



SPECIAL EVENT GUIDE

For Fort Nelson Municipal Property



Photo by: Izzy Lane

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Created and updated by the Northern
Rockies Regional Recreation Center

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SECTION 1 - EVENTS IN FORT NELSON

INTRODUCTION



Photo by: Brenda Enax

Fort Nelson

is a great place to host a wide variety of special events.

From small gatherings to large community events, this manual will outline what types of events can be hosted and where. We invite you to plan your special event with Fort Nelson's unique spirit.

Our community has had the pleasure of hosting street festivals, carnivals, and races - to name a few, and we recognize that special events are important to community spirit. The Northern Rockies Regional Municipality also realizes that special events enhance tourism and recreation, and provide an economic benefit to businesses in our community.

The Special Events Guide is designed to assist applicants through the process of applying, planning for, and hosting an event in Fort Nelson. After reading the guide, complete and submit a Special Event Application Form. Once received, a Bookings Clerk will contact the event organizers to discuss the feasibility of the event, availability of the dates, and possible venues.

Important: Event organizers, along with their employees, officials, volunteers, participants and invitees, must comply with all laws, bylaws and regulations.

The Municipality reserves the right to deny, refuse, or revoke a permit if the proposed event is incompatible with the public use of a park or open space area or if the event is deemed unsafe, unsuitable or does not abide by municipal policies.

DEFINITION

A special event, by Municipality standards, is defined as any event or activity occurring on Municipal property (green spaces, parks, streets, sidewalks and parking lots)

Types of events may include:

- Festivals
- Races
- Sidewalk Sales
- Parades
- Fundraisers
- Car shows
- Tournaments
- Cultural Celebrations
- Weddings, celebrations, family reunions
- Awareness campaigns
- Open-air concert or ticket events
- Fitness classes in green spaces
- Free speech events (such as a march, rally, or demonstration)

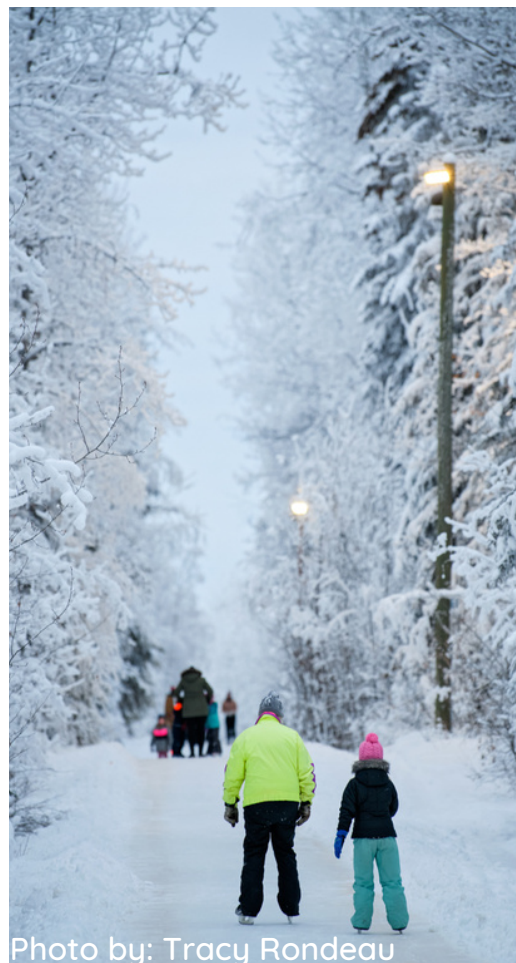


Photo by: Tracy Rondeau

SPECIAL EVENT PERMIT

The special event application process is designed to:

- Inform all the affected municipal departments about the proposed events
- Ensure the health and safety guidelines are met based on information outlined in the application
- Provide organizers with information on permissions, insurance, and licenses if required
- Make a reasonable effort to ensure that the event does not negatively impact municipal services

CONTACTS

If you can not find the information you are looking for, contact the Bookings Clerk in the Recreation department. This department administers the event approval process and can be contacted to discuss your event application.

ghaayer@northernrockies.ca
250-774-2541 ext. 2087

SECTION 2 - APPLICATION PROCESS

If you are hosting a special event or festival in Fort Nelson, a Special Event Application will serve as the starting point to planning your event. A Special Event Application will outline basic details of your event, like location and activities, as well as a site plan and safety requirements.

EVENT APPLICATION DEADLINES

Applications should be submitted a minimum of 6 weeks prior to the event. All supporting documents such as certificate of insurance, licenses and site plans are due a minimum of 21 days prior to the event.

For larger events and events involving alcohol, application forms should be submitted a minimum of 90 days prior to the event.

Permit applications may be accepted up to 30 days before the event date, however, priority is given to applications received earlier.

SPECIAL EVENT PROCESS TIMELINE

- 1** The event organizer completes and submits a special event application form
- 2** Municipality staff review the application form and availability of the location requested
- 3** More information may be requested. Event organizers will be notified if additional permits or information is required.
- 4** Staff will circulate the application to corresponding departments to review, comment on, and approve
- 5** Once all departments have approved the event, all documentation is received from the organizer, and an event license agreement has been signed; staff will provide the organizer with a letter granting approval to host the event.

HOW TO APPLY

1. Submit your contact information on the Northern Rockies website through the "Get Started Here" form
2. The Booking Clerk will email a Special Event Application and Safety Plan Application. View these in advance on the "Hosting an Event" page.
3. Upon receipt of the application, municipality staff will contact the event organizer to discuss the event further. More information may be requested.
4. An approval letter will be issued once details and approvals are finalized.

EVENT ADVERTISING

Event organizers must refrain from marketing and advertising their event site until a event approval has been issued.

FEES AND CHARGES

Depending on the permit, additional charges may apply

Component	Fees and Charges
Special Event Application	\$0
SOCAN licensing - music	\$93.95
SOCAN licensing - dancing	\$187.91
Event set-up, maintenance, and site clean up	\$42/hour per staff
Facility Rental Fees	As needed



SECTION 3 - PLANNING AN EVENT

VENUES

Fort Nelson has many potential venues available for event booking. Approval for these venues does not provide exclusive use of the location. All parks must be accessible to members of the public.

Parks
Art Fraser Park
Bob Price Gazebo
Demonstration Forest
Rotary Water Spray Park
Community Walking Trail
Cottonwood Park
Gairdner Park
Gary Giffen Park
Klondike Park
Mile 301

Sports Fields & Spaces
Centennial Ball Diamonds
Mile 301 Ball Diamond & Soccer Field
Muskwa Heights Ball Diamond
Volleyball Courts
Skateboard Park
HME Sliding Hill

Regional Parks
Andy Bailey
Tetsa River Regional Park and Campground



EVENT SITE PLAN

1.0

A detailed event site plan must be included with the special event application. The site plan is a key document allowing staff to review plans and ensure the layout of licensed areas, tent/stage locations, and other activities complies with approved uses of municipal property.

Event site plans should be to scale and must include the following:

- North direction
- Direction of travel - if the event is a parade, race, walk etc
- Names of adjacent avenues, streets, and roads
- Access and egress points (pedestrian, vehicular, emergency access)
- Licensed areas, if applicable
- Location of all temporary or fixed event facilities, including stages, seating, platforms, trailers, tents, amusement rides (including dimensions when possible)
- Location of barricades and road closures (road, parking etc)
- Location of permanent and temporary washroom facilities/hand washing stations
- Emergency exits
- Identification of hazardous/combustible materials (fuel storage, propane) and fire extinguishers
- Location of command post or office, medical, First Aid station
- Location of any fences, poles, or ground stakes
- Location of security controls
- Location of waste sites
- Areas for food and water
- Location(s) of vendor(s)
- Generators and other electrical sources
- Parking plan

Events taking place on local trail systems should prepare their event site plan utilizing Google Maps and should include the proposed route in writing as well.

If requesting to block off a section of municipal parking lot or on-street parking spaces, indicate this in your event site plan description.

Placement of rental equipment or other infrastructure at your event is required on your site map. This may include things like tables and chairs, tenting, portable toilets etc.

The Municipality does offer rentals of selected items, like tents and a sound stage. Options for these rentals can be found in the Facility Booking & Rates Catalogue.

SAFETY PLANNING

Organizers of the event are responsible for providing the following information for review and approval:

- Risk Identification (e.g. Fireworks, horses, dogs, etc.) & risk mitigation
- Emergency notification procedures including event organizers name and contact info, steps to be followed in the event of an emergency
- Evacuation routes and general assembly muster points for evacuations
- First aid (personnel, locations, etc)
- Special event safety plan template

Ensure that safety information is clearly communicated to participants and volunteers at their respective orientation meetings.

FIRST AID

In the event that someone is injured, consider how first aid care will be provided. There are several important questions to consider:

- Expected attendance?
- Event location?
- What specific activities are happening at the event? Are they low-risk or high-risk activities?

The number of first aid attendants on-site should be proportionate to the level of risk at the event as well as public attendance expected.

RISK MITIGATION

The Safety Plan will focus heavily on risk mitigation and emergency preparations. Think about what could go wrong during the event and the steps that will be taken to deal with each situation. Below is a list of potential situations that can be included in the Safety Plan:

- A lost child
- A medical emergency
- A fire emergency
- An evacuation



COMMUNICATION INFORMATION

The portable radio is a quick and efficient way to keep organizers and volunteers informed before, during, and after an event. If it is not possible for all event personnel to have a radio, assign one radio to a group of two or three people performing a specific job together during the event. Alternatively, provide a list of cell phones for on-site communication.

Consider setting up an "event central" (e.g., a room or a tent) to display maps, schedules, contact information for organizers, and emergency procedures for your event. This will ensure that all event personnel are informed about the overall plan for the day and know where to look for information when needed.

ORIENTATION PROCEDURES

Event orientation is a core part of ensuring safety while on premises. Outline an orientation package based on the event for event staff and volunteers. The orientation should be reviewed and signed on attendance. The orientation package should include but not be limited to:

- Event site map highlighting command center, first aid stations and exits
- List of key personal and contact information for the events and committee
- Site security plan
- Fire evacuation procedure
- Lost child policy
- Active shooter policy
- Smoking policy
- Event schedule

ROAD CLOSURES AND TRAFFIC MANAGEMENT

If planning to close a road, a Traffic Management Plan must be included with a Special Event Application.

The Traffic Plan will outline information such as road closure times, equipment needed, sidewalk use, detours and road safety. When developing a traffic plan, please consider the following:

- Ensure that the event budget includes the cost for professional traffic control personnel (TCP) and/or a Traffic Management Plan, as this may be a condition to public space use.
- Ensure that the proper equipment is used to ensure public safety, including barricades, traffic cones, signage, etc.
- All volunteers working in or around roads must be well versed on the Traffic and Safety Plans and wear a high visibility safety vest.
- All fire access roads must maintain a 20' clearance at all times.
- Sidewalks must be kept clear for pedestrians at all times.
- All cords crossing sidewalks or roadways must be covered with cord covers.

Road closures will require corporate services approval.

EVENT INSURANCE

All required certificates of insurance must be submitted at least 21 days in advance of the event.

The permit holder must ensure that all subcontractors provide comparable insurance to that required by the Northern Rockies Regional Municipality



All special events and bookings on City property and roadways require insurance. A liability insurance policy covers the event organizer, property owners, participants, and individuals against claims of injury, damage and property loss made by another person during the event. It is advisable to consult a qualified insurance agent to review activities, determine exposures, and ensure coverage.

To be granted full event approval, a certificate of insurance and all payments regarding your event must be submitted. Any event deemed unsafe or not meeting the insurance requirements may be cancelled by the Municipality.

The liability insurance coverage must meet the following requirements:

- The event organizer must maintain public liability insurance naming the Municipality as a co-insured. Insurance for the event should begin prior to the use of municipal facilities (including set-up, practice) and end after the event (clean-up)
- The minimum insurance is \$2 million comprehensive general liability with inclusive limits for bodily injury and property damage liability coverage for participants (depending on the type of event)
- Events with alcohol (selling or consuming) also require a Special Occasion License and host liquor liability insurance coverage.



PERMITS AND LICENSES

Event Aspect	Applicable Permit	Organization to Contact
Serving food	Temporary food premises permit	Northern Health
Serving alcohol	Special event permit	Liquor Control Licensing Act
Gaming or raffles	Gaming event license	Gaming Policy and Enforcement Branch
Inflatables or other amusement devices	Operated by licensed contractor with permits	Technical Safety
Carnival	Business license	NRRM

SECTION 4 - ADDITIONAL INFORMATION

SELLING OR SUPPLYING FOOD

Northern Health requires a food permit for any mobile food vending unit used outdoors to prepare and serve food and/or beverages containing cooking appliances. All food and beverages provided or sold at events must follow Northern Health requirements.

Organizers are responsible for completing the temporary food services permit application and submitting it directly to Northern Health for approval.

Vendors are not permitted to dump grease, grey water, boiling water, or ice onto the ground, into toilets, sinks, or garbage cans. Grease containment and grey water disposal units must be supplied.

Food vendors will be required to submit, prior to the start date, the following information:

- Copy of certificate of liability insurance
- Copy of OH&S, or Safe Work procedures
- Copy of Temporary Food Premises Permit
- Copy of Fire Inspection of unit, if applicable
- Food Safe, Serving it Right certificates

ALCOHOL AT EVENTS

Safe Ride Home

At any event alcohol is being served, a Safe Ride Home Program is recommended for those who need it. A Special Event Kit is available from ICBC that includes materials to prevent alcohol-related incidents at your event and encourages people to use a designated driver or other safe ride home option.

If alcohol will be present at the event, connect with the Bookings Staff to ensure the location, vision, etc., will be compatible with the sale and consumption of alcohol. Once this preliminary approval has been granted, the following steps can be taken to adhere to provincial guidelines:

- Apply for the Special Occasion License from the Liquor and Cannabis Regulation Branch
 - Using the BC Special Event Permit, you can sell and serve alcohol at a community event in compliance with BC's liquor laws and regulations
 - All individuals hosting or serving alcohol must have their Serving It Right certificate
- A copy of the Special Occasion License will be automatically submitted to the RCMP for approval. The RCMP may issue guidelines based on the event's location, size, and potential risk factors.
- If you plan to hold a beer garden or a vendor tasting, ensure your insurance policy includes host liquor liability.



RAFFLES, LOTTERIES, LICENSED GAMING

For fundraising, such as raffle tickets, bingo, or other sources of gambling, event organizers are responsible for following the Licensed Charitable Gaming Rules set out by the Gaming Policy and Enforcement Branch.

WASHROOMS

Organizers are required to provide an adequate number of washrooms for attendees. Depending on the location, public washrooms may be available for use, but you may still need to rent additional portable toilets and handwashing stations. It will be the organizer's responsibility to ensure portable washrooms are clean, supplied, and secure before, during, and after the event.

On average, per the Canadian Building Code, one washroom and one handwashing station are required for every 25 attendees.

Events taking place at Art Fraser Park have public washrooms available. Connect with the facility operator prior to the event to ensure the hours of operation are compatible.

BUSINESS LICENSE

A business license issued through the NRRM is required for any commercial (for-profit) event.

INFLATABLES AND AMUSEMENT DEVICES

The Municipality must approve the use of these items and their locations. The proposed location should be indicated on the site map.

Amusement rides and inflatables must be acquired from an operator holding a valid operating permit and registered with the BC Safety Authority. A copy of insurance should be submitted with the application.

SOCAN

The law dictates that any copywrite-protected music performed in any public setting must have the permission of the Copywrite owners.

SOCAN fees will apply to any events with any music (except original, live music) presented in any form - music player, radio, jukebox, karaoke, bands, etc. This license is required whether performers are paid or not.

SOCAN fees will be applied to the rental contract.

For more information, visit socan.ca

WASTE MANAGEMENT

Describe the proposed arrangements for garbage, recycling, wastewater, and organics collection and removal and consideration of Bear Smart guidelines.