

**APPLICATION FOR
RODEO GROUNDS
LICENSE TO USE PERMIT**

Applicant: _____ Phone: _____ Fax: _____

Address: _____ Postal Code: _____

Email: _____

Location Requested: _____

Event Description: _____

Date(s) Requested: _____

FEES & SERVICES

1. The Applicant shall pay to the District a licence fee paid ten (10) business days prior to the event. This fee is based on the fee schedules in the General Fees Bylaw No. 1351 and the Garbage Rates and Regulations Amendment Bylaw No. 1383. Examples of possible custom service charges include mowing of the grounds, rental of portable toilets, and commercial garbage bin rental and pick up services.
2. Please check all Public Works services you may require:
 - Mowing of Lawn
 - Garbage Bin Rental
 - General Maintenance
 - Other/Custom Work
 - Portable Toilet Rental
3. The rental of a District garbage bin is mandatory for all events where three (3) or more parties will be utilizing the grounds. A minimum of a one (1) week rental with one (1) pick-up service will be charged (\$40.52 in 2017).
4. The Applicant shall use only those premises named in this Licence within the shown boundaries on the Rodeo Grounds Property Map below. No tents, recreational vehicles, structures, or fires are permitted within 20 feet of the tree line surrounding the grounds.





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INSURANCE REQUIREMENTS

5. Prior to the granting of this Licence the Applicant shall obtain and maintain comprehensive general liability insurance (minimum \$5,000,000) including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the District. The District must be included as additional insured.

FIRE SAFETY PLAN

6. The Applicant must produce and submit a Special/Social Event Fire Safety Plan that will be inspected prior to approval. If not provided, Special Event Fire Safety Plan Forms are available at the District Office, 1 Mackenzie Blvd., or the Mackenzie Fire Rescue Department, 60 Centennial Drive.

LIQUOR PERMITS

- 7. Liquor, beer or any other alcoholic beverages are permitted on or in the said premises.
8. The Applicant shall not permit liquor, beer or any other alcoholic beverages to be sold on or in the premises unless expressed authorization of the District has been obtained. Request for authorization must include the following in writing:
i. Name, Address, and Contact Information of the Applicant
ii. Date(s) and Time(s) of event
iii. Location(s) of Event
iv. Number of individuals expected to attend
9. Applicants must then apply for and provide a copy of their Special Event Permits obtained by the BC Liquor Control and Licensing Board here: https://specialevents.bcladb.com/. Evidence of this permit and the Applicant's comprehensive liability insurance with extended coverage to include "Host Liquor Liability", must be presented to the District prior to any use or occupation of the premises.

APPLICATION DOCUMENT CHECKLIST:

- Applicable Rental Fees
Special/Social Event Fire Safety Plan
Liability Insurance
Special Event Liquor Permit
Other: _____

I/We _____ make application to the District of Mackenzie for the issuance of a Rodeo Grounds License to Use permit.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application including any plans submitted is public information. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

Date

Applicant's Signature

FOR OFFICE USE ONLY

Required Services (check all that apply):	Fee
Mowing of Lawn	
General Maintenance	
Portable Toilet Rental	
Garbage Bin Rental	
Custom Work 15% Admin Fee	
Other:	
Subtotal:	
Tax:	
Total Rental Fees:	

- Rental Fees Paid
- Proof Liability Insurance provided
- Special/Social Event Fire Safety Plan approved
- Special Event Liquor Permit

Other: _____