

2026 Event Application Form

Community events safety requirement

The Province of British Columbia's Report of the Study Commission of Inquiry into Community Events Safety emphasizes the importance of event risk assessments and improved safety planning for all community events.

All event organizers in Summerland are required to review the Report, assess the risks associated with their event and develop an event-specific safety plan. The District of Summerland provides the Community Events Safety Checklists to help organizers meet these requirements. Checklist 1 – Event Safety Plan must be submitted at least three weeks before the event.

Completion of this form does not guarantee a booking.

1. Applicant information

Name: _____ Organization (if any): _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Phone: _____ Email: _____

1. Event contact information`

Application date: _____

Organization name: _____ Registered non-profit #: _____

Signing authority: _____ Event coordinator: _____

Phone: _____

Email: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

2. Special event information

Event name: _____

Event description: _____

Event site location: _____

Schedule	Date	Start time	Finish time
On-site set-up			
Event			
On-site take-down			

Multi-day events: list each day in the additional details section below.

Attendance (per day)	Staff	Volunteers	Attendees	Total expected
Number				

Event category (check one): ☐ Fundraiser ☐ Commercial event ☐ Non-profit event ☐ Community event

Event type (check all that apply):

- | | |
|--|--|
| ☐ Celebration / public festival – one day | ☐ Celebration / public festival – multi-day |
| ☐ Demonstration or rally | ☐ Parade |
| ☐ Walk or run | ☐ Ticketed event |
| ☐ Other: _____ | |

Additional important details:

3. Event site details

Please answer each question “yes” or “no”. Your answers help determine which provincial agencies and regulations you will need to work with. Links to each resource are listed on the Community Events page at summerland.ca.

Yes	No	Question
☐	☐	Will access to electrical power be required? <i>Complete the District’s Electrical Use Agreement. For a Temporary Electrical Operating Permit, see Technical Safety BC (technicalsafetymc.ca).</i>
☐	☐	Will alcohol be served at the event? <i>Beer gardens require Council approval. A Special Event Permit is required from the BC Liquor and Cannabis Regulation Branch (LCRB).</i>
☐	☐	Will food be offered at the event? <i>See Interior Health – Temporary Food Services (interiorhealth.ca).</i>

Yes	No	Question
☐	☐	Will the event include commercial food vendors? <i>If accessing municipal water on site, food trucks must have a backflow preventer or cross-connection control. See Interior Health – Temporary Food Services.</i>
☐	☐	Will road closures or traffic restrictions be required? <i>Review the Temporary Road, Sidewalk or Parking Stall Closure Policy and submit a Temporary Closure Application.</i>
☐	☐	Will there be inflatable play structures at the event? <i>Operators must hold a valid operating permit, be registered with Technical Safety BC and list the District as additional insured.</i>
☐	☐	Will there be pop-up tents at the event?
☐	☐	Will a stage be brought in for the event?
☐	☐	Will access to water be required?
☐	☐	Will access to washrooms be required?
☐	☐	Will the organizer need to provide portable toilets? <i>Please read the BC Major Event Guidelines for Sanitation.</i>
☐	☐	Will music be played at the event? <i>For licensing information, see resound.ca.</i>
☐	☐	Will amplified sound systems be used at the event? <i>Please review the District of Summerland Noise Bylaw No. 96-047.</i>
☐	☐	Will District equipment be required? <i>If yes, list all equipment below.</i>

District equipment required:

4. Declaration and submission

I confirm that the information provided is accurate, that I have authority to apply on behalf of the organization, and that I will prepare an event-specific safety plan using the Community Events Safety Checklists.

Signature: _____ Date: _____

Submit this form to: Community Services, events@summerland.ca, or in person at 13205 Kelly Avenue, Summerland.
Questions: 250-494-0447.