



One Day Event Application

Please submit the completed application to the Event Coordinator at events@penticton.ca. The Event Coordinator will contact you to confirm park availability. Historical booking applications must be received by February 15 and are booked according to the booking allocation policy. To finalize and complete your booking, all relevant forms and permits must be received by the Event Coordinator. Additional information and appendices are located online at: www.penticton.ca/eventapp

EVENT INFORMATION											
Organization Name:											
Non-Profit Organization:	<table border="0"> <tr> <td>Yes</td> <td>No</td> <td>Registered Society</td> <td>Yes</td> <td>No</td> </tr> <tr> <td colspan="2"></td> <td>If yes, Society Number:</td> <td colspan="2"></td> </tr> </table>	Yes	No	Registered Society	Yes	No			If yes, Society Number:		
Yes	No	Registered Society	Yes	No							
		If yes, Society Number:									
Event Name:											
Event Description:											
Event Site Location:											
Date of Event:	Time of Event (start & finish):										
Event Set-up Start Time:	Event Tear Down Completed by:										
SIGNING AUTHORITY INFORMATION											
Name:	Title:										
Mailing Address:	City, Province, Postal Code:										
Cell Phone Number:	Organization Phone Number:										
Email:											
EVENT REQUIREMENTS											
Insurance: All park bookings are required to obtain general liability insurance for a minimum of \$3,000,000 listing The City of Penticton as an additional insured. Please refer to Appendix 4 for details and requirements. A copy of your policy must be submitted to the Event Coordinator. Acknowledged											
Site Map: Create a detailed site map for your event using park maps Appendix 13-17 , include the location of tents, electrical (if applicable), vendors, and temporary play structures. Reference Appendix 5 for details on site maps. * Picnics, reunions, private gatherings may not require a site map, confirm with the Event Coordinator. Acknowledged											
Are you including tents in your event set-up: <table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> </table> If yes, include them in your site map and reference Appendix 7A		Yes	No								
Yes	No										
Are you securing tents with pegs longer than 10": <table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> </table> If yes, fill our Appendix 7 and reference the appropriate park map Appendix 13-17 for Safe Tent Areas. *All events with tents must read and comply with Appendix 7A . Tents must be secured with appropriate weighting systems. Tents over 55sq meters (592 sq ft) require engineering and permits Appendix 7A . All tents must conform to the British Columbia Building Code and must meet NFP 96 Fire Suppression Regulations.		Yes	No								
Yes	No										

ELECTRICAL OPTIONS		
Do you require power:	Yes	No
If yes, fill out and submit the Park Booking Electrical Agreement Appendix 6 A key is required for access to the power pedestals and there is a \$100 key deposit. *All events using a 50amp connection and/or 6 or more extension cords require a certified electrician and an on site field service representative (FSR). FSR details and requirements below.		
Do you require power with a Field Service Representative (FSR):	Yes	No
If yes, an Electrical Operating Permit is required Appendix 6A (50amp outlet or 6 or more extension cords require a FSR)		
EQUIPMENT RENTAL OPTIONS		
Picnic Tables:	Yes	No (\$41.57 per table, includes rental fee and delivery)
If yes, Quantity:		
Garbage/Recycle Cans:	Yes	No
If yes, Quantity: (\$41.57 per pair of garbage/recycle can, includes rental fee, delivery, and servicing) *Fees and charges are waived if picnic tables are ordered		
Additional equipment information can be found on Pg 12 in the Outdoor Events Guide https://www.penticton.ca/EN/main/community/events/outdoor-event-applications.html		
PLEASE INDICATE IF YOU REQUIRE THE FOLLOWING		
Business Licence - Special Events:	Yes	No (permit fee \$35.00)
If yes, fill out and submit Appendix 8 *Picnics, reunions, private gatherings may not require a business licence, confirm with Event Coordinator		
Road Closure:	Yes	No (permit fee \$135.00)
If yes, fill out and submit Appendix 9		
Sidewalk Closure and Parking Meter Rental:	Yes	No (fees and charges apply)
If yes, fill out and submit Appendix 10		
Mobile Food Vendors:	Yes	No
If yes, a complete list of vendors must be submitted, template available Appendix 11 All vendor permits and decals must be valid and vendors approved by the Fire Department Appendix 11A Interior Health Food Safety information Appendix 11B		
Are you serving food:	Yes	No
If yes, refer to Appendix 11B https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx#temporary		
Are you serving alcohol:	Yes	No
If yes, preapproval is required from The City of Penticton. A Special Event Permit is required and can be applied for through the Liquor and Cannabis Regulation Branch (BCLDB). www.specialevents.bcldb.com		
Other Requests:		
Signature of applicant:		Date of application submission: