



Outdoor Events Information Session

January 25, 2023 | 4:30 pm – 6:30 pm



Summary

1. Welcome & Events Department Role
2. Website Updates
3. Review Applications, Specialized Forms & Permits
4. Road Closures (Jonathan Chu, City Engineer)
5. Mobile Vendors & Fire Regulations (Ken Barbour, Fire Prevention Officer)
6. Grants
7. Marketing Opportunities (Travel Penticton)
8. Greening your Event
9. Open Discussion (Event collaboration, feedback, questions)



Welcome & Our Role

- Jeff Plant, Sport and Event Supervisor
- Raquel Meriam, Recreation Coordinator – Events & Film
- Lisa O’Daly, Recreation Coordinator – Sport Facilities
- Jonathan Chu, City Engineer
- Ken Barbour, Fire Safety Officer

How we can help:

- Applications
- Grant funding
- Inter-agency & networking
- Letter of support
- Communication newsletter



Event Strategy

- Vibrant Community
- Destination Visitation
 - Year Round
- Branding
 - Build on expertise/ expand CV
- Grow Sport
- Improve Facilities
- Balance
 - Event mix
 - Community displacement



Website Updates

Events

<https://www.penticton.ca/our-community/events>

Welcome to Penticton! We're a vibrant, energetic and sporty city that plays host to high-profile events year-round. Scope out our upcoming events and get ready for an action-packed agenda.

- Events Calendar
- Plan an Outdoor Event
- Plan an Outdoor Wedding
- Indoor Facility Rentals
- Sports Fields
- Submit an Event to the Events Calendar
- Event Funding
- Road Closures

Our website is updated to include more resources and tools to assist with your event planning.



Website Updates

Plan an Outdoor Event

<https://www.penticton.ca/our-community/events/host-event/plan-outdoor-event>

Plan an Outdoor Event

Penticton is more than just amazing wine, craft beer, peaches and beaches. It's an outdoor playground with year-round sporting activities across the sand, water, turf, ice and snow. Some of our most popular public spaces – including City parks, gardens and sports fields are available to rent.

Please review the steps and permits required to get approval for holding a special event in a Penticton park. Our [Event Planning Guidelines](#) page contains resources to assist with planning your upcoming event.

Step 1: Determine the type of event

Before submitting an Event Application, please review the steps below.

Does your event require an application +

Determine the type of event you will be having +



Website Updates

Event Planning Guidelines

<https://www.penticton.ca/our-community/events/host-event/event-planning-guidelines>

Event Information

Application Submission Timelines	+
License to Use Agreement	+
Fees, Deposits, and Payments	+

Event Requirements

Insurance	+
Site Maps	+
Park Preservation	+
Public Notification	+



Applications

Types of Applications

- [One-Day Event Application](#)
- [Multi-Day Event Application](#)

[2023 Outdoor Events Guide](#)



Specialized Forms & Permits

- [Appendix 4 Insurance Requirements](#)
- [Appendix 5 Site Map Requirements](#)
- [Appendix 6 Request for Staking Tents](#)
- [Appendix 6A Temporary Structures](#)
- [Appendix 7 Electrical Use Agreement](#)
- [Appendix 7A Electrical Operating Permit](#)
- [Appendix 7B Electrical Cord Information](#)
- [Appendix 8 Business License](#)
- [Appendix 9 Road Closure Application](#)
- [Appendix 9A Road Closure Permit Procedure](#)
- [Appendix 9B Roadside Work Preparation Hazard Assessment](#)
- [Appendix 10 Sidewalk Closure and Parking Meter Rental](#)
- [Appendix 11 Mobile Vendors Bulletin](#)
- [Appendix 11A Mobile Vendor Checklist](#)
- [Appendix 11B Interior Health: Temporary Event Coordinator's Planning Guide](#)
- [Appendix 12 Emergency Management Plan Template](#)
- [Appendix 13 Special Event Permit \(Liquor Licence\)](#)
- [Appendix 14 Resident Notification Letter Template](#)
- **Appendix 15 Drone Requirements (coming soon!)**

Depending on your event needs, some of these forms are required.



Road Closures

- [Special Event Road Closure Permit Application](#)
 - Traffic Management Plans
 - Partial Road Closure – Plans prepared by qualified TCP or Traffic Engineer
 - Full Road Closure – Not required, BUT still recommend qualified TCP or Traffic Engineer
 - WorkSafe BC Regulations
 - “New” regulations in 2011



Mobile Vendors & Fire Regulations

- Site Safety Plan
- Medical/ First Aid/ Emergency Access
- Fencing an event and capacity
- Entrance and exits
- [Mobile vendor requirements](#) – vendors require an inspection **every year**

Free Mobile Food Vendor Inspection Days

April 26-27, 2023 from 9:00 am – 4:00 pm

South Okanagan Events Centre, South Parking Lot

Call 250-490-2313 or email fireinspectors@penticton.ca to book an appointment.



Grants

- [Municipal Grants](#)
- [Travel Penticton](#)
- [BC Government](#)
 - [Hosting BC](#)
 - [Via Sport](#)
 - [Major Sport Event Hosting](#)
 - Marque Events
 - [BC Arts Council](#)
 - [BC Community Gaming Grants](#)
 - [Tourism Events Partnership](#)
 - [Multicultural Festivals](#)
- [Federal Government](#)
 - Hosting Program
 - Heritage



Marketing Opportunities

- Travel Penticton
- TOTA
- Traditional Media
 - Vertical
 - Local
- Internet
- Social Media
- City of Penticton- Limitations



Green Events

- Working on resources and policy
 - Equipment
 - Best practices
 - Event design
 - Purchasing
 - Waste management
 - Transport/ Transit
- RDOS Festivals and Events Toolkit
 - <https://www.rdos.bc.ca/public-works/solid-waste/business-and-multi-family-recycling/festivals-events-toolkit/>



Open Discussion

- Questions
- Feedback