

CITY OF
REVELSTOKE.



SPECIAL EVENT PLANNING GUIDE

This is your guide for planning events on City-owned spaces.

CONTACT US

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600 Campbell Avenue, Revelstoke
(250) 837-9351
prc@revelstoke.ca

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DO I NEED A SPECIAL EVENT PERMIT?

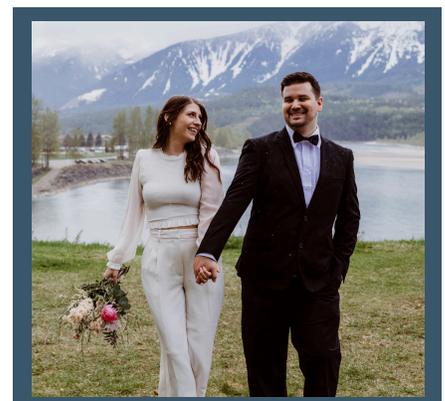
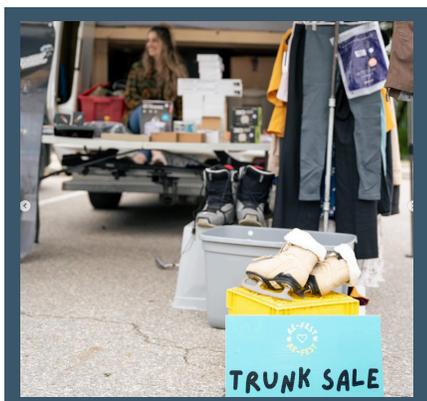
If your event is being held at any one of the following locations, you **WILL** require a special event permit:

- City Parks
- City Sidewalks
- City Streets
- City Parking Lots
- City Green Spaces
- ANY City Owned Property

Types of events that require a Special Event Permit include but are not limited to: Bicycle/foot races, sidewalk sales, parades, weddings, celebrations, family reunions, fundraisers, beer gardens, art shows, open air concerts, block parties and car shows.

Exceptions would include but not limited to: Small private gatherings such as birthday parties, kids camps, sports leagues etc.

To confirm whether your event needs a Special Event Permit, please contact the PRC team at prc@revelstoke.ca or (250) 837-9351.



STEP GUIDE



STEP 1

Determine if you will require a Special Event Permit.



STEP 2

Complete, sign and submit a Special Event Permit Application.



STEP 3

Any applicable fee's will need to be paid. All additional documentation must be submitted at least two weeks prior to your event.



STEP 4

You will receive a copy of your approved permit.

WHAT DOCUMENTS DO I NEED TO SUBMIT WITH MY APPLICATION?

Is your event on City Property?

All events on City property are required to submit:

- ✓ SPECIAL EVENT PERMIT APPLICATION
- ✓ LIABILITY INSURANCE
- ✓ SITE MAP

Will your event involve selling alcohol?

Additionally you will need to consider:

- ✓ A CAPE APPLICATION
- ✓ LIQUOR LICENCE
- ✓ SERVE IT RIGHT CERTIFICATES
- ✓ DESIGNATED DRIVER PROGRAM
- ✓ SECURITY CONTROL PLAN

Will your event be hosted on sidewalks or City streets?

Additionally you will need to submit:

- ✓ A TRAFFIC CONTROL PLAN
- ✓ NOTIFICATION OF NEIGHBOURING PROPERTY OWNERS

Will your event require power?

Additionally you will need to submit:

- ✓ AN ELECTRICAL REQUEST FORM

Will your event sell any promotional goods or services?

Additionally you will need to consider:

- ✓ TEMPORARY FOOD SERVICE PERMIT
- ✓ A BUSINESS LICENCE

Will your event have raffles or draws?

Additionally you will need to submit:

- ✓ A GAMING LICENSE

Submit your SPECIAL EVENT PERMIT APPLICATION and RELEVANT DOCUMENTS to prc@revelstoke.ca

WHERE CAN I FIND THESE FORMS?

SPECIAL EVENT PERMIT

Click here to fill the online form



We have printed copies of the forms available at the Front Desk of the Community Centre at 600 Campbell Avenue, Revelstoke.

FEES

Fees will depend on your needs. The following fee's are as per the City of Revelstoke's Fee's and Bylaw's and are subject to change.

Fees include:

- **Temporary Road Closures**
- **Electrical Deposit**
- **Electrical Fee**
- **CAPE Application Fee**
- **Municipal Park Space Fee**

Before your permit is approved, you will need to pay for all applicable permit charges. Fees are non-refundable.



CAPE APPLICATIONS

All events selling alcohol that are not pre-ticketed and allow admission to the public at the door will need to submit a CAPE (Committee to Approve Public Events) application.

This form should be filled out at least 6 months in advance to your event, and no later than 3 months in advance. There is a fee per event for the application. If your event is exclusively presold admission you do not need a CAPE Application.

CAPE APPLICATION

Click Here To Fill a
Digital Version

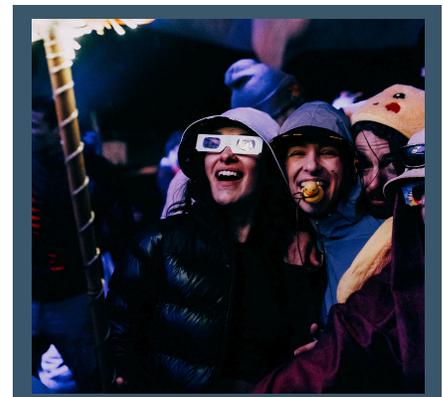


Email the digital form
to prc@revelstoke.ca

DESIGNATED DRIVER PROGRAM

All events serving alcohol, will need to have a designated driver program. An on-site liaison must be identified, present and available during the event. This person must be able to manage security during the event, have the authority to make decisions on behalf of the organizer; and must be accessible to city staff, police and other identified individuals or organizations. You will also be required to implement a designated driver program.

ICBC Designed Driver Program Packages can be picked up from the front desk of the Revelstoke Community Centre.



ADDITIONAL DOCUMENTS

DEPENDING ON YOUR EVENT YOU MAY NEED TO PROVIDE THE FOLLOWING DOCUMENTS. ONCE YOUR PERMIT HAS BEEN REVIEWED YOU WILL BE ADVISED ON THE FOLLOWING:

LIABILITY INSURANCE

All events on City property must provide liability insurance in the range of \$3,000,000 and \$5,000,000, depending on the potential risk assessed by the City of Revelstoke. Events serving alcohol will be required to provide coverage of \$5,000,000. You will be advised of the required amount after your application is reviewed. Proof of Liability Insurance naming The City of Revelstoke as "additional insured" must be provided prior to the event. Your insurance representative can provide you with this document, or go to www.eventpolicy.ca

SITE MAP

All Special Events will need to provide a site map, marking out the location of the event and specific details. This provides staff with a visual representation of the layout and logistics of your event. Consider adding photos, roads, landmarks, electrical needs or other details to make the sitemap more comprehensible.

TRAFFIC CONTROL PLAN

In the event of a Temporary Road Closure a [Traffic Control Plan](#) will need to be submitted. Traffic control barricades must stay in place until the event is over. The organizer is responsible for providing their own barricades for road closures.

NEIGHBOURING PROPERTY OWNERS

For events with street closures, neighboring property owners within a one-block radius must be notified of the closure and provide their signatures. In the application package, there is a [Notification Of Neighboring Property Owners](#) form which needs to be submitted at least 2 weeks before your event.

ELECTRICAL REQUEST FORM

To use electrical outlets on City Property an [Electrical Request form](#) must be filled out. This will need to list the device, wattage and voltage. This information is critical to ensure that there is sufficient power for your event. The use of electrical devices will require a deposit and a daily electrical fee.

EVENT SAFETY PLAN/ EMERGENCY RESPONSE PLAN

Event organizers must submit a Special Event Safety Plan that includes identified risks and mitigation measures, a security plan (if applicable), emergency notification procedures with contact details, evacuation routes and muster points, and first aid protocols.

ADDITIONAL PERMITS & LICENCES

DEPENDING ON YOUR EVENT YOU MAY NEED TO PROVIDE THE FOLLOWING PERMITS & LICENCES:

TEMPORARY FOOD SERVICE PERMIT

British Columbia Interior Health services must provide approved Temporary Food Service permits to any event with food vendors or other food service. Follow the link [Temporary Food Service Permit](#) to see if your event requires a permit and for additional information. A copy of your approved permit must be submitted prior to your event.

SERVE IT RIGHT CERTIFICATE

Events serving alcohol must ensure all servers have their Serving It Right certificate. We suggest that all events have these certificates on hand during an event. Serving It Right training can be done online at www.responsible-servicebc.gov.bc.ca

BUSINESS LICENCE

A business license is required if any goods are being sold at your event. For more information on business licenses please follow the link for the [City of Revelstoke Business Licence Guide](#). A copy of your licence must be submitted prior to your event.

GAMING LICENSE

A B.C gaming license/permit is required for all raffle draws or gaming events. Find out more information by accessing [Gambling Event License Classes and Types](#). A copy of your licence must be submitted prior to the event.

LIQUOR LICENSE

All events in B.C. serving alcohol must have a liquor licence or Liquor Special Event Permit. More information and to apply please visit the [Government of BC's website](#). A copy of your licence or permit needs to be submitted prior to your event and must be displayed where alcohol is being served.



FAQs

Where can I obtain a Special Event Permit?

You can fill out an online application form or pick up a paper copy at The Revelstoke Community Centre, 600 Campbell Avenue.

Do I need a CAPE Application?

All events on City owned property, hosting a beer garden or serving alcohol without presold tickets to the event will need a CAPE Application.

How can I become Serving It Right trained?

Serving It Right training can be done at www.responsible-servicebc.gov.bc.ca

Is Insurance Mandatory?

All events hosted on City of Revelstoke property are required to provide a copy of their liability insurance for a minimum of \$3 - \$5 million with the City of Revelstoke added as additional insured. No event will take place without having provided their proof of insurance.

Will my event require a road closure?

Any disruptions to roads, sidewalks or parking spaces will require a Traffic Control Plan submitted with your event application. Advertising, neighbor notice and signatures, and a certified flag persons may be required at the expense of the event host.

Will the City provide barricades for a road closure?

No, barricades and signage will need to be provided by the event organizers.

What should I consider when selecting a location for my event?

Things to consider when planning your event includes access to power and water. Access to washrooms, garbage and recycling bins, barricades and signage. Event organizers are responsible for disposing of garbage and recycling.

Do I need a Special Event Permit to host a BBQ in the park?

All events using a propane BBQ are require to have a Special Event Permit. Small, portable, table top BBQ's are allowed in City Park spaces but NOT on City Fields.

Is there a noise Bylaw I should be aware of when planning my event?

As per the City of Revelstoke's Noise Bylaw, no person shall cause or permit noise of any kind, which by its nature is reasonably interrupting or would tend to interrupt the sleep of a person in the neighborhood or vicinity, on a Monday to Saturday inclusive before 7:00 a.m. or after 11:00 p.m., or on a Sunday or statutory holiday before 9:00 a.m. or after 11:00 p.m.

Enjoy your event!

PERMIT CHECKLIST

- Permit has been filled out, signed and submitted.
- Payment has been made.
- Additional Documentation has been submitted.
- Liability Insurance has been provided.
- Permit has been approved.
- Official Permit has been received.

RESOURCES

[Getting Home Safe](#)

[BC's Responsible Beverage Service Program](#)

[Serving it Right Training](#)

[B.C. Liquor Stores Responsible Use Information](#)

[Canada's Low-Risk Drinking Guidelines](#)

