



Appendix 3 - One-Day Event Application

ORGANIZATIONAL INFORMATION			
Organization Name:			
Non-Profit Organization Yes No	Registered Society <i>Society Number:</i>	Yes	No
Mailing Address:			
Event Name:			
Date of Event:	Time of Event:		
Location:			
Event/Description			
Type of Event (Select one or more)	Commercial Community	Fundraiser Race	Non-Profit Other
SIGNING AUTHORITY INFORMATION			
Name:		Title:	
Phone Number- Home :	Work:	Cell:	Fax:
Email:			
EQUIPMENT REQUIRED			
Tents: Yes No <i>Please review Appendix 10 and review the Safe Tent Zone Area Site Maps Appendix 18-27. Tents over 55sq meters (592 sq ft) require engineering and permits. Review Appendix 10 www.penticton.ca/eventapp</i> If Tents are required outside of the Safe Tent Zones with pegs greater than 10", you must secure using appropriate weighting systems. This will need to be detailed on your site map. All tents must conform to the British Columbia Building Code and must meet NFP 96 Fire Suppression Regulations. See Appendix 12 for details.		Mobile Washrooms (<i>Rental fee applicable</i>): Yes No	
		Picnic Tables: (<i>Rental Fee applicable</i>) Yes No If yes, How many:	
		Garbage Cans/Recycle <i>Rental Fee may be applicable</i> Yes No If yes, How many:	



OTHER REQUIREMENTS	
Road Closure (permit fee may be required) <i>If yes fill out Appendix 7 www.penticton.ca/eventapp</i>	
Yes No	Yes No
Is there food being served See Appendix 9 www.penticton.ca/eventapp	Vendors (list will be required) Yes No <i>If yes, how many?</i> <i>If yes fill out Appendix 15</i> www.penticton.ca/eventapp
Is there alcohol being served Yes No <i>Once approval for your event is confirmed by the Recreation Department you can then apply for a Special Occasions License via the BC Liquor Board on line at (www.pssg.gov.bc.ca/lclb)</i>	Special Event 30 Day Business Licence : Yes No <i>Fill out Appendix 5</i> www.penticton.ca/eventapp
ELECTRICAL REQUIREMENTS	
No FSR required Yes No If yes you must fill out the Park Booking Electrical use Agreement- Appendix 6A at www.penticton.ca/eventapp	
FSR Required Yes No Contact the BC Safety Authority http://www.safetyauthority.ca/ to fill out an electrical permit form or go to www.penticton.ca/eventapp Fill out Appendix 6 and Appendix 6A Please provide a copy of your permit to the Recreation Department	
Applications may require detailed Site Maps Appendix 18-27 and Security Plans (example Appendix 11/12) www.penticton.ca/eventapp	
Other Requests:	
Signature of applicant:	
Date of application submission:	