



# PENTICTON

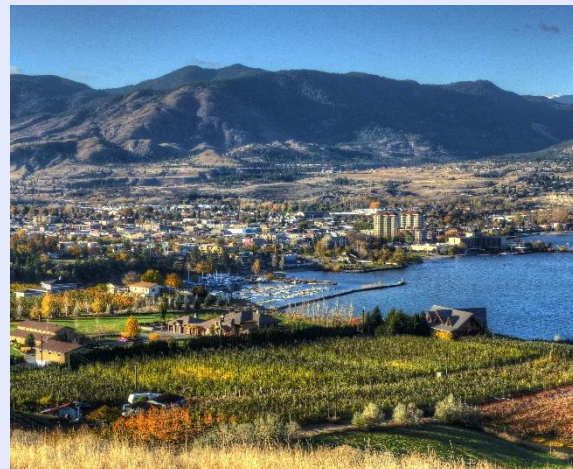
## OUTDOOR EVENTS GUIDE

JANUARY 2024



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On behalf of all members of Council and the City of Penticton, I am pleased to extend a warm thank-you for choosing to host your event in Penticton.

Penticton strives to achieve a city that is sustainable, livable and connected. Festivals and events play a critical role in helping to continue this vision.

Penticton a great choice for outdoor events throughout the year.

From triathlons to ice hockey to multicultural festivals, the options for events are limitless, each one contributing energy and vitality to our community. We look forward to finding the perfect site for your event in Penticton.

Julius Bloomfield  
Mayor  
City of Penticton



# VENUES & AMENITIES

## PENTICTON – YOUR OUTDOOR PLAYGROUND

Experience and enjoy all of the attractions and natural beauty of Wine Country. A picture perfect landscape bordered by lakes, beaches, parks, and gently sloping hills creates the backdrop for a myriad of outdoor activities. Choose one of the many venues Penticton has to offer for your next special event.



## THINGS TO CONSIDER WHEN CHOOSING THE RIGHT PENTICTON VENUE

- Parking available/required
- Size (number of participants, area required)
- Power hook-ups
- Potable water
- Lighting
- Accessibility
- Liquor license
- Tenting/structures
- Washrooms
- Beach access
- Picnic tables and other amenities
- Event safety and security
- Traffic control
- Stage use



# PARKS AT A GLANCE



|  | Beach Access | Concession | Electrical | Lighting | Picnic Area | Picnic Tables | Playground | Potable Water | Washrooms |
|---|--------------|------------|------------|----------|-------------|---------------|------------|---------------|-----------|
| Okanagan Lake Park  | ✓            |            | ✓          | ✓        | ✓           | ✓             |            | ✓             | ✓         |
| Skaha Lake Park   | ✓            | ✓          | ✓          | ✓        | ✓           | ✓             | ✓          | ✓             | ✓         |
| Gyro Park   |              |            | ✓          |          | ✓           | ✓             |            | ✓             | ✓         |
| Rotary Park   | ✓            |            | ✓          | ✓        | ✓           | ✓             |            | ✓             | ✓         |
| Penticton Youth Park  |              |            |            |          |             | ✓             |            |               | ✓         |
| Riverside Park  |              |            |            |          | ✓           |               |            |               | ✓         |
| Lakawanna Park  |              | ✓          |            |          | ✓           | ✓             | ✓          |               | ✓         |
| Marina Way Park   | ✓            |            | ✓          | ✓        | ✓           | ✓             |            |               |           |
| Rose Garden   |              |            | ✓          |          | ✓           |               |            |               | ✓         |
| Munson Mountain   |              |            |            |          | ✓           | ✓             |            |               |           |
| Skaha Pavilion  | ✓            | ✓          | ✓          |          | ✓           | ✓             |            | ✓             | ✓         |

# MAJOR PARKS

## OKANAGAN LAKE PARK - 45 LAKESHORE DRIVE EAST

Okanagan Lake Park, located on Lakeshore Drive, is specifically designed for Special Events. This Park boasts the following features and amenities that will enhance your event:

- 4.7 acres
- Multiple power stands and water services for staging and vendors
- Site mood lighting options for walkways, low level and overhead
- Washrooms, able to increase capacity with mobile washrooms
- Vehicle access
- Beach & lake access
- Off-Leash Dog Beach
- Capacity 6,000 people (**NOTE:** if space needed for vendors capacity is lower)



MAJOR PARKS

## SKAHA LAKE PARK - SKAHA LAKE ROAD

Skaha Lake Park is a beachfront multipurpose community area located on Skaha Lake Road, and features the following:

- 39 acres
- Sand volleyball courts (8)
- Basketball half courts (4)
- Tennis courts (3)
- Softball field
- Marina/boat launch
- In-line hockey court
- Swimming areas
- Rest rafts and beach slides
- Beach-front promenade
- Children's water park
- Adventure playground
- Children's playground
- Accessible Outdoor Fitness Circuit
- Washrooms
- Concessions
- Fire pits
- Power stands
- Picnic area

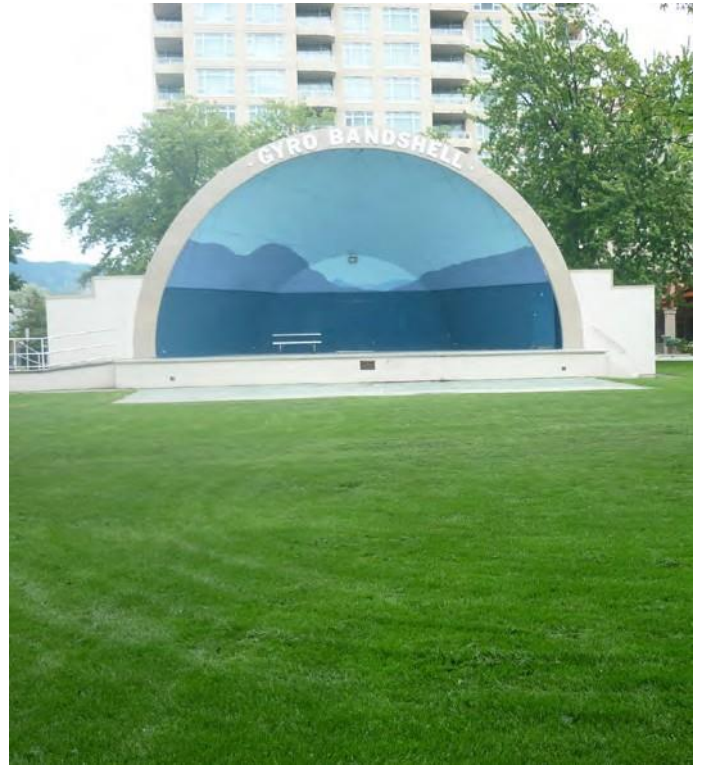




## GYRO PARK - 24 LAKESHORE DRIVE WEST

Gyro Park is Penticton's most historic event park, and is located on Lakeshore Drive, between Main Street and Martin Street. Gyro Park includes the following amenities:

- 1.6 acres
- Band shell
- Power and potable water available
- Washrooms, able to increase capacity with mobile washrooms
- Vehicle access
- Suitable for small events
- Capacity 3,000 people (**NOTE:** if space needed for vendors capacity is lower)



## ROTARY PARK - 185 LAKESHORE DRIVE WEST

Rotary Park is located on Lakeshore Drive, just west of the Lakeside Resort. Rotary Park boasts the following features and amenities:

- 2.5 acres
- Power and potable water available
- Washrooms
- Concession
- Beach and lake access
- Picnic area
- Vehicle access
- Capacity 5,000 people (**NOTE:** if space needed for vendors, capacity is lower)

# MINOR PARKS

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## PENTICTON YOUTH PARK - 135 RIVERSIDE DRIVE

This skate park, targeted for youth, makes a great venue for boarders, bladers, and BMXers. It is located on Riverside Drive, south of the SS Sicamous, and its features include:

- 30,000 sq.ft. facility, one of the largest skate parks in Western Canada
- Washrooms
- Covered bleachers
- Picnic tables
- Basketball court

\*Please note that special conditions apply for rental of the skate park.



MINOR PARKS

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## RIVERSIDE PARK - 135 RIVERSIDE DRIVE

Riverside Park is located just south of the Youth Park on Lakeshore Drive. Located next to the River Channel, it offers the following features:

- 3.5 acres
- Picnic area
- Washrooms nearby
- Penticton Rose Gardens
- Amusement Park (surcharge)
- Walking trails
- Access to river channel





## LAKAWANNA PARK - 796 LAKESHORE DRIVE WEST

Lakawanna Park is located on Power Street at Lakeshore Drive and boasts a number of features and amenities:

- 3.7 acres
- Picnic area
- Washrooms
- Playground
- Tennis courts
- Concession
- Beach and lake access
- Splash pad



## MARINA WAY PARK - 201 MARINA WAY

Located on Marina Way Drive, west of Okanagan Lake Park, Marina Way Park features Penticton's Xeriscape Demonstration Gardens. Great for the active gardeners who want to incorporate water smart landscaping to their own space at home and also features:

- 2.0 acres
- Grass area
- Picnic tables
- Power
- Lake and mountain views
- Beach access
- Walking trail access
- Capacity 3,300 people (**NOTE:** if space needed for vendors capacity is lower)



# WEDDING VENUES



## ROSE GARDEN – 69 RIVERSIDE DRIVE

Penticton's beautiful Rose Garden is located on Lakeshore Drive, next to the SS Sicamous. Boasting a variety of roses, that blooms from June to October. This is one of Penticton's highly sought after wedding venues. The Penticton Rose Garden features:

- 0.5 acre
- Roses
- Gazebo
- Limited power



## MUNSON MOUNTAIN – 650 LOWER BENCH ROAD

Accessed from Middle Bench Road, Munson Mountain is an ecologically sensitive area featuring beautiful views of Okanagan Lake. This area's features include:

- 40 acres
- Beautiful views of Okanagan Lake
- Ideal for small weddings contained to the paths and gazebo
- Visit the iconic Penticton sign, see it up close and take some great pictures
- No power




## SKAHA PAVILION – 147 SOUTH BEACH DRIVE

Located in Skaha Park, the Skaha Pavilion is a beautiful location for your wedding ceremony. Featuring a gorgeous pavilion, this park also offers:

- 0.75 acre
- Power and potable water available
- Grass area
- Beach view
- Park Capacity 4,000 people (**NOTE:** if space needed for vendors capacity is lower)



# SPORTS COURTS & FIELDS

|  | Washrooms | Picnic Area | Concession |
|---|-----------|-------------|------------|
| McLaren Park Tennis/Sport Court   | ✓         | ✓           |            |
| Skaha Lake Tennis Courts  | ✓         | ✓           | ✓          |
| Skaha Lake Volleyball Courts  | ✓         | ✓           | ✓          |
| Skaha Lake Sports Court   | ✓         | ✓           | ✓          |
| Skaha Lake Basketball Court   | ✓         | ✓           | ✓          |
| Riverside Park Basketball Courts  | ✓         | ✓           |            |
| Pickleball Courts   | ✓         |             |            |



## SPORTS FIELDS

Penticton is home to many top-quality sports fields. Soccer, baseball, slo-pitch, fastball, rugby, and field lacrosse all utilize these wonderful sporting fields from April 1st until November 1st.

### KINGS PARK – 550 ECKHARDT AVENUE WEST

Located on Eckhart Street, Kings Park features:

- 12.5 acres
- 4 natural turf soccer pitches
- Lights on all four fields
- Washroom and change room facilities (located in Sportsplex)
- Bleachers



### MCNICOLL PARK – 1050 PENTICTON AVENUE

McNicoll Park is located on Penticton Avenue and features:

- 6.9 acres
- Cinder running track
- Rugby
- Baseball diamond
- Lights on ball diamond
- Concession/washroom and change room facilities



## LIONS PARK/PARKWAY – 198 WARREN AVENUE

Lions Park is located on Warren Avenue, at Quebec Street and features:

- 2.6 acres
- 3 ball diamonds, one suitable for fastball
- Lights on one field
- Concession
- Washroom facilities

## SKAHA PARK – 98 LEE AVENUE

Skaha Park is located on Cypress Street and Elm Street, and features:

- 1 acre
- Slo-Pitch diamond

## MCLAREN PARK – 1350 KING STREET

McLaren Park is located on Duncan Avenue East and Church Street, and features:

- 2.2 acres
- Minor baseball diamond
- Tennis courts
- Concession

## KIWANIS PARK - 470 EDMONTON AVENUE

Kiwanis Park is located on Edmonton Avenue, and features:

- 1.9 acres
- Minor baseball diamond

## COLUMBIA PARK - 1551 HATFIELD AVENUE

Columbia is located on Hatfield and Columbia Street and features:

- Minor fastball diamond



SPORT COURTS &  
FIELDS

## WILTSE ELEMENTARY - 640 WILTSE BOULEVARD

Wiltse Ball Diamond is located on Wiltse Blvd

- Minor fastball diamond

## CARMİ BALL DIAMOND - 400 CARMİ AVENUE

Carmi Ball Diamond is located at Carmi Elementary, and features:

- 2.4 acres
- Major baseball diamond
- Concession/washroom and change room facilities



# FEES/CHARGES

\*The below fees and charges are hourly and exclude taxes.

| EFFECTIVE APRIL 1, 2024   | Major Event Park | Minor Event Park | Sports Fields | Kings Park | Passive Parks & Sports Courts |
|---|------------------|------------------|---------------|------------|-------------------------------|
| Non-Profit Local Youth/Child  | \$6.82           | \$6.07           | \$4.26        | \$5.58     | \$3.69                        |
| Non-Profit Local Adult  | \$20.43          | \$18.20          | \$12.77       | \$14.33    | \$11.08                       |
| Local Private   | \$27.25          | \$24.26          | \$17.03       | \$21.51    | \$14.75                       |
| Commercial  | \$47.67          | \$42.46          | \$29.80       | \$37.65    | \$25.80                       |
| Non-Resident  | \$68.11          | \$60.65          | \$42.55       | \$53.80    | \$36.88                       |
| *NEW SPORT TOURISM INCENTIVE - 25% reduction in rates for a duplicate event in the shoulder season (Before June 15 and AFTER September 15). |                  |                  |               |            |                               |

## Non-Profit

A non-profit organization is a club, society, or association that's organized and operated solely for:

- Social welfare
- Civic improvement
- Pleasure or recreation
- Any other purpose except profit

## Local Private

Any group whose activities are not open to the general public.

## Commercial

Any group whose objective is to gain profit for its owners or an admission charge or fee is collected with the majority of funds being directed to an organization other than a non-profit organization.

## Non-Resident

Any group in which the majority of its members do not reside in, or own businesses or property in, the City of Penticton.

## Child/Youth

Any person up to and including the age of 18.

## Adult

Any person 19 years of age and over.

# EXTRA FEES CHART

| EFFECTIVE APRIL 1, 2024 (excludes GST)  | PER DAY FEES     | PER EVENT FEES    |
|---|------------------|-------------------|
| <b>PICNIC TABLES</b>  |                  |                   |
| Rental fee  | \$9.42 per table |                   |
| Delivered and returned (per table)  |                  | \$36.93 per table |
| <b>GARBAGE AND RECYCLING CONTAINERS (rented as a pair, 1 garbage &amp; 1 recycle)</b>         |                  |                   |
| Rental fee (pair)   | \$9.41 per pair  |                   |
| Delivered and returned (pair)   |                  | \$36.98 per pair  |
| <b>BARRICADES &amp; NO PARKING CONES</b>  |                  |                   |
| Delivery/Removal 1-10 Barricades/Signs  |                  | \$103.84          |
| Delivery/Removal 11-20 Barricades/Signs   |                  | \$153.03          |
| Delivery/Removal 21-40 Barricades/Signs   |                  | \$202.21          |
| Delivery/Removal 40 + Barricades/Signs  |                  | Actual Cost       |
| <b>MOBILE STAGE</b>   |                  |                   |
| Non-Profit Local  | \$174.89         |                   |
| Local Private/Commercial  | \$371.64         |                   |
| Moving and set up (one-time fee)  |                  | \$224.07          |
| <b>MOBILE STAGE WITH AWNING</b>   |                  |                   |
| Non-Profit Local  | \$202.21         |                   |
| Local Private/Commercial  | \$470.01         |                   |
| Moving and set up (one-time fee)  |                  | \$1,235.14        |
| <b>MOBILE WASHROOMS (limited locations available: Okanagan Lake Park and Skaha Lake Park)</b> |                  |                   |
| All other parks delivery, connect and disconnect  |                  | \$537.78          |
| <b>THREE-FIVE TIERED BLEACHERS</b>  |                  |                   |
| Non-Profit Local  | \$12.02          |                   |
| Local Private/Commercial  | \$27.33          |                   |
| Moving and set up (one-time fee)  |                  | \$218.61          |

## EQUIPMENT AVAILABLE:

The City of Penticton has items available for use for your special event or park rental (extra fees apply):

- Mobile washroom unit (available at Okanagan Lake Park and Skaha Lake Park only)
- Five tiered bleachers: 12', 15', 18' lengths (30-45 seats per bleacher)
- Mobile stage with or without awning
- Picnic tables, garbage and recycling receptacles, barricades, no parking cones
- Mobile water bottle refill station

# GUIDELINES & DEADLINES

| IMPORTANT CONTACT INFORMATION          |                                    |   |
|--|------------------------------------|---|
| Recreation Coordinator – Events & Film |                                    | Phone: 250-490-2591   |
|  |                                    | Email: <a href="mailto:events@penticton.ca">events@penticton.ca</a>   |
| 12 MONTHS TO 90 DAYS PRIOR TO EVENT    |                                    |   |
|  | Review Policies                    | Review policies, requirements and conditions of use in the Outdoor Events Guide.  |
|  | Select Location                    | Select a location based on the amenities available.   |
|  | Apply for Grant Applications       | Submit applicable <a href="#">grant applications</a> .  |
|  | Submit Application Form            | Submit a One-Day or Multi-Day Outdoor Event Application Form.   |
|  | Confirm Location and Date of Event | A booking is not confirmed until the Licence to Use Agreement has been signed and all appropriate paperwork has been submitted.   |
|  | Submit Road Closure Application    | Finalize and submit Road Closure Application, maps, resident notification letters, and a work preparation hazard assessment.  |
|  | Special Event Permit (if required) | If you plan on serving alcohol at your event, obtain approval from the City of Penticton. Apply for a <a href="#">Special Event Permit</a> with the BC Liquor and Cannabis Regulation Branch. |
| 60 DAYS PRIOR TO EVENT                 |                                    |   |
|  | Submit Appendices                  | Submit supporting appendices required for your event.   |
|  | Submit Insurance                   | Submit a copy of your Insurance to the Recreation Coordinator.  |
|  | Submit Site Map and Emergency Plan | Submit finalized Site Map and Emergency Management Plan.  |
|  | Staking Tents or Inflatables       | If staking is required for tents, review <a href="#">Safe Tent Zone Site Maps</a> located in Appendix 13-17.  |
|  | Stages & Structures                | If you are including stages in your event, structures and/or tents on-site, review Special Events Building Bulletin.  |
|  | Electrical Use Form                | Submit if you require access to power or will be using a generator.   |
|  | Business License                   | Submit if you are selling food, beverages or merchandise.   |
|  | Review and sign the LTU Agreement. | Review and sign the License to Use Agreement and send a copy to the Recreation Coordinator.   |
|  | Promote your event                 | Contact the Travel Penticton regarding your event and additional promotional opportunities.   |

| 30 DAYS PRIOR |                                  |  |
|---------------|----------------------------------|--|
|               | Special Event Permit             | Ensure Special Event Permit (liquor license) has been received and a copy has been submitted to the Recreation Coordinator.              |
|               | Submit Updated Documents         | Ensure updated site plan, emergency plan, and route maps have been submitted to the Recreation Coordinator for review.                   |
|               | Submit Outstanding Appendices    | Final changes and all relevant appendices reviewed/attached and submitted to the Recreation Coordinator.                                 |
|               | Arrange Porta-Toilets            | Reserve and coordinate the delivery, pick-up and servicing of porta-toilets (if required).   |
|               | Arrange Garbage & Recycling Bins | Arrange for delivery and pick up of garbage/recycle dumpsters (if required).   |
|               | Contact Details                  | Provide contact details for on-site event organizers.  |
|               | Confirm Site Meeting             | Confirm site meeting details with the Recreation Coordinator.  |
| 14 DAYS PRIOR |                                  |  |
|               | Attend Site Meeting              | Attend a site meeting with the Recreation Coordinator and City staff (if required by the City).  |
|               | Final List of Vendors            | Provide a final list of all mobile vendors and exhibitors onsite.  |
|               | Pay Fees & Deposits              | Ensure all payments have been paid including any damage or key deposits.   |
| 7 DAYS PRIOR  |                                  |  |
|               | Pick Up Keys                     | Pick up keys from the Community Centre reception desk (if required).   |
|               | Pick Up Water Spigots            | Pick up water spigots from the Community Centre reception desk (if required).  |
|               | Notify Residents                 | Send a notification letter to residents/businesses of your event (if required by the City).  |
|               | Confirm Contact Information      | Confirm on-call 'Event Emergencies Line' phone number for urgent operational issues that require immediate City services and/or support. |



| PRE EVENT SET-UP |   |  |
|------------------|---|--|
|                  | Set Up Signage                            | Use traffic cones and signage to mark off areas that will be designated for fire lanes, vendor loading, VIP parking, or any large activities. Set up event day signage listing the event schedule, site map, route, etc.   |
|                  | Set Up Volunteer Headquarters             | Ensure an area is set up with necessary equipment, task lists, radios, event day schedule, contacts, emergency procedures, supplies, etc.  |
|                  | Assign Tasks                              | Meet with volunteers and assign tasks for event day.   |
|                  | Set Up Equipment                          | Set up any tents, lighting, electrical, tables, etc. that vendors require for the event. Ensure that tent weights, cord covers, cones, etc. are used for safety. Make sure to test any lighting or sound equipment to ensure it works before the event starts.   |
|                  | Staking in Parks                          | Remind all volunteers and vendors that no staking with pegs greater than 10 inches is permitted outside of the Safe Zone. If permission is granted, stakes must be a minimum of one meter away from all light standards, pedestals, utility or irrigation boxes, sprinklers, walkways, hard surfaces or any other existing permanent infrastructure.     |
|                  | Vehicles in Parks                         | Vehicles in parks shall be restricted to event organizers or vendor vehicles only, for the purposes of set-up or take-down only. No parking is permitted on site unless approval has been granted for your event. Remind all volunteers and vendors that at no times are vehicles allowed to be parked or driven under or near a tree within 15' (4.5m). |
|                  | Monitor On-Site Traffic                   | Assign a person to monitor on-site traffic, limit and control or prevent public access to the site while vehicles are entering or leaving for safety purposes. Use vehicle gates only to enter the park area and remain on hard surfaces. You will be required to provide a list of the number and type of vehicles that have been approved.             |
|                  | Vendor Permits                            | Check that all vendors display the required decals and permits. Ensure vendors use proper disposal methods for waste (such as cooking oil). Nothing should be poured on park ground or into drainage basins or washroom facilities.  |
|                  | Greet Vendors                             | Assign a volunteer to meet vendors at the entrance so they can greet them and direct to the correct area for unloading, food truck parking, etc. Provide vendors with a time for set up and allow 30 minutes for them to drive in, unload their equipment and remove the tow vehicle. Continue one or two at a time until all vendors are situated.      |
|                  | Inflatable/ Amusement Device Safety Check | Double check that all inflatable or amusement devices (ie: bouncy castles) are licensed and weighted down with stakes or weights.  |
|                  | Pre-Event Safety Walk                     | Walk the event to check that safety standards are being met (use of tent weights, cord covers, cones, fire lanes are clear, etc.). Follow site plan approved by the City ensuring due regard for health, sanitation, vehicular and traffic control, dog control, public safety, staking of tents and protection of private and public property.          |
|                  | Emergency Events Line                     | Ensure volunteers and vendors first contact the main event organizer, who will call the on-call events line for support as needed.   |

| DURING YOUR EVENT   |   |   |
|---|---|---|
|   | Check Waste & Recycling                       | Assign a team of volunteers to check on the waste and recycling receptacles throughout the event. Ensure volunteers are equipped with gloves, bags, tongs, etc.   |
|   | Event Safety Walk                             | Ask a volunteer to do a walk around to double check that vendors, participants, etc. are still complying with safety and security standards. Ensure exits are well marked and well-lit at all times.    |
|   | Event Schedule                                | Ensure entertainment, performers, speeches, etc. are following the event schedule.  |
|   | Noise Bylaw                                   | Ensure noise bylaws are being met. Bylaw #94-36 - For special events music should not exceed 95db (A).  |
|   | Vendor Check In                               | Check in with vendors to ensure they have everything they need.   |
|   | Volunteer Check In                            | Confirm that all volunteers are performing their duties and at the correct location.  |
|   | Deal with Issues<br>(if necessary)            | For urgent operational issues that require immediate City services and/or support, call the on-call 'Event Emergencies line'.   |
| POST EVENT CLEAN-UP   |   |   |
|   | Vendors Load Out                              | Move the vendors off the site in the same manner as they were moved in. Stagger loading times to ensure fire lanes, roadways, parking areas, etc. remain clear at all times.                            |
|   | Traffic Control                               | Ensure vendors exit one or two at a time, and again, an assign traffic control person should be used.   |
|   | Take down equipment and signage               | Once event has been cleared of most attendees, volunteers, vendors, etc., remove valuable equipment first (ex. Sound system, electrical, etc.), followed by lights, tables, chairs, tents, and signage. |
|   | Clean up Waste and Recycling                  | Event organizers are responsible for leaving venues clean – pick up all waste and remove all garbage from event site. If site is not clean, charges may be applied for clean-up.                        |
|   | Final Event Walk Around                       | Once everything has been cleaned up, walk the event site one more time to ensure nothing has been left out (signs, cones, garbage bags, etc.)   |
|   | Return City Equipment                         | Return all City equipment to the City Yards or leave it on-site if previously arranged.   |
|   | Return Keys and Water Spigots (if applicable) | Return all keys and water spigots to the Penticton Community Centre reception desk.   |
|   | Damage Deposit                                | Damage Deposit will be refunded within seven days providing no  |
|   | Grant Reporting                               | Fill out and submit the grant reporting form.   |
| All Appendices can be found at <a href="http://www.penticton.ca/our-community/events/host-event/plan-outdoor-event">www.penticton.ca/our-community/events/host-event/plan-outdoor-event</a> |   |   |

# POLICIES & CONDITIONS OF USE

The use of any recreation facility, park or open space shall not be granted without obtaining a License to Use Agreement.

## LICENSE USE AGREEMENT

**License to Use Agreement** – The Recreation Coordinator will create a License to Use Agreement upon the approval of your event date and location from your Outdoor Event Application Form. A booking is not confirmed until the License to Use Agreement has been signed by both the Applicant and City of Penticton, and all appropriate paperwork has been submitted. Organizations who received an In-Kind Grant or fee usage must sign the Agreement in the usual manner. The Recreation Coordinator will implement a journal entry through the Finance Department to cover the costs outlined in the In-Kind Grant.

**Changes to User Agreements** – Changes must be made in writing and a “License to Use or Occupy” amendment signed by both the Licensee and a signatory on behalf of the City. Any trading of booked time must be authorized by the General Manager – Recreation Services or designate.

**Cancellation of Bookings by the Licensee** – All cancellation requests must be made with the City and will result in the following refunds:

- Full refund if cancellation is 14 days prior to the first rental booking.
- Twenty percent (25%) administration fee applied for cancellations within 14 days of the booking.
- Fifty percent (50%) administration fee applied for cancellations within 7 days of the booking.
- Cancellations not made at least 48 hours in advance of the event will result in the total amount of the rental fee being charged.
- Rainouts must be immediately communicated to the City within 24 hours of rainout. Rescheduling or credits will be applied as applicable.

**Cancellation of Bookings by the City** – The Applicant understands and agrees that the License may be revoked or cancelled, at any time, with or without cause by the City. The City will make every reasonable attempt to provide a minimum 48 hours’ notice of cancellation to the Applicant. Cancellations by the City will cancel the contract and the City will fully refund fees or reschedule in another suitable facility.

**Cancellation by City for Agreement Holders Breach** – Without limiting other remedies available to the City, The City may cancel the User Agreement, prevent the Licensee from holding the event, or remove the Licensee from the facility during the event, and in each of these cases keep the damage deposit if the Licensee breaches any term or condition of the User Agreement.

**The City retains the right to reschedule any or all unused recreational facilities arising from a cancellation.**



| FEES, DEPOSITS, AND PAYMENT   |
|---|
| <p><b>Fees</b> – There are a variety of potential fees associated with hosting an event. Please read the Fees and Charges Bylaw (#2014-07) for more detailed information. <b>Park rental and administration fees:</b></p> <p><b>Park rental fees</b> – hourly rate to book park spaces</p> <p><b>Administration fees</b> – depending on the event, an administration fee may apply. This fee is non-refundable and due at the time of booking to confirm the rental</p> <p><b>Fees are divided into five categories:</b> non-profit local youth/child, non-profit local adult, local private, commercial, and non-resident</p>  |
| <p><b>Payment</b> – Payment for bookings must be made at the time of confirmation of the User Agreement, except when credit is established prior to the event. The City of Penticton reserves the right to demand prior payment of any charges at the time the User Agreement is signed. Associations with established credit will have a schedule of payments as outlined on their User Agreement. Statements are issued monthly and payments must be received within thirty (30) days of scheduled payment date. Interest is charged at the rate of two percent (2%) per month on all overdue accounts.</p>   |
| <p><b>Establishing Credit</b> – All applications for credit should be made in writing to the Management or Supervisory staff of the Parks, Recreation or Culture departments who shall have the authority to approve.</p>   |
| <p><b>Performance Bonds/Damage Deposits</b> – The City of Penticton reserves the right to determine the amount and to require the posting of a performance bond and/or damage deposit based on the nature, level of risk and location of the event. The damage deposit will be returned, less any costs incurred for damages, within seven (7) days of the event. If damages exceed the amount of the deposit, the Licensee will pay all additional amounts owed. Although the City may keep the deposit, the City is still entitled to pursue other legal remedies against the Licensee. Performance bonds and damage deposits must be paid by cash, credit card, or certified cheque fourteen (14) days prior to the event.</p> |

| EVENT REQUIREMENTS  |
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| <p><b>Public Notification</b> – Depending on the type of event, some organizers will be required to notify local residents, businesses and/or the general public of impacts to the area via a notification letter. Notification is required one week prior to the event day and the necessity will be determined by the Recreation Coordinator. As a general guideline, a notification letter is required if your event:</p> <ul style="list-style-type: none"> <li>Has a road closure</li> <li>Has amplified sound (i.e. concert)</li> <li>Has a large parking impact in a residential area</li> <li>Has an extended park closure (i.e. past 10 pm)</li> </ul> <p><b>The notification letter should include:</b></p> <ul style="list-style-type: none"> <li>Name and a brief description of the event</li> <li>Event dates, times, and location</li> <li>A map providing information on the road closure location</li> <li>Explain alternative access where necessary</li> <li>Name and telephone number for the event organizer and on-site contact</li> <li>Website information</li> </ul> |

## EVENT REQUIREMENTS (Cont'd)

**Liability Insurance** – Prior to the granting of a License to Use contract, the Applicant shall obtain and maintain comprehensive general liability on terms satisfactory to the City.

### Insurance Requirements:

- The City of Penticton shall be included as an “Additional Insured” on any event organizer or event host Commercial General Liability policy.
- Such policy shall be written on a comprehensive basis with inclusive limits of not less than \$3 million per occurrence and \$5 million aggregate. The policy shall contain a clause providing that the insurer will give the City thirty (30) days prior written notice in the event of cancellation or material change.
- The event organizer or event host shall provide the City with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance to the City ten (10) days prior to the granting of a License to Use contract.
- Proof of Insurance must be provided prior to the first use of a recreation facility. Failure to provide proof of insurance will result in cancellation of the booking request.
- Obtaining insurance for your own operations or for vendor operations can be purchased for a single day, weekend or longer period, depending on your needs.

**Vendors** – Proof of insurance will be required for any vendors that are participating in your event. Vendor insurance provides coverage for claims and lawsuits that may result from a vendor’s operations or participation at your event. Proof of this type of insurance protects your operations as the event host as well as the vendor, in the event of a claim. Obtaining insurance for your own operations or for vendor operations can be purchased for a single day, weekend or longer period, depending on your needs.

**Site Maps** – Detailed site maps are required for all events. On your site map please include the locations of tents, mobile vendors, vehicles, temporary play structures, portable toilets, fencing, staging, first aid, beverage garden, and security.

**Park Preservation** – In most instances, the programming of activities in parks will have some impact on others’ use of the park and/or has the potential to cause damage to the condition of a park including its natural environment or infrastructure. To minimize the impact events have on parks, the City applies a variety of measures such as site monitoring, restricting activities, controlling amplified sound, limiting vehicle access and collecting security (damage) deposits. By ensuring that the park preservation measures are in place and adhered to, event organizers and the City are ensuring the site’s continued use for hosting special events. Failure to do so will result in the denial of future rental privileges.

**Park Protection Measures** – Event organizers are responsible for implementing measures to protect park conditions and infrastructure. Such measures include fencing landscaped areas, placing plywood under parked vehicles, restricting vehicle movement to hard surfaces, locating and protecting sprinklers and valve boxes and utilizing traffic control for the protection of both property and the public.

Protection measures required will reflect the potential damage to the park. Any property damage which occurs as a result of the event, its set-up and takedown will be the responsibility of the event organizers (including second and third-party actions). In some cases, the City may request a security deposit from the event organizers.

## EVENT REQUIREMENTS (Cont'd)

**Activity Restrictions** - The City reserves the right to restrict specific activities in parks. Reasons for restricting activities relate to potential damage to the park, the impact the activity will have on other's enjoyment of the park as well as risk management and/or public safety considerations. In addition, any activities which are prohibited by law are not permitted in parks.

**Event Site Clean-Up** - Parks are used regularly, especially during the summer season. In order to coordinate the reconditioning of the park, it is critical for event supplies and vendors to be out of the parks at the designated time.

## TENTING & ON-SITE STRUCTURES

**Tents & Inflatables** - Structures including tents, stages, fencing, bleachers, etc . must be included in the Site Plan and may require advance permission. All structures and tents must conform to British Columbia Building Code and meet NFP 96 Fire Suppression Regulations.

Every tent, air-supported structure, tarpaulins, and decorative materials used in connection with these structures shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films". Please review with your supplier/rental company that this can be confirmed on-site.

**Securing Structures with Pegs/Stakes** - If staking is required for tents, review Safe Tent Zone Site Maps. You **MUST NOT** stake in a park unless you have received written permission to do so. If permission is granted your site maps must detail the location and size of pegs, and be a minimum of one meter away from all light standards, pedestals, utility or irrigation boxes, sprinklers, walkways, hard surfaces or any other existing permanent infrastructure. Staking of pegs greater than 10 inches outside of the safe tent zones is prohibited.

**Driving Vehicles in Parks** - Organizers may be given permission to use pathways and service roads during the set-up and take down of their events. Vehicles are not permitted to be parked on parks, pathways or sidewalks unless they are an essential vehicle for the event and approved in advance. Event organizers, volunteers and sponsor vehicles must be parked in parking areas (streets or lots) and not in the park.

**At no time are vehicles permitted to drive near or to be parked under a tree.** Pre-approval is required for any vehicles driving in a public park. If you must drive in a park for setup or tear down at an event, please follow the guidelines listed below:

- Assign one person to monitor on-site traffic
- Limit and control or prevent public access to the site while vehicles are entering or leaving for safety purposes
- Use vehicle gates only to enter park area and where possible, keep vehicles on hard surfaces
- Vehicles in parks shall be restricted to event organizers or vendor vehicles only, for the purposes of set-up or take-down.
- Avoid driving on sprinkler heads and valve boxes
- If show vehicles are requested to be on display in a park, they are to remain on-site throughout the entire event.
- No parking is permitted on site unless approval has been granted for your event
- You will be required to provide a list of the number and type of vehicles that have been approved

**Fencing** - Fencing cannot interfere with the park's circulation network (pathways, bikeways, etc.). Please ensure that fencing is not set up underneath trees or directly on tree roots.



## FOOD & ALCOHOL

**Interior Health Guidelines** – If you are an event coordinator, please review the [Temporary Event Coordinator's Planning Guide](#) and complete the [Temporary Event Coordinator Application](#). Contact an Environmental Health Officer well in advance of the event to discuss the requirements specific to the event before any information packages go out to vendors.

**Existing On-Site Vendors** – Several event parks and beaches have contracted mobile food vendors on-site to serve the general public. For smaller events, organizers are asked to coordinate food service with existing onsite concession operators and/or onsite mobile food vendors to provide food service. For larger events, organizers are asked to give existing food vendors the first right of refusal for their fixed position. If vendors choose to participate in an event, they must follow the application process and remit fees in accordance with the event vendor process. Additional food vendors are permitted in conjunction with onsite food service. Any additional food vendors brought onsite should provide fare that varies from onsite concession and onsite mobile food vendors.

**Mobile Food Vendors** - A list of all mobile food vendors must be provided in to the Recreation Coordinator a minimum of 14 days in advance of the event. The Event Organizer is responsible to ensure all mobile food vendors have met all the safety requirements and that the following valid permits and decals are displayed:

- An annual inspection by the Penticton Fire Department
- An Interior Health Authority Permit
- A current and valid business license
- A Special Event Permit (if applicable)

Sales must be directed at event participants and not the general public. Merchandise and services must be event-related and compatible with a public park – event-related items and souvenirs. Festivals are permitted to sell a wider range of arts and cultural items providing they are an integral part of the event.

**Preparing Your Own Food** - If you're providing or preparing your own food service (pancake breakfast, prepared food, BBQs etc.), it's your responsibility to ensure the appropriate Interior Health Authority Temporary Food Service Permit is in place. There must be a plan for garbage disposal, recycling and other products from food preparation. Pouring grease or any other liquid in or on the park is strictly prohibited.

**Serving Alcohol** - Permission for the serving of alcohol may be obtained depending on the nature and location of the event. Special occasion licensed areas will only be considered for adult-oriented events in larger parks. The scale of the service area must be in relation to the event's attendance and service is restricted to event participants only. An assessment will be made regarding the impact of the special occasion license on adjacent neighbours. **Applications for a Special Event Permit require:**

1. **Approval by the City of Penticton**
2. **Apply for a Special Event Permit** – Through the BC Liquor and Cannabis Regulation Branch (LCRB)
3. **Create a Security Plan** – The LCRB will review Special Event Permit applications to determine if a security plan is also required. If you are required to have a security plan, you must comply with it.
4. **Perimeter Fencing** – The liquor service area must be surrounded by a barrier sufficient to contain the sale, service and consumption of liquor to that area. If liquor service is provided throughout the whole event site, the whole event site must be surrounded by a barrier.
5. **Display your Special Event Permit** – To be posted at your event along with liquor purchase receipt

Authorization granted by the City does not relieve the Applicant from any legal obligations and/or requirements. A copy of the Applicants approved liquor permit shall be presented and attached to this License including evidence of the Applicant's comprehensive liability insurance with extended coverage to include "Liquor Liability", prior to any use or occupation of the said premises. Authorization granted by the City shall be attached to this License prior to any use or occupation of the said premises. The Applicant shall comply with all regulations outlined in the **BC Liquor and Cannabis Regulation Branch**.

## UTILITIES & INFRASTRUCTURE

**Electrical** - The City provides electrical access in many of our event parks for Event Organizers. The availability and number of power pedestals vary per park. To supplement electrical onsite, generators may be permitted under the guidelines outlined below; subject to City approval.

A Field Safety Representative (FSR) is required when the event organizer/applicant requires access to the main electrical room, breaker panels or hook up temporary distribution panels or any events that require more than one power pedestal. **Please note that all cords must be covered to prevent tripping hazards.**

**Request for Power** - An Electrical Use Agreement Form is required for any events that require access to power. The form can be filled out and submitted to the Recreation Coordinator.

**Field Safety Representative (FSR)** - When the event organizer requires access to a 50 amp plugin, to 6 or more plugins, to the main electrical room, breaker panels or hook up temporary distribution panels, a Field Safety Representative is required. Your FSR will need to fill out an Electrical Operating Permit, and submit it to Technical Safety BC. A copy of the Electrical Operating Permit from Technical Safety BC must be submitted to the Recreation Coordinator. We recommend visiting Technical Safety BC for more information, and to apply for a permit.

**Water Access** - Access to water is available in many parks at the organizers' request. Access to water is available in many parks at the event organizer's request. Drinking water is available at specific locations in City parks. Please refer to the Park Site Maps for the exact locations of potable water. Some locations require the use of a water spigot for access. Water spigots can be borrowed from the City of Penticton - a damage deposit will be applied to your contract. Water used for irrigating parks is not potable. The City encourages event organizers to book the mobile water refill station available for rent.

**Sprinklers** - If an event spans multiple days or sets up equipment overnight in a City park, an Event Organizer can request to have the sprinklers turned off for the duration of the event.

**Park Entrance Bollards and Gates** - Bollards and gates can be removed or opened at the entrance of some City parks. Event Organizers can indicate which bollards or gates they would like removed and when. If keys are required to open gates, a \$100 deposit per key will be applied to the Facility Rental Agreement.

**Washrooms & Porta Toilets** - Many City parks have onsite washrooms to service the general public. Early opening, late closing and extra cleanings can be arranged with the Recreation Coordinator (additional fees apply). Depending upon the nature and scope of the event, event organizers may be responsible for providing washroom facilities for their participants. The requirement to provide washroom facilities is dependent on a) Expected attendance and duration of the event; b) The provision of food and beverage services; c) The availability of onsite washroom facilities.

Please refer to the [Fact Sheet on Sanitation for Public Health Guidelines-Major Events](#). The cleaning and security of the porta toilets is also the responsibility of the event organizer. The recommendation for quantity is at a ratio of one porta toilet/stall per one hundred people (1:100). This includes onsite washroom facilities and porta toilets.

**Waste Management** - Event organizers are responsible for leaving venues clean - pick up all waste and remove all garbage from event site.

**Garbage Disposal** - If the site is not clean, charges may be applied for clean-up. If the garbage accumulation after the event is above and beyond the on-site garbage receptacles, the organizer can either take responsibility to dispose of the refuse off site or make arrangements with the Parks Department for extra bins and pick up at the organizers expense. The City strongly encourages all event organizers to recycle. Larger events may be required to provide a recycling plan for their event; especially if food and beverages are provided.

## UTILITIES & INFRASTRUCTURE (Cont'd)

**Dumpsters** - There is no access to onsite dumpsters in City Parks. It's the responsibility of the organizer to provide dumpsters for recycling and garbage as part of their waste management plan. The dumpster should be located on the site map and drop/pickup times will need to be provided as they often occur outside the event date. Insurance will need to cover the entire time infrastructure such as dumpsters are in the park.

## ROADWAYS & PARKING

**Road Closures** - The Road Closure Permit applicant must conform to current laws, regulations and requirements, pay applicable fees, and ensure that the road closure remains in compliance throughout its entirety. Approval time frames vary in accordance with the size and complexity of the event. Event organizers should not assume approval will be provided or act upon that assumption. It is the organizer's responsibility to submit the applications for special event road closures with sufficient time for the application and impacts to be fully considered by the City and revised before entering into any commitments or advertising for the event.

**Traffic Management Plan** - Event Organizers may be required to provide a traffic management plan, depending on the type of event and the impact on automobile and pedestrian traffic. Organizers are expected to contact the Ministry of Transportation for events using roadways outside of City Limits to ensure MoT requirements are met. Please contact the Recreation Coordinator for further information on your event's requirements.

**Public Information/Communication Plan** – A public information/communications plan is required as part of all Special Event Road Closure Permit applications.

**Event Notification and Directional Signage** - Events requiring road closures or have a significant impact on a park are required to provide and install event notification signage. The purpose of these signs is to inform park users that a significant "change in use" will be occurring in the park. The signs, installation dates and location(s) must be approved by staff. Under no circumstances should any signs be attached to trees or utility poles.

## ADDITIONAL PERMITS & ACTIVITIES

**Noise Abatement Guidelines** - Noise from an event probably has the greatest impact on others' use of the park as well as on park neighbours. While it is recognized that most activities generate noise, it is the responsibility of the City and event organizers to invoke measures to mitigate its impact, namely:

- Event organizers and audio companies using City of Penticton Event Parks must keep noise and music levels under control and to a maximum of 95 db(A) Weight as measured from the edge of the event area within the park. This is considered an appropriate sound level for concerts.
- Event organizers and/or the audio company on site should have an accurate sound measuring device at their disposal to record and monitor sound levels.
- Should sound levels be measured above 95 db(A), the event organizer or audio company will adjust the sound volume to follow the guideline.
- It is understood that there may be intermittent noises that exceed the guideline. These should be kept to a minimum.
- If your event will go on past 10:00 pm you will need written permission from the Recreation Coordinator.



## ADDITIONAL PERMITS & ACTIVITIES (CONT'D)

**Business Licensing** – A Special Event Business License is required for any sales onsite at an event – this includes food, beverage and merchandise.

**Drones** – Use of Drones (i.e. RPAS/UAV/UAS devices) – The Event Organizer must notify the City if a drone will be used during your event, as drones will require further approvals.

## SAFETY AND SECURITY

**Emergency Management Plan** – Depending on the size and scope of the event, Event Organizers may be requested to submit an Emergency Management Plan to the City for review and approval as part of the Outdoor Event Permit. The Event Organizer is responsible for ensuring that the event is conducted safely and orderly and that the activities do not adversely interfere with other park users. Safety and security measures include site security and emergency access plans, traffic management and the provision of comprehensive liability insurance for the site from set-up to take down.

**Security** – Depending upon the nature and scope of the event, organizers may be required to provide staff with a site security plan. The objectives for a security plan are to ensure event patrons are safe and secure as well as to protect public property. A site security plan is required if:

- Public access is restricted
- There is high attendance at an event
- The event includes a Special Occasions License (liquor license)
- The event occurs at night
- Structures or equipment are being left overnight

The City reserves the right to require that the Event Organizer provide a higher level of security than that deemed adequate by the Event Organizer. The Event Organizer shall be responsible for any additional costs of security associated with their event.

It is the responsibility of the Event Organizer to ensure that all security guards have completed Basic Security Training (BST) through an approved school. More information can be found on their website: [Justice Institute of British Columbia](#)

**First Aid** – First aid is the responsibility of the organizer. At a minimum, all events are required to have a fully stocked first aid kit easily accessible by event staff, volunteers and attendees.

**Access to Gated Events** – As a general principle, special events should be open to the general public. They should not restrict the public's access to park space; either through physical or financial barriers. However, the City does recognize that under certain circumstances, the diversity of special event programming can be increased through permitting gated events with admission fees.

Gated events are primarily only permitted in large, destination parks. This ensures that the majority of the park remains open to the public. In addition, gates events cannot interfere with the park's circulation network (pathways, bikeways, etc.). To ensure public access, the frequency of allowing gated events at a particular site may be restricted – especially on smaller destination parks. Gated events must go through an inspection from the Fire Department.

**Smoking and Vaping** – Smoking and vaping is not permitted on City parks or School District 67 outdoor spaces. The Event Organizer is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction and for providing efficient signage and language on their website.

## CONDITIONS OF USE

### General Conditions

1. The Applicant shall use only those premises named in this License.
2. The Applicant shall ensure that all attendees adhere strictly to all rules and regulations posted and/or included in this License and to advise all attendees accordingly. Failure to adhere to, or comply with said rules and regulations may result in the termination of this License without refund of any fees paid, and may include invoicing of penalties and/or additional costs incurred by the City.
3. The Applicant shall exercise the greatest care in the use and occupation of the said premises and adjacent facilities and shall provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of the rules and regulations governing the said premises.
4. The Applicant shall report all damages to the Recreation Coordinator at 250-490-2591.
5. The Applicant shall be responsible for any damages caused by the applicant and/or their participants, guests, visitors, spectators and or agents to the said premises as a result of the use and occupation thereof under this License. Said damages to be paid firstly by the Applicant and/ or their insurer.
6. The Applicant shall not permit any other person, group or organization not named in this License to use or occupy the said premises without authorization from the City. Authorization granted by the City shall be attached to this License prior to any use or occupation of the said premises by any other person, group or organization.
7. The Applicant shall, at its own expense, return the premises to the condition that the premises were in prior to the Applicant's use and occupation.
8. The Applicant shall be responsible for providing adequate security, including any costs for providing adequate security, for the use and occupation of the said premises, including, but not limited to, persons at the door, off duty police, auxiliary fire fighters or other personnel deemed necessary by the Applicant for the protection of the public, property of the public and property of the City. The City reserves the right to require that the Applicant provide a higher level of security than that deemed adequate by the Applicant. The Applicant shall be responsible for any additional costs of security.
9. The Applicant shall, prior to the use and occupation of the said premises, pay at the request of the City, a damage deposit. The amount of the damage deposit is at the discretion of management staff and at a level established by staff based on risk, as security for any damages which may occur to the said premises as a result of the use and occupation authorized under this License. Should such damage deposit, or any balance thereof not be used, it shall be refunded to the Applicant. Should such damage deposit be insufficient, the Applicant will reimburse the City immediately upon written notice from the City.
10. The Applicant shall not permit any alcoholic beverages on or in the said premises unless a valid permit has been obtained under the Liquor Control and Licensing Act and with the expressed authorization of the City. Authorization granted by the City does not relieve the Applicant from any legal obligations and / or requirements. A copy of the Applicants approved liquor permit shall be presented and attached to this License including evidence of the Applicant's comprehensive liability insurance with extended coverage to include "Liquor Liability", prior to any use or occupation of the said premises. Authorization granted by the City shall be attached to this License prior to any use or occupation of the said premises.
11. The Applicant shall comply with the British Columbia Liquor Control and Licensing Act including all regulations.

## CONDITIONS OF USE (CONT'D)

**Revenue Generation** – Event organizers may be given permission by the City to generate revenues to offset organizational costs and/or raise funds. Revenue generating activities include admission or registration fees, sponsorship opportunities, the sale of goods and food as well as special occasion licenses. In general, revenue generating activities must:

- Focus on event participants and not the general public
- Be secondary to a larger event

Revenue generating activities are subject to any applicable government regulations (e.g. licensing requirements, gaming legislation, etc.). Commercial activities which are not a part of a larger event and are not within the City's mandate are generally not approved by the City although they will be considered on a case by case basis.

Event organizers wishing to charge a registration or admission fee for an event are required to include an event budget with their event application for the current year and (if applicable) a financial statement from the previous year. If the event raises funds for charity, the organizer must disclose the proceeds forwarded to the designated charity.

The City of Penticton reserves the right to negotiate a rate outside of Fees and Charges when a business, organization or agency, has ticketed admission or revenues generation and the proceeds are not 100% directed to a registered Not-For-Profit. This may include profit share arrangements as determined by the General Manager – Recreation Services. Revenue sharing for events over 500 people 5% for non-profit and 10% commercial up to \$25,000 per day or based on the appropriate rental rate – whichever is greater (Bylaw 2012-5014 Division 12).

**Event Sponsorship Signage and On-Site Promotions** – It is recognized that most large special events have at least one major sponsor. Event sponsorship usually centers on event promotion, supply of product or general financial support. In return for their financial or in-kind contributions, events sponsors request significant profile on event promotion material as well as at the event site.

The City is concerned with on-site sponsorship and promotions and needs to balance the sponsor's on-site profile with the preservation of the non-commercial nature of parks. All sponsorship signage be pre-approved by staff prior to installation. The signage must be limited to event area and be directed at event participants and not the general public.

**Special Event Seasonal Business License** – Event organizers must purchase a City of Penticton Special Event Business License.

**Compliance with Laws** – The Licensee must comply with all applicable laws, regulations and bylaws in its use of the Facility. Failure to do so will result in denial of future rental privileges.

**Fire Regulations** – The renter shall not permit over-crowding by spectators and/or participants in excess of the limits set by the Fire Commissioner, and shall not permit blocking of hallways, exits, etc. with equipment.



# LIST OF APPENDICES

Penticton Outdoor Events Guide Appendices can be found under Step 7 at:  
[penticton.ca/our-community/events/host-event/plan-outdoor-event](http://penticton.ca/our-community/events/host-event/plan-outdoor-event)

| APPLICATIONS   |
|--|
| Appendix 1 – Multi-Day Events Application<br>Appendix 2 – One-Day Event Application<br>Appendix 3 – Park Wedding Guidelines and Application  |
| SPECIALIZED FORMS AND PERMITS  |
| Appendix 4 – Insurance Requirements<br>Appendix 5 – Site Map Requirements<br>Appendix 6 – Request for Staking Tents<br>Appendix 6A – Temporary Structures<br>Appendix 7 – Electrical Use Agreement<br>Appendix 7A – Electrical Operating Permit<br>Appendix 7B – Electrical Cord Information<br>Appendix 8 – Business License Application<br>Appendix 9 – Road Closure Application<br>Appendix 9A – Road Closure Permit Procedure<br>Appendix 9B – Roadside Work Preparation Hazard Assessment<br>Appendix 10 – Sidewalk Closure and Parking Meter Rental Application<br>Appendix 11 – Mobile Vendors<br>Appendix 11A – Mobile Vendor List<br>Appendix 11B – Interior Health: Temporary Event Coordinator’s Planning Guide<br>Appendix 12 – Emergency Management Plan Template<br>Appendix 13 – Special Event Permit (Liquor License)<br>Appendix 14 – Resident Notification Letter Template<br>Appendix 15 – Fireworks High Hazard Permit |
| SITE MAPS  |
| Appendix 13 – Gyro Park<br>Appendix 14 – Okanagan Lake Park<br>Appendix 15 – Skaha Lake Park<br>Appendix 16 – Rotary Park<br>Appendix 17 – Marina Way Park   |

Thank you for considering the City of Penticton for your event; we wish you continued success and look forward to working with you! Please contact [250-490-2591](tel:250-490-2591) or [events@penticton.ca](mailto:events@penticton.ca) for more information.