

## Site Map – Special Events

Detailed site plans are required for all events. Create a site map using park maps available at Appendix 13-17 and submit to the Events Coordinator. On your site map, indicate the locations of activities and temporary structures included in your event. If your event park is not listed in Appendix 13-17, please contact the Events Coordinator [events@penticton.ca](mailto:events@penticton.ca) 250-490-2437

Please include the following items on your event site map:

**Tents** – Any event that includes a tent, regardless of size or the safe tenting areas, requires a site map. Identify all tents on your site map, refer to Appendix 6 and 6A for tenting guidelines.

**Mobile Food Vendors** - All mobile vendors must be located in designated areas to avoid damages to trees and facilities. Identify these vendors and locations on your site map. All mobile food vendors are required to be inspected and approved by the Fire Department annually. All mobile vendors must provide valid permits prior to the event, refer to Appendix 11, 11A and 11B.

**Food Services** – Identify the locations where food will be prepared and served. Refer to Appendix 11B - Interior Health Temporary Food Service Guidelines.

**Vehicle and Displays Vendors** – All vehicle vendors must be located in designated areas to avoid damage to trees and facilities. Identify these vendors and locations on your site map, refer to Appendix 11A.

**Temporary Play Structures** – All structures must be located in designated areas to avoid damage to trees and facilities. On your site map indicate the location of all activities available at the event, including inflatable air structures, refer to Appendix 6A.

**Portable Toilets** – Identify where the toilets will be located, keeping in mind that vehicle access may be required for cleaning and restocking.

**Fencing** – All fencing must be identified on your site map. All access and exits gates must be clearly identified. Any tents or enclosures 150 square metres or larger must have at least two clearly marked exits. Fenced events require an emergency safety plan.

**Staging** – All structures must be located in designated areas to avoid damage to trees and facilities. On your site map indicate the location of all temporary stage locations, refer to Appendix 6A.

**First Aid** – Identify the location where the first aid location on the site map.

**Licensed Area** – Any beverage garden area must be fenced and identified on your site map. Pre-approval must be obtained by the City prior to obtaining a Special Events Permit.

**Security** – Identify where they will be located and stationed during your event.