



EVENT PROPOSAL FORM

Completion of this form does not guarantee a booking.

90 days before your event	Is this a new event in Summerland? The District will consider your request at least 90 days prior to the event. Council approval is required for all new events with road closures, liquor permits, large events, and other occasions as deemed necessary.
60 days before your event	Meet the relevant departments: often events require coordination between different District departments. A pre-meeting will be scheduled to determine resources needed.
30 days before your event	Recurring event? Council resolution not needed every year, but proof of event insurance and other relevant permits and documentation are required at least 30 days prior to your event date.
At your event	The District may require recognition of its support by some or all of the following methods: <ul style="list-style-type: none"> Installation of District vinyl banner (approx. 5 ft long) at main event stage/finish Inclusion of District as an event sponsor in print and social media Inclusion of District of Summerland logo on road closure signage and notices

EVENT CONTACT INFORMATION

Application Date:		Booking Agreement #		
Organization Name:		Registered Non-Profit #		
Signing Authority:		Event Coordinator:		
Phone:		Phone:		
Email:		Email:		
Mailing Address:				
Participating Sponsors:				
Event Name:		Event Location:		
Proposed Date(s):				
Attendance:	Participants	Spectators	Volunteers	Total Expected
Event Category:	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Commercial Event	<input type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Community Event

Tell us about your event: (details should include streets/area to be closed)
 What measures will you take to ensure the neighbours know about your event?

Event Schedule	Date	Time
Set up Start		
Event Start		
Event Finish		
Takedown		

Type of Event

<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	

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		AUTHORITIES INVOLVED APPENDIX
<input type="checkbox"/>	<input type="checkbox"/>	Will access to electrical power be required?	BC Safety Authority, District Staff I
<input type="checkbox"/>	<input type="checkbox"/>	Will alcohol be served at the event?	RCMP, Province of BC II
<input type="checkbox"/>	<input type="checkbox"/>	Will food be offered at the event?	IH, BC Safety Authority II
<input type="checkbox"/>	<input type="checkbox"/>	Will the event include commercial food vendors?	IH, BC Safety Authority III
<input type="checkbox"/>	<input type="checkbox"/>	Will road closures/traffic restrictions be required?	RCMP, Fire, Ambulance, BC Transit Works and Utilities IV
<input type="checkbox"/>	<input type="checkbox"/>	Will there be inflatable play structures at the event?	BC Safety Authority, Fire V
<input type="checkbox"/>	<input type="checkbox"/>	Will there be pop-up tents at the event?	Fire, BC 1 Call (required for all ground staking) VI
<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? Portable toilets may be required dependent on event location and anticipated number of people at the event.	
<input type="checkbox"/>	<input type="checkbox"/>	Will additional garbage receptacles be required?	
<input type="checkbox"/>	<input type="checkbox"/>	Will amplified sound systems be at the event?	
<input type="checkbox"/>	<input type="checkbox"/>	Will District supplies be required? (ie: barricades)	

Please use this space to list any additional details.