



THE DISTRICT OF
INVERMERE

Please return application to:
PO Box 339
Invermere, BC V0A 1K0
FAX: 250 342-2934

SPECIAL EVENT AND GREENSPACE APPLICATION

OFFICE USE ONLY		
DATE APPLICATION RECEIVED		
YYYY	MM	DD

NAME OF ORGANIZATION		TYPE OF ORGANIZATION	
		<input type="checkbox"/> Non Profit <input type="checkbox"/> Private Company <input type="checkbox"/> Family <input type="checkbox"/> Other_____	
MAILING ADDRESS		POSTAL CODE	
MAIN CONTACT		MAIN CONTACT HOME PH. NO.	MAIN CONTACT BUSINESS PH. NO
		MAIN CONTACT FAX NO.	MAIN CONTACT EMAIL ADDRESS
ALTERNATE CONTACT		ALTERNATE CONTACT HOME PH. NO.	ALTERNATE CONTACT BUSINESS PH. NO
		ALTERNATE CONTACT FAX NO.	ALTERNATE CONTACT EMAIL ADDRESS
EVENT NAME			
EVENT DESCRIPTION (Please write description and check all boxes that apply to event requested.)			
Is the event accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Open to Public <input type="checkbox"/> Wedding Ceremony <input type="checkbox"/> Run/Walk/Marathon <input type="checkbox"/> Private <input type="checkbox"/> Festival <input type="checkbox"/> Admission charged for event \$ _____ <input type="checkbox"/> Party/Reception <input type="checkbox"/> Sporting Activity <input type="checkbox"/> Registration Fees/Pledges Collected \$ _____ <input type="checkbox"/> Demonstration/Parade <input type="checkbox"/> Concert/Performance			
NAME OF PARK, PATHWAY OR GREENSPACE (i.e. Kinsmen Beach)		AREA REQUESTED (site name, description of area to be used)	
EVENT DATE(S)	EVENT TIME(S)	SET UP AND TAKE DOWN DATE(S)	SET UP AND TAKE DOWN TIME(S)
YYYY MM DD		YYYY MM DD	
If the park or date requested is not available would your organization be willing to look at alternatives?		Is your organization involved in any activity planned for other locations within a two (2) block radius of the requested park for the same time period?	
<input type="checkbox"/> Alternate Location <input type="checkbox"/> Alternate Date		<input type="checkbox"/> Yes <input type="checkbox"/> No	
ANTICIPATED ATTENDANCE (Including organizers, volunteers, participants and spectators)			
Expected number attendees? _____			
WEATHER CONTINGENCY PLANS			
<input type="checkbox"/> Go ahead with full event <input type="checkbox"/> Go ahead with modified event <input type="checkbox"/> Reschedule <input type="checkbox"/> Cancel			
Describe weather conditions that would result in cancellation or rescheduling of event: _____			

ACTIVITIES
<p>Please check all activities that apply to the event. Also provide a brief description for those activities you have checked. Dependent upon activity, applicants may be required to supply other documentation before final permit may be issued (i.e insurance, liquor permits, Interior Health, etc.) Note that not all activity is suitable for all park locations: some activities may be not be approved.</p>
<input type="checkbox"/> Amplified Performances (dance, theatre, music)
<input type="checkbox"/> Acoustic Performances (dance, theatre, music)
<input type="checkbox"/> Face Painting
<input type="checkbox"/> Crafts
<input type="checkbox"/> Fireworks
<input type="checkbox"/> Dunk Tanks
<input type="checkbox"/> Inflatable (activity bouncers and/or promotional tool)
<input type="checkbox"/> Hot Air Balloon Tethering and/or Launching (identify which)
<input type="checkbox"/> Petting Zoos or Similar Animal Type Activities
<input type="checkbox"/> Alcohol Sales
<input type="checkbox"/> Alcohol Services
<input type="checkbox"/> Food Sales
<input type="checkbox"/> Food Service/Distribution (including free sampling)
<input type="checkbox"/> Sporting Activity (type and level):
<input type="checkbox"/> On-Site Fund-raising (type):
<input type="checkbox"/> Merchandise Sales (type):
<input type="checkbox"/> Other (identify activity):
<p>SITE LAYOUT AND SET UP</p>
<p>Please provide a map of your site layout and/or route. Identify the location of all event components being brought onto the site. If the activity is a run or walk, submit a map of the route in addition to the start and finish area(s). Provide information on all items that are being brought onto site:</p>
<input type="checkbox"/> Vehicle Access (identify number and purpose):
<input type="checkbox"/> Tents to be Erected (identify number and sizes):
<input type="checkbox"/> Temporary Stage(s) to be Erected (identify number and sizes):
<input type="checkbox"/> Garbage Dumpsters to be Brought on Site (identify number):
<input type="checkbox"/> Portable Toilets to be Brought on Site (identify number):
<input type="checkbox"/> Other Structures to be Erected (identify type):
<p>SERVICES REQUIRED</p>
<input type="checkbox"/> Access to Water Needed _____
<input type="checkbox"/> Electrical Hook-up Required _____
<input type="checkbox"/> Banners/Signs to be Hung _____

Licenses, Permits & Inspections that may be Required

	ACTIVITY	REQUIREMENTS
<input type="checkbox"/>	Food or Beverage Sales/Service	<ul style="list-style-type: none"> • Approval & Site Inspection – Interior Health Authority (IHA) • Site Inspection – Invermere Fire Department • Appropriate Business License (Market ,Pushcart Vendors or Food Service – No Premises) – District of Invermere
<input type="checkbox"/>	Food or Beverage Sampling	<ul style="list-style-type: none"> • Site Inspection – IHA
<input type="checkbox"/>	Alcohol Sales/Service	<ul style="list-style-type: none"> • Approval & Site Inspection - Invermere Fire Department • Approval & Pay Duty Officers - RCMP • Public Resale Liquor License – BC Liquor Commission (BCLC) • Site Inspection - IHA
<input type="checkbox"/>	Fireworks	<ul style="list-style-type: none"> • Approval, Fireworks Permit & Site Inspection – Invermere Fire Department
<input type="checkbox"/>	Propane	<ul style="list-style-type: none"> • Site Inspection - Invermere Fire Department
<input type="checkbox"/>	Electrical Hook-up	<ul style="list-style-type: none"> • Site Inspection – District of Invermere Public Works
<input type="checkbox"/>	Bon Fires, Fire Barrels & other forms of open flame	<ul style="list-style-type: none"> • Approval & Fire Permit – Invermere Fire Department
<input type="checkbox"/>	Merchandise Sales	<ul style="list-style-type: none"> • Appropriate Business License – District of Invermere
<input type="checkbox"/>	Noise Bylaw Relaxation	<ul style="list-style-type: none"> • Noise Exemption Permit – District of Invermere
<input type="checkbox"/>	Raffles & 50/50 Tickets	<ul style="list-style-type: none"> • Registration – BCGLC
<input type="checkbox"/>	Charitable Fundraising	<ul style="list-style-type: none"> • Registration
<input type="checkbox"/>	Erection of Tents, Scaffolding or Other Structures	<ul style="list-style-type: none"> • Building Permit, Occupancy Permit & Site Inspection – District of Invermere Building Approvals • Site Inspections – Invermere Fire Department

Freedom of Information and Protection of Privacy Act

The personal information you provide is collected under the authority of the Special Events Policy and Procedures and the Freedom of Information and Protection of Privacy Act.

This information is used to communicate with your group and to determine the most suitable facility based on your application requirements. The information you supply will appear on your booking contract.

If you have any questions about the collection or use of this information, please contact the District of Invermere, 914 8th Avenue, PO Box 339, Invermere, BC V0A 1K0; **250 342-9281**

Important Information for Users of Parks, Greenspaces and Pathways

Application Information:

One application is required per event.

Prior to returning this application to the District of Invermere, please ensure that the application is completed in full and the required site layout and/or route map is attached. Incomplete applications cannot be processed until all information is received which may delay the processing of the request.

Facility Rental Terms and Conditions:

The approval process and the terms and conditions of any permit are guided by the current Parks Bylaw, District of Invermere established Bylaws and the Special Events Policy. All Renters are required to abide by these Bylaws and policies and any regulations made under them. A copy of these Bylaws is available to the organization upon request. In addition, please note the following information:

Insurance: Organizations sponsoring events may be required to provide proof of insurance against public liability acceptable to the Insurance/Risk Management Section of the Law Department (minimum \$5 million, no participants exclusion. Additional insurance may be required depending on the nature of the event). Such insurance shall include the District of Invermere as an additional insured.

Any question or concerns, please contact:

District of Invermere
914 8th Avenue
PO Box 339
Invermere, BC V0A 1K0
PH: 250 342-9281 or FAX: 250 342-2934
info@invermere.net

Schedule A

Permit Use Fees

	Non-profit	Business	Private
Road/Sidewalk (not closed)	\$50	\$100	N/A
Road/Sidewalk (closed)	\$150	\$400	\$30 per hour
Parking Lot (closed)	\$100	\$300	\$30 per hour
Parking Stall	\$10	\$10	
Greenspace	\$100	\$300	\$30 per hour

Contract Employee Charge Out Rate

	Non-profit	Business	Private
Bylaw Officer	\$30 per hour	\$30 per hour	\$30 per hour