



Please submit this application to the Recreation Coordinator will contact you to confirm park availability. Historical booking applications must be received by December 31 and are booked according to the booking allocation policy. To complete your booking, all relevant forms and permits must be received. Additional event information is located on our website: penticton.ca/events.

The designated signing authority for your organization is to complete and sign the application.

For more information, please refer to the Event Planning Guidelines on the website:
www.penticton.ca/our-community/events/host-event/planning-guidelines

EVENT INFORMATION

Organization Name:	<input type="text"/>	Non-Profit Organization:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Registered Society:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, Society Number:	<input type="text"/>		
Event Name:	<input type="text"/>				
Event Description: (Purpose, theme, race, etc.)	<input type="text"/>				
Event Location(s):	<input type="text"/>				
Estimated Attendance:	<input type="text"/>	Estimated Participants:	<input type="text"/>		
Cost of Event Entry:	<input type="text"/>	Will the park be closed to the public:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
On-Site Setup Date: (mm/dd/yyyy)	<input type="text"/>	Setup Start Time:	<input type="text"/>	Setup Finish Time:	<input type="text"/>
Date of Event Day 1: (mm/dd/yyyy)	<input type="text"/>	Event Start Time:	<input type="text"/>	Event Finish Time:	<input type="text"/>
Date of Event Day 2: (If Required) (mm/dd/yyyy)	<input type="text"/>	Event Start Time:	<input type="text"/>	Event Finish Time:	<input type="text"/>
Date of Event Day 3: (If Required) (mm/dd/yyyy)	<input type="text"/>	Event Start Time:	<input type="text"/>	Event Finish Time:	<input type="text"/>
Date of Event Day 4: (If Required) (mm/dd/yyyy)	<input type="text"/>	Event Start Time:	<input type="text"/>	Event Finish Time:	<input type="text"/>
Date of Event Day 5: (If Required) (mm/dd/yyyy)	<input type="text"/>	Event Start Time:	<input type="text"/>	Event Finish Time:	<input type="text"/>
Teardown Date: (mm/dd/yyyy)	<input type="text"/>	Teardown Start Time:	<input type="text"/>	Teardown Finish Time:	<input type="text"/>

SIGNING AUTHORITY INFORMATION

First Name:	<input type="text"/>	Last Name:	<input type="text"/>	Title:	<input type="text"/>
Mailing Address:	<input type="text"/>		City, Province	<input type="text"/>	
Cell Phone Number:	<input type="text"/>	Work Phone Number:	<input type="text"/>		
Email:	<input type="text"/>	Website:	<input type="text"/>		

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 Recreation Coordinator. Acknowledged

Site Map: Create a detailed site map for your event using park maps Appendix 13-17, including the location of tents, electrical (if applicable), vendors, fencing, exits, portable toilets, and temporary play structures. Reference Appendix 5 for details on site maps. **Acknowledged**

TENTING AND ON-SITE STRUCTURES

All staging and tents with vertical lighting or banner support over 55sq metres (592sq ft) require an engineering permit. A site review may be conducted by the Fire Department and/or Building Department to ensure all structures are compliant with required regulations. Please include all staging, tents, structures, and equipment on your site map. Acknowledged

Are you including tents in your event set-up: No Yes → If yes, review Appendix 6A
All tents must conform to the British Columbia Building Code and must meet NFP 96 Fire Suppression Regulations. If yes, tent sizes:

Are you including inflatable play structures: No Yes →
If yes, please describe (additional permits required).

Are you securing tents or inflatables with pegs/stakes: No Yes → If yes, submit Appendix 6
Tents must be secured with appropriate weighting systems.

Are you driving in the park for setup and takedown: No Yes
If yes, please refer to Event Planning Guidelines.

Are you displaying vehicles at your event: No Yes →
If yes, please list type of vehicles and include on site map.

Are commercial vehicles included in your setup and/or event (cranes, trailers): No Yes
If yes, please describe the size and include the location on your site map.

Are you including stages in your event: No Yes → Band Shell Renting City Stage Providing Own Stage
If yes, please choose one of the following.

Are you including carnival rides: No Yes → If yes, please submit insurance

Are you fencing the perimeter or any portion of your event: No Yes

FOOD AND ALCOHOL

All mobile food trucks are required to have an annual inspection by the Fire Department and display valid permits and decals. Interior Health Authority (IHA) approval is required for all food services. The event organizer is responsible for ensuring that vendors have met all safety requirements and regulations. Acknowledged

Will there be mobile food trucks: No Yes → If yes, submit Appendix 11A

Are you providing or preparing your own food: No Yes
 → If yes, please indicate: Pancake Breakfast BBQ Prepared Food Other:

Will there be propane or gas on site: No Yes → If yes, describe:

Are you serving alcohol: No Yes → Pre-approval required from the City of Penticton and Special Event Permit from Provincial Liquor and Cannabis Regulation Branch.

UTILITIES AND INFRASTRUCTURE

Additional equipment may be required for your event. Major and multiple-day events require garbage and recycling dumpsters. Portable-toilets are also required for all large events, please refer to the BC Building Codes for requirements. Include the location of all equipment on your site map. Acknowledged

Do you require power: No Yes → If yes, submit Appendix 7

If yes, please submit the Park Booking Electrical Agreement Appendix 7 and reference Appendix 7B.

**A key is required for access to the power pedestals and there is a \$100 deposit per key.*

Do you require a 50 amp outlet and/or 6 or more plugins: No Yes → If yes, submit Appendix 7A

If yes, you will require a certified electrician/Field Safety Representative (FSR) for your event. Your electrician will apply for an Electrical Operating Permit and a copy must be submitted to the Event Coordinator.

***Food vendors generally require a 50 amp outlet to operate unless they use a generator.**

Do you require access to water: No Yes

Do you require water spigots: No Yes → If yes, Quantity: (deposits apply)

Do you require sprinklers to be turned off: No Yes → If yes, date and time:

Do you require park entrance bollards to be removed: No Yes

→ If yes, date and time:

How many porta-toilets are you providing:

How many garbage dumpsters are you providing:

How many recycling dumpsters are you providing:

ROADWAYS & PARKING

Does your event require a road closure: No Yes → If yes, submit Appendix 9
 Permit Fees Apply

Does your event require traffic lights on flash: No Yes → If yes, provide locations

Does your event require a road sweeping: No Yes

Are you renting parking stalls or a parking lot: No Yes → If yes, submit Appendix 10
 Permit Fees Apply

ADDITIONAL PERMITS & ACTIVITIES (fees may apply)

Will there be items for sale at your event (food & drink): No Yes → If yes, submit Appendix 8
 If yes, you will require a Special Events Business Licence Permit Fees Apply

Will there be amplified sound past 10:00 pm: No Yes → If yes, notify residents with letter

Will you have drones flying during your event: No Yes → If yes, NAVCAN approval required

Do you plan on having fireworks, pyrotechnics, or an open flame: No Yes

Will you have boats on the water? No Yes

Do you require the marker buoys' to be moved: No Yes → If yes, date and time:

EQUIPMENT RENTAL OPTIONS

Equipment is available for rent through the City. Fees apply for the rental, delivery, set up, and return of these items. Please view the list of fees here: www.penticton.ca/our-community/events/host-event/planning-guidelines

Picnic Tables (includes delivery):	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, Quantity:	<input type="text"/>	(\$44.99/table)
Garbage/Recycle Cans (Pair):	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, Quantity:	<input type="text"/>	(\$9.14/pair + delivery fee)
Mobile stage without awning:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, requested delivery date/time:	<input type="text"/>	
Mobile stage with awning:	<input type="checkbox"/> No <input type="checkbox"/> Yes			
Five-tier bleachers:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, Quantity:	<input type="text"/>	(fees apply)
Mobile washrooms:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, date(s) required:	<input type="text"/>	
Available at Okanagan Lake Park and Skaha Lake Park East only.				
Barricades:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, Quantity:	<input type="text"/>	(fees apply)
No Parking Pylons:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, Quantity:	<input type="text"/>	(fees apply)
Mobile Water Bottle Refill Station:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, deposit and rental fee applied to contract		

SAFETY AND SECURITY

A safety security plan is required for all major events. A template is available in Appendix 12. Your site plan must include defined access routes for emergency vehicles. Organizer(s) may be required to pay for additional policing costs if deemed necessary.

Acknowledged

Security personnel on site:	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If yes, will they monitor overnight:	<input type="text"/>	
Company:	<input type="text"/>	Contact Name(s):	<input type="text"/>	Phone Number:
First aid attendant(s) on site:	<input type="checkbox"/> No <input type="checkbox"/> Yes			
Company:	<input type="text"/>	Contact Name(s):	<input type="text"/>	Phone Number:
Will you have a staffed medical centre on site:	<input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, provide location and more details:	<input type="text"/>			

REQUEST MAYOR & COUNCIL

Would you like to invite the Mayor and Council to your event: No Yes

→ If yes, include date and time requested:

Thank you for submitting your event application. The Recreation Coordinator will contact you throughout the application process to ensure the timely processing of your application.

I understand that the event contact name and telephone number will be released to the public by the City of Penticton in regards to this application and I hereby consent to this disclosure.

I understand that as the official signing authority, I take full responsibility for this event. I will review the Event Planning Guidelines, appendices, and licence-to-use contract to ensure compliance with all conditions of use, regulations, policies, and procedures.

Applicant Name:	<input type="text"/>	Application Submission Date:	<input type="text"/>
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