



Request for Staking Tents (Electrical and irrigation locates may be required)

If staking tents or structures are required during your event, please fill out the information below and submit your site map for approval.

Structures may require a building permit (e.g. canopies, staging or tents larger than 55sq meters (592 sq feet). All tents must be in conformance with British Columbia Building Code and meet CAN/ULC S109 Certified. All events that include tents are expected to follow requirements referred to in **Appendix 6A** – Temporary Structures. As the event organizer, you are responsible for ensuring that the staking is done to the standards listed above.

For events that require staking tents or structures outside the Safe Tent Zone or with pegs longer than 10” within the Safe Tent Zone, electrical and irrigation locates are required. This is an additional expense to the event organizer and will be added to your facility rental agreement.

Event Name:	Event Site Location(s):
Event Date(s):	Set-Up Date(s):
Event Site Manager:	Event Site Manager Cell Phone Number:
Company Installing Structures:	Installation Contact Name & Phone:
List the sizes and types of structures that require staking:	

**A detailed Site Map must be included with this form.
Regardless of size, please outline the locations of all tents, structures and pegs/stakes.**

I acknowledge that the City of Penticton has a no ground penetration policy without written approval for pegs/stakes outside the Safe Tent Zone. I will ensure all stakes are kept at a minimum of one meter away from electrical and irrigation locates, all light standards, pedestals, utility or irrigation boxes, sprinklers, walkways, hard surfaces or any other existing permanent infrastructure. We have evaluated our setup and have determined that staking outside the Safe Tent Zone is the best and/or only way to secure the above structures.

Signature

Date