<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example of Events</strong></td>
<td>Carol Ships, V.S.O., Community Concert Series</td>
<td>School Sports Days, Heritage Events</td>
<td>Deep Cove Days, Under the Volcano Festival, Penguin Plunge, Lynn Valley Days, Remembrance Day Ceremonies</td>
<td>Wedding Ceremonies and company picnics, Ironman Triathlons, kayak races, regattas, mountain bike races</td>
<td>Ironman triathlons, kayak races, Mountain bike Races</td>
</tr>
<tr>
<td><strong>Primary audience</strong></td>
<td>General public</td>
<td>General public</td>
<td>General public</td>
<td>Invited guests, Special Interest groups, Club members</td>
<td>Fee Paying Audience, Special Interest Groups</td>
</tr>
<tr>
<td><strong>Beneficiary of any Fees or Commercial Ventures</strong></td>
<td>Municipality</td>
<td>Other Level of Government</td>
<td>Service Club/Non-ProfitCommunity Agency</td>
<td>Private Group</td>
<td>Commercial Venture</td>
</tr>
<tr>
<td><strong>Role of Municipality</strong></td>
<td>Producer/Co-Producer</td>
<td>Assist</td>
<td>Assist</td>
<td>No Assist</td>
<td>No Assist</td>
</tr>
<tr>
<td><strong>Park and Open Space Rental Fee</strong></td>
<td>None</td>
<td>Park booking fee - $10.50/hr.</td>
<td>Park booking fee - $10.50/hr.</td>
<td>Picnic Fee - $20-$35</td>
<td>To be negotiated</td>
</tr>
<tr>
<td>*<strong>Refundable Performance, Damage &amp; Clean Up Deposit</strong></td>
<td>None</td>
<td>$100 Performance, damage, clean up agreement</td>
<td>$100 Performance, damage, clean up agreement</td>
<td>To be Negotiated. $100-$1000 min. deposit depending on size of event</td>
<td>To be Negotiated *$500-$1000 min. deposit depending on size of event</td>
</tr>
<tr>
<td><strong>Fee for Supply of Sound System/Technician (if applicable)</strong></td>
<td>None</td>
<td>$50/hour</td>
<td>$50/hour</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Specific Event Assistance Promotional Material:</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Where appropriate</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Calendar listing</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Press releases</td>
<td>Yes</td>
<td>Yes</td>
<td>Where appropriate</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Posters/flyers</td>
<td>Yes</td>
<td>Yes</td>
<td>Negotiable $250/event(max)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Specialty</td>
<td>Yes</td>
<td></td>
<td>By request</td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Provision of Insurance: All groups require insurance. If they do not carry appropriate insurance, they should refer to that section of the Policy and Procedures Manual for information on insurance obtained via the North Vancouver Recreation Commission or Sport B.C. (phone 737-3018).
EVENTS IN PARKS AND PUBLIC OPEN SPACES

NORTH VANCOUVER EVENT APPLICATION FORM

Today's Date

APPLICANT INFORMATION
Name of Applicant Group:

Type of Group (Please tick one):
- Community Group
- Non-Profit
- Individual ▼
- Commercial

Address of Applicant Group:

Name of Event Manager:

Telephone: (Home) (Business) (Fax)

Location Requested:

Date:

Event Purpose & Description:

Expected Size of Audience/Participants:

Proposed Entertainment, activities, food & beverage service, etc.

NOTE: Those wishing to serve food and beverages at their event will require a permit from the North Shore Health Department. Please call North Shore Health for guidelines and permit information.

NOTE: All groups organizing events in municipal parks require liability insurance. Once your application has been approved, a contract agreement for use of the Park will be forwarded to you with applicable insurance information/requirements.
**EVENT LIABILITY INSURANCE RATES**  
*(Presently under Review – May 2001)*

<table>
<thead>
<tr>
<th>EVENT</th>
<th>COST PER EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public festivals (anticipated audience greater than 500)</td>
<td>Call Sport B.C. at 737-3018 to arrange</td>
</tr>
<tr>
<td>Special events, eg. parades, ethnic celebrations, musical performances, etc. (anticipated audience less than 500)</td>
<td>1-300 people sliding scale based on number of people - $25-$300</td>
</tr>
<tr>
<td>With alcohol.</td>
<td>300+ people – decided on a per event basis in consultation with Sports BC.</td>
</tr>
<tr>
<td>Without alcohol.</td>
<td>Sliding scale based on activities/number of participants – $10.50 - $40.00</td>
</tr>
</tbody>
</table>

**NOTE:** Rates are subject to change by the insurance company
TEMPORARY FOOD BOOTH PERMIT APPLICATION

*This form is due at least ten (10) business days prior to the event.*

**PART A – Permit Information**

<table>
<thead>
<tr>
<th>Event:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Event:</td>
<td></td>
</tr>
<tr>
<td>Organization:</td>
<td></td>
</tr>
<tr>
<td>Booth Operator:</td>
<td></td>
</tr>
<tr>
<td>Date(s) of Event:</td>
<td></td>
</tr>
<tr>
<td>Hours of Operation:</td>
<td></td>
</tr>
</tbody>
</table>

**Permit Conditions:**

**PART B – General Information**

| Approximate Attendance at Event: |   |
| Event Coordinator (If applicable): |   |
| Booth Operator Address: |   |
| Operator Home Phone: | Business Phone: |

**PART C – Food Preparation Information**

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Source of Food</th>
<th>Method of Cooking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. If food preparation is required, name the approved kitchen to be used? (eg: Name on premises' permit):

2a. What measures will be taken to ensure food protection (eg: proper temperatures) during transportation to the event?

2b. During the event? (eg: plastic wrap, sneeze guards, prepackaged, etc.)
3a. How will potable water and cold running water be supplied to the booth?

3b. What measures will be provided for sanitary handwashing?

3c. What measures will be taken to ensure sanitary utensil washing?

4a. How will you dispose of your waste water?

4b. How will you dispose of your garbage?

5. Describe all of the booth surfaces (e.g., walls, floors, ceilings, counter tops) and SKETCH a floor plan of the booth in the space provided below:

Note: Temperatures Required:

1. Refrigeration temperatures = 4°C or less (40°F)
2. Cooking, reheating = 74°C or greater (165°F)
3. Hot holding = 60°C or greater (140°F)

(Stem type thermometer must be provided)
Available at most kitchen supply stores.

FOOD BOOTHs CANNOT OPERATE WITHOUT A VALID HEALTH PERMIT
Valid health permit must be posted on site in a conspicuous place.
<table>
<thead>
<tr>
<th>Section: Parks Administration</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Section: Parks - General</td>
<td>5900</td>
</tr>
<tr>
<td>Title: Beer Garden Licences</td>
<td>01</td>
</tr>
</tbody>
</table>

**POLICY**

Events on Municipal parkland and other Municipal property where alcoholic beverages are to be sold must have a Beer Garden Licence.

**REASON FOR POLICY**

To limit, control and regulate the sale and consumption of alcohol on parkland and other Municipal property.

**Authority to Act**

Delegated to staff.

**PROCEDURE**

1. In respect of applications for Beer Garden Licences the municipality shall be divided into four districts as shown on the map attached hereto, each (recommended locations on map) of which will be entitled to six licence events annually.

2. The regulations and approval process for a Beer Garden Licence shall be as follows:

   2.1. The Manager of Parks is authorized to approve no more than one Beer Garden in any Municipal Park on any one day.

   2.2. No Beer Gardens shall be permitted in any one Park on consecutive weekends.

   2.3. Beer Gardens can be subject to immediate closure on the part of representatives of the District of North Vancouver if this should be deemed necessary.

Use of Municipal property for a Beer Garden is limited to non-profit community associations that operate within the municipality, and a majority of whose members reside in the District of North Vancouver. These are sports, service, cultural, clubs, groups, associations or societies. The profits from the Beer Garden must go to improve District public facilities or to the volunteer programs in which the sponsoring organization is involved, or recognized public charities.
2.4. An organization’s use of District property for a Beer Garden is generally limited to one event in one calendar year. More than one event request will be prioritized after other requests have been received or per timing in Clause 2.6.

2.5. Application timing - application must be made no less than four weeks prior to an event. A completed application must be received no less than two weeks with full deposits.

2.6. A Beer Garden Licence will be issued on a first come, first served basis with preference given to established Community Events, or events in which the profits go back into the Park facility they are held in. The Manager of Parks can refuse to issue a Licence if the applicant does not fit the required criteria, or the location is not procurable, or the applicant has had problems associated with their event in previous years.

2.7. A permit fee of $100 per Licence event is required and an additional $250 refundable deposit for an event is charged to ensure proper cleanup of the Park during and following the Beer Garden. The permit fee and refundable deposit will be deposited through the cashier, and upon a letter from the Manager of Parks. The refundable deposit will be returned to the applicant following a review of the cleanliness of the Park after the event is completed. Parks staff costs for cleanup or repairs if required will be deducted from refundable deposit.

2.8. In addition to the liability insurance required by the District for the use of a District-owned facility and/or property, the organization applying for the Beer Garden Licence shall also provide a "Host Liquor Endorsement" covering any liabilities associated with the sale or consumption of alcoholic beverages, such insurance shall include the District as a named insured.

2.9. For a Beer Garden Licence to be issued, the applicant will submit to the Parks Department the required fees, proof of liability insurance, a "Host Liquor Endorsement," proof of acceptance from the RCMP and the Liquor Distribution Branch. Timing - as per clause 2.6.

2.10. After the Beer Garden Licence event is held, the applicant must provide an accounting of the costs and proceeds of the event. Verification of the proceeds disbursed to the previously named charitable cause, program, or facility, must be provided within one year of the event. No further Beer Garden Licences will be issued to an applicant, at any time, unless proof of paid proceeds has been received by the Manager of Parks.

**Definitions:**

*Event* is one or two Beer Garden Licence days.
CREATE A SECURITY COMMITTEE:

a) Responsibilities:
   - The Security Committee is charged with the responsibility of the overall security of the festival.
   - The security chairperson will coordinate the planning, personnel and resources necessary for effective security. Crew and equipment can be organized so that it will be used in the most effective manner.

The Security Committee will:
   - Provide a safe and secure environment for patrons and participants at all festival events
   - Protect people and property
   - Ensure the proper behaviour of patrons and participants at all festival events
   - Implement emergency services procedures as required
   - Administer entrance and exit operations
   - Coordinate security issues with local law enforcement officials

b) How to Create a Security Committee
   i) Choosing the Chairperson
      - The success of the security committee is dependent upon the people available and upon the person selected as security chair. This individual should be a person everyone has confidence in, and one everyone involved will listen to. Security is a very serious business and must be approached carefully and thoroughly. The chairperson should approach the position with the spirit of the festival, yet be very security conscientious.
   
   ii) Security Chairperson Job Description
      - The Security Chairperson is responsible for the provision of a safe and secure environment for all patrons and participants involved with the festival.

   iii) General Activities of the Security Committee Chairperson
      - Establish and maintain the Security Plan
      - Establish and maintain communication channels with all event sub-committees
      - Establish and maintain liaison with municipal parks, public works, police, fire, ambulance and emergency services departments.
      - Prepare an operations manual that includes procedures for proper responses to situations
      - Establish and maintain reporting procedures
      - Establish security inspection plan to ensure a safe venue

   iv) Tasks of the Security Committee Chairperson
      - Prepare and administer the security budget
      - Evaluate overall festival and individual event, security operations and provide recommendations for the following year
      - Assess festival and event facilities for possible security risks including potential exposures to accidental loss of people or property
      - Establish volunteer recruitment procedures including application forms, interview procedures, personnel standards for security staff
      - Establish and implement training program for volunteer security staff

c) How to Create a Security Plan
   i) Assess the festival events (including alcohol-related issues)

Find Out:
- Who will be there (families, singles, seniors)
- How many expected
- Ages
- Active or passive event – participants active or spectators
- Venue considerations
- Duration of the event
- Have there been traffic obstacles or parking problems before?
- Is there emergency access for fire, ambulance and transit?
- Has there been trouble in the past?
- What specific insurance coverages or exclusions are in effect?

Alcohol available? If so:
- Who is the person responsible for licenses?
- How will it be distributed?
- How will the liquor be consumed?
- What controls are in place for unauthorized liquor?

Practical Issue to Discuss/Elaborate:
- How to avoid serving people too much alcohol
- Tips for:
  - policing inside the Beer Garden
  - refusing service to those who have had too much
  - how to get problem individuals to leave the premises

**Requirements of the RCMP**

Organizers must meet with RCMP if their event:
- has an expected audience of 1000+ people, or
- is a new event, or
- sells alcohol on site, or
- operates later than 8:00 pm.

This meeting would entail discussion of:
- Site security and safety (eg. drinking/drugs on site)
- Parking issues
- Event self-policing guidelines

Communication:
- who has the cellular phones and phone numbers?
- who are the security people in the Beer Garden and how to identify them

**Performance, Damage and Cleanup Agreement**

- Events under B and C categories must sign a Performance, Damage and Cleanup Agreement in which the Event Organizer will be held responsible for extra ordinary costs related to facility damage, cleanup and security (Police or Municipal staff time).
- Events under categories D and E must provide Performance, Security and Damage Deposits which will be negotiated depending on the size of the event.

*Failure to provide the security documentation and/or deposit may result in cancellation of the event booking.

**Impact on Municipal Services**
As with damage deposits, additional administrative steps are required to manage funds (eg. notification of dates for deposits, post-event reports and follow-up, damage deposit disbursement notification, etc.)

**THE MORE INFORMATION ORGANIZERS HAVE ABOUT THE EVENT, THE LESS CHANCE THAT THE UNEXPECTED WILL OCCUR**

**ii) Assess the Venues and Facilities**

- Familiarize yourself with the physical layout of the site

Pay attention to:

- Entry and exit points
- Emergency stations and emergency equipment
- Telephone access
- Washroom facilities
- People flow patterns, congregation space and congestion areas
- Equipment, tents, events and staging layout for the time of the event
- Risk areas of possible personal injury
- Possible areas of concealment that may require special attention
- Use street maps to determine traffic flow, site access and egress, indicate numbers and location of parking spaces for presenters, organizers, VIP's and public
- Have signage committee mark and identify parking spaces
- Use a site map indicating events and activities to help you locate and position your personnel.

**iii) Create a schedule of events and resources**

- Using the previous information create a schedule of events so that the logistics of the security needs can be established and the number of personnel can be determined.

**iv) Recruit Security Personnel**

- Employ an application form stating name, address, phone number, physical limitations, previous experience, special skills, and availability.
- Follow up with a short interview to determine attitudes towards dealing with people, communication, the festival, and festival/specific event security issues in general.

**c) Choosing and Training Volunteers**

**i) The Ideal Security Volunteer**

The perfect security team will be made up of individuals who work well together and who possess most of the following traits:

- A desire to be a security volunteer
- An ability to work as part of a team
- An ability to work with people
- An ability to communicate with law enforcement officers
- An ability to take charge of a situation
- An ability to take orders
- An ability to take their training and apply it to any situation
- Professional training in crowd control
- Professional training in First Aid
- Professional training in assisting people

**ii) Orientation for Security Volunteers**

- All volunteers, especially those working with the public require an understanding of the duties they are expected to fulfill and the tools to do the best job they can.
- Develop a security Volunteer Orientation Guide, including:
- an edited copy of the security plan written so that the person can understand the importance of their contribution
- an overview of the festival and its related events
- a list of all important contact people and phone numbers in case of emergency
- a check list and map, outlining the physical area of their responsibility and their duties
- a primer of responses to the most common occurrences.

This guide would be updated as required by the Security Chair.

iii) Training

- Basic training would include the following points:
  - an overview of security to help volunteers understand their duties
  - an explanation of the importance of attitude and people skills
  - familiarization with communication equipment
  - methods of intervening to defuse potential problems
  - proper procedures for calling in assistance
  - proper use of ID cards, uniforms, or insignia of position as a security person
  - an explanation of the limitations and abuses of authority
  - fundamental First Aid procedures

- Advanced training program (for volunteers taking more responsibility or in charge of events' overall security) should include:
  - basic training in crowd control
  - communication skills for talking to people who may be upset or distraught
  - familiarization with completing incident reports
  - techniques on how to identify potential problems with special care where the volunteer will be responsible for an area where alcohol is involved.
  - methods of intervening to defuse potential problems
  - a familiarization with risk management practices and insurance limitations
  - a familiarization with prevailing regulations and licenses
  - completion of training programs offered through regulating agencies that are relative to the event

iv) Security Personnel Job Description

- In order to assist the volunteer to understand the responsibilities they are taking on, a brief job description is of benefit. Following is a basic list of items that should be identified for potential volunteers.

- A member of the Security Team will:
  - Be the "eyes and ears" for the local police department
  - Be a deterrent to potential and real problems
  - Identify and react to potential and real problems
  - Intercept restricted items for possible seizure by the police
  - Identify and react to medical emergencies
  - Assure the verification of patrons, VIP's and participants
  - Provide security to patrons, VIP's and participants
  - Prevent theft, damage, vandalism, personal injury and misbehaviour
  - Provide special assistance as needed to patrons, VIP's and participants
  - Assist with the provision of crowd control

Parks Event Contingency Emergency Response Planning

Outline

- Threat Identification

What are the most likely hazards or untoward hazards that might occur prior to, during, or immediately after the main event?
• Risk Assessment

What is the probability of unforeseen or untoward hazards occurring in a range from “remote” to “likely”?

• Impact Analysis

What are the likely consequences in the areas of health, liability, perception of stewardship, media attention, staff safety, damage to assets, or similar outcomes that would be a management issue, were they to occur?

• Prevention Strategies

What activities, construction, event types, exhibits, fuels, or similar preventative decisions or activities flow from the hazards identification and risk analysis?

• Preparedness Strategies

While recognising that all contingencies cannot be prevented and that risk is attendant to all events, what policies, plans, protocols, procedures and training can be implemented to ensure that recognition of potential problems flows into a comprehensive strategy to address the most likely or most catastrophic hazards?

One of the most usual approaches is the preparation of a Response Plan. This plan should contain:

- activation of the Plan
- aim of the Plan
- initial actions
  - concept of Operations
  - concept of Communications
  - checklist of actions
  - operations location
  - command system
  - roles and responsibilities of staff
  - roles and responsibilities of outside resources
  - specialised resources
  - contact numbers
  - plan of location
  - plan of immediate location

• Response Strategies

Who responds, who contacts whom, how does the response escalate - if that is required, what protocols and procedures come into play and who records key decisions as the event unfolds?

• Recovery Strategies

Given that an unfortunate incident occurs during the event, what elements of recovery such as informing other Agencies, family members, informing senior management, providing press briefings, ensuring security of the scene if a crime was committed or an accident that would involve a coroner’s inquest or a worker’s injury requiring a WCB investigation, providing press releases, etc., should be undertaken by Parks staff at the site, Parks management or GVRD management?

• Additional Considerations

• Appropriate Signage
• “Critical Dependencies” - are there back-up provisions?

Parking, Traffic and Bylaw Considerations

Parking

• no parking on park grass areas, sidewalks and pathways except by prior permission
- no parking within 2m of residential driveways
- no parking in emergency or handicap stalls without proper permits
- no parking in areas which will block exits or are marked as no parking areas

Large events must have alternate parking areas in place (schools, other parks, and commercial lots) and permission for using these lots established 30 days before the event date. Shuttle buses are recommended.

Event Organizers must have security personnel working high traffic areas and parking lot areas.

Security personnel working traffic control and the parking areas must have safety vests, two way radios and cell phones.

**Bylaws**

The District has several Bylaws in effect which regulate noise, environment and parks which the organizers should make themselves familiar with.

The Bylaw Department must be notified of the event 30 days in advance of date.

**** Any relaxation of the Parks Bylaw or Parking Bylaws must be requested when the application for the event is submitted in order for proper review and permission by Council.

Parks are closed from 10:00 p.m. until 6 a.m. by bylaw.