

Memorial Hall: Checklist

This is a checklist of the items to be provided to the Village Office pursuant to Policy 1.17 – Use of Public and Municipal Property.

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

Memorial Hall applications:

- ☐ Complete application submitted at least 6 weeks prior to your event;
- ☐ Non-refundable permit/rental fee received to confirm booking;
- ☐ Refundable damage deposit submitted at least two weeks prior to event date:
 - ☐ Please note, damage deposits are refunded via cheque, within one month of the event, subject to a completed post-event inspection.
- ☐ Proof of \$2,000,000 (minimum) liability insurance naming the Village of Harrison Hot Springs as an additional insured party; if a liquor licence is required, liability insurance requirement is minimum \$5,000,000.
- ☐ If applicable, copies of other permits or licences you receive from outside agencies (liquor licence, gaming licence, etc.).

Applicable fees are subject to change without notice.

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

Applicant

Applicant or Organization Name: _____

Name of Event: _____ Event Type: Public ☐ Private ☐

Applicant Mailing Address: _____

Phone: _____ Email: _____

Resident: I am a Harrison Hot Springs Resident ☐ I am NOT a Harrison Hot Springs Resident ☐

Will you require a site visit prior to the event? Yes ☐ No ☐

Event Description

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

Event Information

Event Start Date: _____ Event End Date: _____

Rental Start Time: _____ Rental End Time: _____

Expected Attendance: _____

Has this event occurred before/previously in the Village of Harrison Hot Springs? Yes ☐ No ☐

Activity Information – Please ensure a detailed site plan/map is attached.

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
Bingo, Raffle, or Ticket Draws	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please attach BC Gaming Licence. https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising
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.

Parking Stall(s) Required	<input type="checkbox"/>	<input type="checkbox"/>	<p>There are gravel stalls behind Memorial Hall for event use.</p> <p>If you require the use of additional parking stalls during your event please provide the following (additional fees may apply):</p> <ul style="list-style-type: none"> <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 <p>*Pay parking rates apply from May 15 – September 15, free parking located along Lillooet Avenue and overflow lot behind Village Office.</p>
Tables/Chair	<input type="checkbox"/>	<input type="checkbox"/>	<p>If yes, please advise estimated number of tables and chairs required.</p> <hr/> <p><input type="checkbox"/> Rectangular tables (8ft by 3ft) <input type="checkbox"/> Circular tables (5ft diameter)</p>
Other			

Applicant Signature

In consideration of the issuance of this Permit, the Applicant agrees to the terms and conditions set out in the attached policies.

Signature

Date

Office-Use Only

		AMOUNT	DATE	RECEIPT NUMBER
<input type="checkbox"/>	Application Received	n/a		n/a
<input type="checkbox"/>	Insurance Received	n/a		n/a
<input type="checkbox"/>	Damage Deposit Received			
<input type="checkbox"/>	Rental Fee Received			

APPLICATION APPROVED BY

DATE APPROVED

NOTES:	

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

Memorial Hall applications:

- ☐ Complete application submitted at least 6 weeks prior to your event;
- ☐ Non-refundable permit/rental fee received to confirm booking;
- ☐ Refundable damage deposit submitted at least two weeks prior to event date; please note the damage deposit may only be returned upon the completed post event inspection. Deposit returns may take up to one month and are issued via cheque to the original payer.
- ☐ Proof of \$2,000,000 (minimum) liability insurance naming the Village of Harrison Hot Springs as an additional insured party; if a liquor licence is required, liability insurance requirement is minimum \$5,000,000.
- ☐ If applicable, copies of other permits or licences you receive from outside agencies (liquor licence, gaming licence, etc.).

Applicable fees are subject to change without notice.