



# District of Mackenzie Special Event Application

For Community Events, Festivals, Parades, Sporting Events, Tournaments, Private Events,  
and Commercial Use of District Facilities, Parks, Trails and Public Spaces

Thank you for considering District of Mackenzie facilities and/or properties to host your Special Event. Please complete the applicable sections of this Application for your Event and submit your completed Application to Mackenzie Recreation Services in the Mackenzie Recreation Centre for approval at least six (6) weeks before your Event. Initial contact should be made with Mackenzie Recreation Services to check on the availability of the facility or property before proceeding with your Application. Please refer to the Special Event User Guide for assistance in completing this Application.

**Submission of this application does not, in any way, guarantee approval of your event. Late or incomplete applications may not be considered.**

## Event Information

Event Name/Title:

Event Date(s)/Time(s):

Set up Date/Time:

Take Down Date/Time:

**EVENT TYPE** *Please see Special Event Application User Guide for Definitions*

Community Event  Festival  Parade  Sporting Event  Tournament  Private Event  Commercial

**ESTIMATED ATTENDANCE**

## EVENT DETAILS

## PROPOSED ACTIVITIES

## Applicant Information

Main Contact Name:	
Phone:	Alternate Phone:
Email:	
Organization/Company Name:	
Address:	
City/Province/Postal Code:	
Phone:	
Email:	
Website:	
<input type="checkbox"/> Not for Profit <input type="checkbox"/> Commercial <input type="checkbox"/> Private	
On-Site Contact Name:	
Phone:	Alternate Phone:
Email:	

## Requested Venues

### PARKS, LAND & TRAILS

- John Dahl Park
- Morfee Lake 1<sup>st</sup> Beach
- Morfee Lake 2<sup>nd</sup> Beach
- Morfee Lake Trail Network
- Gantahaz Lake & Trails
- Cicada Ball Diamonds
- Rodeo Grounds
- Tennis Courts
- Dog Park
- Other \_\_\_\_\_

### FACILITIES

- Little Mac Ski Chalet
- Mackenzie Recreation Centre
- Aquatic Centre
- Community Hall
- Sas Da'Ghe Room
- Callahan Room
- Rose Boyko Room
- Arena (includes Arena Meeting Room)
- Spirit Square
- Parking Lot

## Equipment/Services

### PLEASE SELECT ALL THAT ARE REQUIRED

Not all equipment/services are available for all venues. Once your application is reviewed we will contact you with information regarding which requested equipment/services we are able to provide based on your requested venue and availability. Extra fees may apply to some equipment/services.

#### EQUIPMENT

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Chairs       | <input type="checkbox"/> Podium                |
| <input type="checkbox"/> Tables       | <input type="checkbox"/> Portable Bar          |
| <input type="checkbox"/> Table Cloths | <input type="checkbox"/> Portable Spirit Stage |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Inflatable Screen     |
| <input type="checkbox"/> Microphone   | <input type="checkbox"/> Bleachers             |
| <input type="checkbox"/> Projector    | <input type="checkbox"/> Barricades            |
| <input type="checkbox"/> Screen       | <input type="checkbox"/> Garbage Cans/Bins     |
| <input type="checkbox"/> Flip Chart   | <input type="checkbox"/> Portable Washrooms    |

#### SERVICES

- After Hours Use
- Access to Power
- Access to Water
- Mowing
- \_\_\_\_\_
- \_\_\_\_\_

#### SPECIAL (Please List)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## On-Site Services

### TO BE USED, SUPPLIED AND/OR MANAGED BY THE APPLICANT

- |  |                                      |                                  |
|--|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Security              | <input type="checkbox"/> Music       | <input type="checkbox"/> Camping |
| <input type="checkbox"/> First Aid             | <input type="checkbox"/> Disc Jockey | <input type="checkbox"/>         |
| <input type="checkbox"/> Safe Ride Home Option | <input type="checkbox"/> Parking     | <input type="checkbox"/>         |

*\*If you will be playing music during your event you will need a permit. Visit [www.socan.com](http://www.socan.com) for more information.*

## Documentation & Permits

### PLEASE SELECT ALL THAT WILL BE SUBMITTED WITH YOUR EVENT APPLICATION

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Site Map                | <input type="checkbox"/> Liquor Special Event Permit | <input type="checkbox"/> Release, Waiver and Indemnity Agreement |
| <input type="checkbox"/> Special Event Insurance | <input type="checkbox"/> Temporary Food Permit       | <input type="checkbox"/>   |
| <input type="checkbox"/> Security Plan           | <input type="checkbox"/> Music License               | <input type="checkbox"/>   |
| <input type="checkbox"/> Business License(s)     | <input type="checkbox"/> Movie License               | <input type="checkbox"/>   |

*It is the sole responsibility of the Applicant to apply for and post any necessary permits or licenses required for the Special Event.*

## Liquor Special Event Permit

If you are planning to serve or sell alcohol at your event the District of Mackenzie will not approve your Special Event Application unless you obtain a Liquor Special Event Permit from the Province of British Columbia Liquor and Cannabis Regulation Branch (LCRB) and agree to the following Terms and Conditions:

- A security plan must be submitted at least 14 days before the Event.
- Registered Security Personnel must be on site for the duration of your Special Event.
- You are responsible for the cost of obtaining Registered Security Personnel for the duration of your Event.
- Security must be easily identified by clothing, hats and/or name tags.
- Security must be present on site at least 15 minutes before the start and 15 minutes after the end of your Special Event.
- Security must be posted at all entrances to the Special Event or Beer Garden.
- Security must enforce that there is no alcohol outside of the Event or Beer Garden.
- Security must be vigilant in checking patron identification upon entry to the Special Event or Beer Garden.
- No alcohol will be served past 1:00 AM and guests must be off the premises by 1:30 AM
- A Safe Ride Home option must be made available for patrons.
- All empty cans and/or bottles must be removed at the end of the evening.

For more information visit: <https://specialevents.bcldb.com/>

## Northern Health Temporary Food Permit

If you are planning to serve or sell food at your event, you may be required to obtain a Temporary Food Permit from Northern Health. If multiple food vendors will be at the Event, each individual vendor is required to apply for a permit.

If a Temporary Food Permit is required for your Event the District of Mackenzie will not approve your Application without proof that a permit has been obtained.

For more information, please consult the Special Event Application User Guide and visit [www.northernhealth.ca](http://www.northernhealth.ca) or call your local Northern Health Unit at 250-997-8517.

## Music Licensing

If your Special Event will include the performance of copyright-protected music in a public setting, you will need to obtain the permission of the copyright owners; it's the law. A license is required whether the music is live or played from an electronic device.

To acquire a license you must apply to SOCAN and/or Re:Sound and pay the appropriate tariff(s) as set by the Copyright Board. If only live music (and not recorded music) is being played at your Event, then Re:Sound tariffs do not apply. If both SOCAN tariffs and Re:Sound tariffs apply, then royalties are due to both entities.

If you are planning to have music at your event, the District of Mackenzie will not approve your Application unless you provide proof that you have paid the appropriate tariff(s) and obtained the appropriate license(s).

Please visit [www.socan.ca](http://www.socan.ca) and [www.resound.ca](http://www.resound.ca) for more information.

## Terms & Conditions

### Terms & Conditions

1. The Applicant, or designate, must be present on site at the Special Event for the duration of the Special Event.
2. All legislation, bylaws, policies, regulations, procedures and guidelines must be adhered to by the Applicant.
3. The Applicant is required to provide evidence to the District of Mackenzie of all necessary licenses, permits and/or certificates required to operate the Special Event.
4. The Applicant must provide a Liability Insurance Certificate in the amount of five million dollars (\$5,000,000) as per the requirements outlined in the Special Event Application User Guide naming the District of Mackenzie as an additional insured. Insurance can be purchased privately or through the District's provider, the Municipal Insurance Association of British Columbia (MIABC). For information on rates and fees please visit the MIABC Insurance Purchase Portal at <https://miabc.eventpolicy.ca/>.
5. If alcohol is being served or sold at the Event, a valid Liquor Special Event Permit must be obtained from the LCRB and confirmation that Liquor Liability is included in the Event Insurance Coverage must be submitted to the District of Mackenzie Recreation Services Department.
6. If there are food services at the event, the Applicant must obtain a Temporary Food Permit from the local Northern Health Environmental Health Officer.
7. The Applicant must make arrangements for Registered Security Personnel to be on site when alcohol is being sold or served during the Event. The cost of obtaining Security Personnel for the duration of the Event will be borne by the Applicant.
8. The Applicant must arrange for necessary First Aid Services to be on site during the Event.
9. A proposed Site Plan detailing the desired layout of the Special Event must be included with the Special Event Application and must then be adhered to once the Special Event Permit has been obtained to ensure the safety of participants.
10. The Applicant must make arrangements to provide adequate parking or arrange an alternate location for parking if necessary.
11. If public washrooms are not available, or the washrooms available are deemed inadequate for the proposed number of attendees at the Event, the Applicant must provide sufficient portable washrooms for the total number of estimated attendees. One (1) portable washroom is required per one hundred (100) people in attendance at the Event.
12. The Applicant must hold a valid District of Mackenzie Business License if the Event Applicant is operating a business.
13. The Applicant must ensure that all clean-up has been completed and that the facilities and/or properties are returned to its pre-event state upon completion of the Event. Custodial services may be scheduled for the Event to ensure safety requirements are being met during Events booked in a Facility. All regular services will be provided by the District of Mackenzie. Additional fees may apply for any extra services.
14. The Applicant must provide a refundable security deposit to cover damages and cleaning prior to the Event. Failure to clean up after the conclusion of the Event will result in the forfeiture of the deposit and additional costs may be charged to the Applicant for cleaning and damage repair.

### Payment and Cancellation Policy

15. Full payment is required at the time the permit is issued.
16. District of Mackenzie Recreation Services must receive written notice of cancellation at least fourteen (14) days prior to the first day of the Event for a refund of fees minus a twenty percent (20%) administration fee.
17. Events cancelled with less than fourteen (14) days notice **will not** receive a refund.
18. There are no refunds for poor weather conditions.

# Release of Liability, Waiver of Claims and Indemnity Agreement

## Release of Liability, Waiver of Claims and Indemnity Agreement

The Individual, Group or Organization (hereinafter called the "Applicant") accepts and, in consideration of the District of Mackenzie (hereinafter called the "District") accepting this application for use of their properties, facilities, equipment and/or services (hereinafter called the "Facilities"), as scheduled herein, agrees as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I/we have or may in the future have against the District and its elected officials including directors, officers, employees and representatives (all of whom are hereinafter collectively referred to as the "Releasees");
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I/we may suffer, or that my next of kin may suffer as a result of my/our use of or my/our presence on the Facilities due to any cause whatsoever, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OR CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIER'S LIABILITY ACT OF BRITISH COLUMBIA, RS Chap. 337, 1996, ON THE PART OF THE RELEASEES;
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability or any damage to property of, or personal injury to, any third party, resulting from my/our use of the Facilities; and
4. This agreement shall be effective and binding upon my/our heirs, next of kin, executors, administrators, assigns and representatives in the event of my/our death(s) or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

Prior to the execution of this Agreement the Applicant will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the District. The District is to be included as an additional insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$5,000,000.00 per occurrence including \$5,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the District may require from time to time. The policy will contain a clause providing that the insurer will give the District fourteen (14) days prior written notice in the event of cancellation or material change. The Applicant will provide the District with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the District seven (7) days prior to the execution of said agreement.

It is the **sole responsibility of the Applicant** to determine what additional insurance coverage(s), if any, including, but not limited to, Workers Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.

**The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.**

The Applicant, in consideration of being granted permission to use the Facilities agrees to be bound by the Terms and Conditions of this Agreement and if the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organization of the Terms and Conditions and Waiver and Indemnity Clause.

**The Applicant confirms that they have reviewed the terms and conditions of this Agreement. The Applicant understands and agrees to those terms and conditions.**

\_\_\_\_\_  
Signature of Applicant or Authorized Signatory

\_\_\_\_\_  
Signature of Witness (Recreation Services)

Print Name:

Print Name:

Date:

Date: