



Procedure for Community Special Event Applications

1. A community special event package is available online with application forms and guidelines to apply to hold a special event in the District of Mission. The appropriate forms must be completed and submitted to the Parks, Recreation & Culture Department booking clerk. They can be submitted online at bookings@mission.ca or in person at the Mission Leisure Centre located at 7650 Grand Street, Mission, BC V2V 3T3.
2. Forms must be submitted at least 45 days prior to the event to ensure consideration. This provides adequate time for specific referrals to other District Departments which may be required in order to approve an application.
3. All approvals will be subject to applicants providing liability insurance naming the District of Mission and/or School District No. 75 as additional named insured (minimum \$3,000,000. Some events may require \$5,000,000). The option to purchase insurance through the District of Mission Parks, Recreation & Culture Department may be available.
4. Rental fees and damage deposits may be applicable.
5. Alcohol is not permitted at any events without the approval and permit from the District of Mission.
6. Some events may require consultation with surrounding residences and/or businesses.
7. Some events may require District of Mission Council approval.
8. Where an event includes the preparation or serving of food to participants or the general public, a Temporary Food Permit must be obtained from the Fraser Health Authority. They must be contacted directly.
9. All events will be confirmed with a contract.
10. The assist you in planning your event an Event Planning Checklist is attached. This may be used as a guide to ensure event organizers have thoroughly thought through all potential items they may encounter in hosting an event. It poses questions to consider under specific categories, some or all of which may be relevant to your event.



**COMMUNITY SPECIAL EVENT APPLICATION FORM
(excludes Parade requests)**

Name and type of event _____

Location of event (Civic Address): _____

Estimated attendance: _____

Admission charge: € Yes Amount _____ € No

Date(s) of event: _____ Start Time: _____

End Time _____

_____ Start Time: _____

End Time: _____

Name and address of applicant: _____

Contact phone and email of applicant: _____

Describe, in detail, arrangements for the following:

The applicant is responsible for all costs. (attach additional sheets if necessary):

a) Drinkable water supply: _____

b) Toilet facilities: _____

c) Waste collection and removal facilities: _____

d) Food and drink storage, dispensing, preparation and use: _____

e) Off-street parking of motor vehicles: _____

f) Policing and security on and around the site: _____

g) Traffic control on and around the site, including barricades: _____

h) Access routes for emergency vehicles: _____

i) Provisions of a police and security command post: _____

j) Request for District of Mission equipment: _____

*Where an event uses or encroaches on District roads a **Street Use Permit Application** must be submitted.

Attach a site plan (8.5" x 11") detailing as much as possible the layout of the event including such items as access/egress, traffic control, parking, security, etc.

Attach a traffic safety plan (8.5" x 11") detailing as much as possible the management of event traffic (vehicles and pedestrians) including such items as traffic control devices, road closures, signage, barricades, etc.

Liability Insurance document attached: € Yes € No

If the event is planned for private property the registered owner(s) of the land described must consent to the holding of the above special event.

Registered Owner(s):

I consent to the holding of the _____ (event) on my property on _____ (date).

Printed Name

Signature

Applicant(s):

Printed Name

Signature

Telephone: _____

Cell: _____

Email: _____

Fax: _____

Office Use:	
Comments: _____	

Approved:	€ Yes
	€ No

REQUEST FOR PORTABLE STAGE

Name and address of applicant: _____

Contact phone and email of applicant: _____

Name and type of event: _____

District staff required for set-up and take down: (applicant to cover any overtime incurred)

€ Yes € No

Location of stage: _____

Date required: _____

Time of usage: _____

Delivery time requested: _____

Pick-up time/end of event: _____

Rental fee applicable to Commercial/Private (Non-Residents)

Applicant responsible for tow charges. Please include billing address: _____

\$500.00 Damage Deposit enclosed (cash or cheque only): € Yes € No

Office Use:

Approved: € Yes € No

Signature

Title/Position

SPECIAL OCCASION BEER GARDEN APPLICATION

Deadline for submissions is _____, to the Parks, Recreation & Culture Department at
7650 Grand Street , Mission, BC V2V 3T3

I/We hereby apply for District approval to acquire a Special Occasion License for Public Events (Beer Garden):	
Group Name:	
Mailing Address:	
Applicant: (person responsible)	
Personal Address:	
Telephone	Home: Work:
	E-mail:
Request:	Date(s): Location: Hours of Operation: No. of expected participants:
Purpose of Proceeds	
What event will this be part of?	
I/We undertake to be governed by the existing statutes, by-laws, and regulations pertaining to Special Occasion Licenses and the consumption of alcoholic beverages.	
Date:	
Name:	
Signature:	

Responsibility of Applicant for Special Occasion License (Beer Garden)

1. The license fee for a Beer Garden is **\$109.14** plus GST, **per day**, payable ten (10) days in advance of approved events.
3. All requests shall be authorized by the Committee to Approve Public Events and permission will only be granted following approval of the local R.C.M.P. office.
4. The person or organization signing the rental request sheet will be responsible for the area or any equipment being used.
5. All liquor is subject to proper licensing prior to any event and such license must be displayed at all times.
6. It is understood that there shall be food available for sale within the Beer Garden site.
7. All beverages shall be served in disposable cups.
8. There shall be no sale of beer outside of the designated Beer Garden area.
9. All persons working within a Beer Garden shall wear recognizable identification and be of legal age.
10. Drinking contests are not allowed.
11. Failure to comply to regulations as determined by the Liquor Control Act, the R.C.M.P. or the District of Mission will result in cancellation of this permit.
12. The organization holding a Beer Garden on District property shall, upon approval of the request and prior to the date of the beer garden, provide the Parks, Recreation & Culture Department with a copy of the organization's comprehensive general liability policy, minimum of \$5million, naming the District of Mission as a co-insured under that policy.
13. A financial statement must be submitted to the District of Mission within 14 days of the Beer Garden. Failure to submit a financial statement will result in the organization being disqualified for future special occasion licenses.



Parks, Recreation & Culture

**ENGINEERING DEPARTMENT
TEMPORARY STREET USE PERMIT APPLICATION**

\$150.00 Fee (22-45) Receipt # _____

Application is for:	<input type="checkbox"/> Full Road Closure	<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Sidewalk Closure
	<input type="checkbox"/> Special Event	<input type="checkbox"/> Work	

Applicant: (please print)

Name: _____ Date: _____

Company: _____

Email: _____

Address: _____

Telephone: _____ Cell: _____

Fax: _____

Name of Project/Event: _____

Insurance Policy: _____

Dare of Expiration: _____

Permit not valid without Insurance. The District of Mission must be named as additional insured on policy for minimum \$5,000,000 liability.

Dates of Activity:

From: _____ To: _____

Time(s) From: _____ to _____ Number of Participant: _____

Details: _____

Traffic Management: (provide details of any activities/obstructions/closures in the road or sidewalk)

Applicant Signature: _____

District of Mission Use: _____
Comments: _____

Signature of Approving Officer: _____

Date: _____

DISTRICT OF MISSION
PARKS, RECREATION & CULTURE
7650 Grand Street, Mission, B.C. V2V 3T3
www.mission.ca/leisure
604-820-5350

Event Planning Checklist/Questions

Planning community events and activities can involve juggling many different elements. This checklist is intended to be a guide to ensure event organizers have thoroughly thought through all potential items they may encounter in hosting an event. It poses questions to consider under specific categories, some or all of which may be relevant to your event. This, coupled with the 2014 Mission BC Winter Games Analysis, can serve as planning tools for hosting events in Mission. Additionally community resources such as maps, business directory, community statistics and more are available from the Mission Regional Chamber of Commerce.

The amount of time needed to plan a community event depends on the type of event, the number of people expected, and the partners or resources needed. The time frame could be anywhere from 6 months to 2 years.

We invite your suggestions for keeping this document relevant and encourage you to submit any recommended changes to the Parks, Recreation & Culture Department at leisureservices@mission.ca.

Advertising/Promotion/Sponsorship

- Who do you need to reach with your promotion – based on this, choose your promotion channels that best fit your needs – print, social media, radio, TV, digital, news stories, press releases, Pre-event on-site promotions, merchandise, etc
- Did you consider a media sponsor for your event
- Do you require promotion before, during and after your event
- Do you need photo releases
- Did you proof all your promotions
- Do you have brand and sponsor specifications you are required to follow
- Do you have sponsorship agreements in place

Accommodations

- How many people do you need to accommodate
- What style of accommodation do you require (hotel, RV, camping, camps, etc)
- Does the location of the accommodate site work well with the other activities of the event
- Do you have any special needs issues, if so what are they and how will you handle them

Budgets

- Do you have signing authority protections in place
- Did you include permit and license fees in your budget
- Do you anticipate any cash flow issues
- If you are applying for or have secured grants, did you ensure you know the application and claim deadlines and requirements
- Did you budget a contingency
- Continually adjust your budget as you receive actual figures
- Are you aware of any tax issues that may impact your budget (GST, PST)
- Do you have purchasing and expense policies and procedures in place

Communications

- What communication systems will be required throughout the event
- Does your venue support Wi-Fi connections – consider for all activities including uploads/downloads, operations, sale of goods, public access, etc
- Do you have back up communications or a plan in place for communication system failure
- Are communication protocols in place
- Are there noise regulations in place that must be adhered to that impact the communication system
- Do you require a Communications Directory for your event

Location and Venues

- Are your venues secured by contracts
- What level of service is included with the use of your venue
- Do you require site maps
- What is the venue cancellation policy
- Are there any issues related to your venue location that will impact your other event operations
- Are your power requirements adequate at your venue
- Do your venues work well for the flow of people and the numbers you anticipate
- Do you require traffic flow plans for people, vehicles, animals
- Do you anticipate traffic flows conflicting with user groups – ie people and vehicles – consider safety aspects
- Does the site have adequate parking and overflow parking areas

- Is your venue handicapped accessible
- Do you require directional and site signage
- Do you have a Waste Management Plan. Have you considered the services of organizations such as Adopt-a-block and Zero Waste BC.
- Do you have adequate washroom facilities based on the type of participant or audience you anticipate
- Did you consider restricting access to areas of the venue that are not designated for event use
- Is the level of security you require able to be accommodated at the venue
- Do you require a lost and found, if so where should it be located and do you have a tagging and notification system

Food Services

- Are you preparing the food or is it being contracted out to another agency
- Are there existing food services agreements in place. If so, are you aware of any special requirements you must work within
- Did you consider community groups and/or non-profits to provide food services in return for a donation or percentage of sales
- Did you consider food trucks. If so, are there special requirements needed for food trucks
- Do you need a food permit from Fraser Health Authority
- Do your food handlers have Foodsafe certification
- Do you have a food safety plan
- Do you have adequate and appropriate storage for your food
- Do you have a plan to move large numbers of people through food venues
- Have you trained your food workers
- Do you have a plan for leftover food
- Have you planned for special dietary requirements

Transportation

- Do you need to move large numbers of people, if so what is the best method of transportation
- Do you require dispatch for your transportation
- Do you have special needs people you need to transport
- What mode of transportation are participants using to come to and leave your event – West Coast Express, Abbotsford and Vancouver Airports, etc. Is transportation required to/from these locations

- Have you considered fuel and insurance costs
- If using rental vehicles are you aware of the restrictions that may be applicable – ie age of drivers, who can drive, insurance coverage, areas travelled to, etc
- Do your transportation personnel know the community well and the routes required
- If you are using drivers, have you ensured that you are following regulations in regard to driving and rest periods in the scheduling
- Do you have Driver Abstracts for all drivers

Partners

- Did you consider partnering with other events which might be planned in the community at the same time as your event in an effort to enhance your event and possibly save on costs common to both events
- Did you consider the skill set and resources other partners may contribute to your event

Permits and Licenses

- Do you require permits and approvals from the District of Mission – special event permit, road closures, RCMP, Fire Rescue
- Do you require food service permits
- Do you require alcohol permits, if so do your servers have Serving It Right licences
- Do you require fire safety inspections
- Do you require permits for transportation

Legal Advice

- Do you require legal advice on any issues
- Have you considered what services you need to secure with contracts

Insurance

- Do you have liability insurance in place and are the necessary organizations listed as named insured on the policy
- Are there additional insurance requirements for specific activities – transportation, event cancellation, accident, etc
- Did you check the details of your coverage
- Have you considered Directors and Officers insurance

Medical and Emergency Services

- Do you require medical and emergency services on site

- How will your medical and emergency services be staffed and set up
- What are your medical and emergency protocols
- Are you dealing with hazardous materials, if so do you have the appropriate policies and procedures in place for working with them

Merchandising

- What is your purpose with merchandise – revenue generation, promotion, staff/volunteer identification, thank you gifts, etc
- Did you set your budget based on your merchandise purpose
- Does your venue have Wi-Fi to allow people to purchase merchandise with debit or credit cards.

Crowd Control

- What are the maximum numbers you anticipate
- What is the composition of the crowd, including age and gender mix
- Are their adequate washroom facilities for the crowd
- Are their specific times when the crowd numbers will change or when the crowd will move impacting other facilities such as concessions, washrooms, parking and transportation, etc

Contingency Plans

- What weather conditions may require cancellation or postponement of your event
- How will notifications made of a postponement or cancellation
- Who has the authority to make emergency decisions and at what point do they exercise their authority
- Do you have redundancy in personnel in case someone is sick or injured and unable to fulfill their duties
- Do you have a plan in place in the event of a power failure

Registration/Credentials

- Who and/or what groups of people specifically will need to be credentialed
- Will credentialed people require criminal record checks
- Who will conduct the criminal record checks
- What type of credential badges will be provided and what information will be on them
- Will photos of those credentialed be needed
- Who will make the final decision on who will or will not be credentialed
- How will the security of the credential database be secured

- How will credentials be distributed

Security

- Do you require security – at what level, where and when
- Will you use private security and/or RCMP

Volunteer Recruitment

- How will you recruit your volunteers
- What is your time line for recruiting volunteers
- How many volunteers do you require
- What is the skill set you are looking for in your volunteers
- Have you communicated to the volunteers the expectations required of them
- Have you provided an orientation and/or training for your volunteers
- Do you have a plan to recognize/thank your volunteers
- Do you have a plan in place in the event that your volunteers do not follow through with their commitment

Evaluations

- When and what type of evaluations will be conducted
- Are there privacy issues to address with the evaluations
- How will the evaluation information be collated

Post Event Follow up

- Did you complete debrief discussions – what went well and what could have been done better
- Did you complete a post event analysis – including lessons learned, best practices, potential pitfalls, problems and possible solutions