



**CITY OF REVELSTOKE
C.A.P.E APPLICATION FOR SPECIAL EVENT PERMIT
(Committee to Approve Public Events)**

To Be Filled in by Applicant

EVENT NAME: _____ DATE: _____

NATURE OF EVENT: _____

LOCATION OF EVENT: _____

NAME OF GROUP: _____ PHONE NO.: _____

CONTACT PERSON: _____ E-MAIL: _____

Charitable Group(s) that the profit will be donated to _____

CHECK THE EXEMPTIONS FOR WHICH YOU ARE APPLYING:

SELL HARD LIQUOR AT A PUBLIC SPECIAL EVENT

SECURITY CONTROL PLAN ATTACHED:

EXTEND THE HRS FOR YOUR EVENT BEYOND 10:00 P.M.
FOR OUTDOOR EVENTS OR 2:00 A.M. FOR INDOOR
EVENTS.

YES

NO

PROPOSED TIMES FOR PERMIT: _____

ANTICIPATED ATTENDANCE: _____

SERVING IT RIGHT CERTIFICATE# _____

LIABILITY INSURANCE COVERAGE AMOUNT: _____

LIABILITY INSURANCE NAMING CITY OF REVELSTOKE ADDITIONAL INSURED ATTACHED:

YES NO

IF NO, REASON WHY: _____

SIGNATURE

DATE SUBMITTED

INTERNAL USE ONLY

DATE REVIEWED BY CAPE: _____

STIPULATIONS OR CONDITIONS: _____

FEE PAID? Yes NO



CITY OF REVELSTOKE

BEER GARDEN REQUIREMENTS

1. Area where consumption and sales take place must be adequately fenced. (Snow fencing or other multiple stand fencing of a minimum of four feet)
2. Entry and Exit must be responsibly controlled during hours of operation.
3. Area must be well illuminated during hours of operation.
4. Beverages are to be served in paper or plastic cups, unless otherwise approved.
5. Adequate washroom facilities must be available.
6. Sufficient personnel to provide adequate security to police the event must be supplied by the applicant.
7. Maximum hours of operation – 11am – Midnight
8. Workers / security personnel must be identified as such.
9. Any event held on City land or streets requires the User Group to fill out a Special Event Permit.
10. The City of Revelstoke requires all User Groups to purchase a minimum of \$3,000,000 Public Liability Insurance naming the City as additional insured.