

FREQUENTLY ASKED QUESTIONS

1) Who can I contact for assistance?

You can direct all questions to the Recreation Coordinator:

Phone: 250-490-2437

Fax: 250-490-2446

Email: events@penticton.ca

2) When do I need to submit my Outdoor Festival & Events Application?

The Outdoor Festivals & Events Application needs to be submitted a minimum of 90 days before the event is to take place. The completed application can be emailed (events@penticton.ca), faxed (250-490-2446), or delivered in person to the Recreation Department (325 Power Street).

3) What rental fees and deposits should my organization be prepared to pay in order to host an outdoor event?

Your rental contract will include applicable rental fees for park sites and facilities.

There will be fees for permits such as electrical, liquor, parking, etc.

The City reserves the right to determine the amount of the deposit based on the nature and location of the event.

City Hall accepts submissions annually for the “In-Kind Grant” application process (i.e. fee waiver). Information can be obtained at www.penticton.ca.

The City of Penticton staff cannot waive fees for any rental charge or service.

4) Am I required to pay for extra resources if they are required?

Yes, additional charges may be applied to your event for the following:

- RCMP services, City of Penticton Bylaw, Traffic Control Persons (Certified Flag Person)
- Special Event (Seasonal) Business Licence
- Advertising (radio & newspaper) for any road closures
- Mobile Washroom
- Service Utility Locates (City Parks)
- Electrical Services and Permits - Must contact BC Safety Authority Electrical Safety Officer for Approval.
- Post Event Clean-up
(All garbage generated by your event must be removed from the park. Any garbage left on site will be removed by City Parks Staff and additional charges will be applied to the rental contract.)
- Relocation of Marker Buoys at City Beaches
- Transit (Bus) Disruption
- Licensed Beverage Gardens – Special Occasion License Fees will apply
- Bleachers/Mobile Stage
- Picnic Tables
- Site improvements or additional maintenance requested by event organizers.
- Tables/Chairs/Sound Systems & Fencing
(The City of Penticton does not supply any tables, chairs, sound systems, or fencing.)

5) Will my event require insurance?

- Yes, all Licensees are required to hold a commercial general liability policy for a minimum of \$2,000,000 (bodily injury and property damage coverage) listing the City of Penticton as “additional insured”. Proof of Insurance must be provided prior to the first use of a recreation facility. Failure to provide proof of insurance will result in cancellation of the booking request.

- Licensees not able to provide proof of insurance will be required to purchase insurance through the City with the issuance of its Contract. If the City has accepted insurance for the Contract Licensee, it is understood that the City is not an agent or broker of insurance and makes no representations, warranties with respect to the appropriateness of such insurance whatsoever. Licensees’ are strongly encouraged to consult a licensed insurance broker and/or legal advisor regarding insurance for their activities related to this contract. The City’s acceptance of insurance as meeting the requirements set out above, in no way limits the liability of the Licensee.

6) What do I do if my event requires road closures or stopping of traffic?

- Complete Road Closure section of the Application Form. [Appendix 7](#)

7) Do I need to draw up a site plan?

- Detailed site plans are required for all events and must indicate all activities that will be set up on site. Examples:
 - Tents
 - Fencing
 - Staging
 - Food services
 - First Aid
 - Vehicles
 - Licensed area
 - Play structures
 - Porta potties
 - Retail booths
 - Display booths
 - Security

8) How will I access Park facilities and services?

- Two weeks prior to your event you should contact the Recreation Coordinator to discuss set up arrangements. A site meeting will be arranged with the Recreation Coordinator and the Parks staff. Having your event site map will be very useful at this meeting. Arrangements for picking up equipment required from the City Yards can be done at meeting.
- Venue keys can be picked up a week prior to your event at the Recreation Center 325 Power St (a \$100 refundable deposit is required for events requiring electrical, \$20.00 deposit for park keys that require no electrical).

All appendix’s can be found at www.penticton.ca/eventapp