCRIPTION:

Describe the event you are planning, including the purpose of the event and what activities are planned?

EVENT INFORMATION:

Category:

Please check all that apply.

Event Type

- Artistic/Theatrical
- Boat Race
- Concert
- Festival
- Walk/Run
- Wedding
- Conference
- Other:

Organization Type

- Non-profit
- Commercial
- Business
- Private Event

Resident

- I am a Harrison Hot Springs Resident
- I am **not** a Harrison Hot Springs Resident

Date(s) of Event: _____

Event Time(s): _____

Date(s) of Set-up: _____

Set-up Time(s): _____

Date(s) of Take-down: _____

Take-down Time(s): _____

Event Crowd Size Estimated:

Number of
Participants:

Number of
Spectators:

Number of
Volunteers/Personnel:

Will the event be free to the public?

- Yes
- No

Will clean-up occur immediately following the event?

- Yes
- No – If no, when? _____

Has this event occurred before/previously in the Village of Harrison Hot Springs?

- Yes: What were the dates? _____
- No

If you answered yes, are there any changes in format/activities from the previous event?

ACTIVITY INFORMATION

Proposed Activity	Yes	No	Additional Information
Is alcohol being served?	<input type="checkbox"/>	<input type="checkbox"/>	A Liquor Licence will be required in accordance with BC's liquor laws and regulations. https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit
Bingo, Raffle or Ticket Draws	<input type="checkbox"/>	<input type="checkbox"/>	If yes, attach BC Gaming License
Vendors	<input type="checkbox"/>	<input type="checkbox"/>	Vendor list should be sent to the Village Office for pre-approval. If approved, vendors must provide business licence & insurance.
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	Please indicate where you will require electricity on your site map.
Portable Toilets	<input type="checkbox"/>	<input type="checkbox"/>	Depending on the size of your event you may be required to supply portable toilets for your event. Please see the attached information on requirements from the BC Guidelines for Major Planned Events Page
Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>	If yes, which organization is providing first aid service for the event? _____
Emergency Services - Boat Races Only	<input type="checkbox"/>	<input type="checkbox"/>	Notify Kent Harrison Search and Rescue, info@khsar.com , of the event.
Street Closure or Traffic Interruption- Highways	<input type="checkbox"/>	<input type="checkbox"/>	If you plan to host an event on a BC Highway (Hot Springs Road & Lillooet Avenue) you will be required to obtain approval from the Ministry of Transportation and Infrastructure (MOTI): https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/permits/events/special-events
Street Closure or Traffic Interruption- Village Streets	<input type="checkbox"/>	<input type="checkbox"/>	Event organizers will be required to hire a Traffic Control Company to manage traffic flow and appropriate signage during any special event which impacts regular traffic flow. A detailed Traffic Management Plan should be provided to the Village and must be prepared by a certified traffic control person or company. These plans must adhere to MOTI standards. https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/traffic-engineering-safety/trafficmanagementmanual
Temporary Structures	<input type="checkbox"/>	<input type="checkbox"/>	Temporary structures may be approved on a case-by-case basis. Indicate locations on site map.
Parking Stall(s) Required	<input type="checkbox"/>	<input type="checkbox"/>	If you require the use of parking stalls during your event please provide the following: <input type="checkbox"/> The number of stalls required <input type="checkbox"/> A map of the stalls you would like to use <input type="checkbox"/> Number of delineators required for closure *Pay parking rates apply from May 15 – September 15
Garbage	<input type="checkbox"/>	<input type="checkbox"/>	Please indicate how many extra Garbage/Recycling receptacles would be required.



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			<input type="checkbox"/> Garbage: _____ (Max 4) <input type="checkbox"/> Recycling: _____ (Max 4) It is the responsibility of the event organizer to dispose of excess waste.
Other	<input type="checkbox"/>	<input type="checkbox"/>	

COVID-19 SAFETY REQUIREMENTS:

	INITIALS
I have read and understand the COVID-19 Addendum to Public or Municipal Property Permit Application.	
I understand that my rental may be cancelled and my deposit will not be refunded if I fail to provide the Village with a COVID-19 Safety Plan prior to my event.	
I understand that public health requirements frequently change and my rental may be cancelled by the Village due to the COVID-19 pandemic (deposits will be refunded in this case).	

SIGNATURES:

APPLICANT SIGNATURE:	DATE
<i>In consideration of the issuance of this Permit, the Applicant agrees to the terms and conditions set out in the attached policies and addendum.</i>	

OFFICE USE ONLY:

	AMOUNT	DATE RC'D	RECEIPT NUMBER
<input type="checkbox"/> Application Received			
<input type="checkbox"/> Damage Deposit Received			
<input type="checkbox"/> Rental Fee Received			
<input type="checkbox"/> Approved by:		Date:	

NOTE: Applicable fees are subject to change without notice.

TERMS AND CONDITIONS:
