



EVENT APPLICATION FORM

Please submit completed application to Nicole Lawrence at Summerland Recreation either by email events@summerland.ca or by fax 250-494-3222
 Completion of this form does not guarantee a booking.

EVENT CONTACT INFORMATION

Application Date:	
Organization Name:	Registered Non-Profit #
Signing Authority:	Event Coordinator:
Phone:	Phone:
Email:	Email:
Mailing Address:	City:
Province:	Postal Code:

SPECIAL EVENT INFORMATION

Event Name:					
Event Description:					
Event Site Location:					
On Site Set-Up					
Date:		Start Time:		Finish Time:	
Event					
Date:		Start Time:		Finish Time:	
On Site Take Down					
Date:		Start Time		Finish Time:	
Attendance (Per Day)	Staff	Volunteers	Attendants	Total Expected	
Event Category	Fundraiser	Commercial Event	Non-Profit Event	Community Event	
Event Types					
<input type="checkbox"/> Celebration / Public Festival – One Day			<input type="checkbox"/> Celebration / Public Festival – Multi Day		
<input type="checkbox"/> Demonstration or Rally			<input type="checkbox"/> Parade		
<input type="checkbox"/> Walk or Run			<input type="checkbox"/> Other:		
<input type="checkbox"/> Ticketed Event					

Please use this space to list any additional important details.

EVENT SITE DETAILS

Please answer the following checklist questions “yes or no” to determine the additional Provincial agencies or regulations with which you will be required to work.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Will access to electrical power be required?
For more information or to apply for a Temporary Electrical Operating Permit see Technical Safety Authority		
<input type="checkbox"/>	<input type="checkbox"/>	Will alcohol be served at the event? Beer gardens will require council approval.
For more information & to apply for a Special Event Permit		
<input type="checkbox"/>	<input type="checkbox"/>	Will food be offered at the event?
For more information, please check the Interior Health Authority Temporary Food Services site		
<input type="checkbox"/>	<input type="checkbox"/>	Will the event include commercial food vendors?
For more information, please check the Interior Health Authority Temporary Food Services site		
<input type="checkbox"/>	<input type="checkbox"/>	Will road closures/traffic restrictions be required?
Please review Temporary Road Closure policy & apply for a Road Closure		
<input type="checkbox"/>	<input type="checkbox"/>	Will there be inflatable play structures at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be pop-up tents at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Will a stage be brought in for the event?
<input type="checkbox"/>	<input type="checkbox"/>	Will access to water be required?
<input type="checkbox"/>	<input type="checkbox"/>	Will access to washrooms be required?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be a need for organizer to provide portable toilets?
Please read BC Major event Guidelines for Sanitation		
<input type="checkbox"/>	<input type="checkbox"/>	Will music be played at the event?
For licensing information please check the resound.ca website		
<input type="checkbox"/>	<input type="checkbox"/>	Will amplified sound systems be at the event?
Please review the District of Summerland Noise Bylaw#96-047		
<input type="checkbox"/>	<input type="checkbox"/>	Will District equipment be required?

Please list all equipment: