

Special Event Permit Application

The Special Event Permit is issued pursuant to “City of Cranbrook Streets and Traffic Bylaw No. 3021, 1991”
Please complete the application and forward together with an “Event Route Map”, “Traffic Control Plan” and “Insurance Certificate” to:

City of Cranbrook
40-10th Avenue South
Cranbrook, BC V1C 2M8
Fax (signed form): (250) 489-1828

Please direct all enquiries to:
Construction Compliance Technologist: (250) 489-0239
or email: Engineering.Permits@cranbrook.ca

APPLICANT INFORMATION:

Name of Organization: _____ Name of Contact Representative: _____

Address: _____

Contact Telephone: _____ Contact Cell: _____ Contact Email: _____

Contact Person During Event (if different than above): _____ Contact Cell (must be available during event): _____

EVENT INFORMATION:

Type of Event:

Parade
 Farmers Market
 Street Vendor
 Entertainment

Run/Bike
 Sidewalk Sale
 Restaurant Patio
 Other (specify)

Event Description (Please provide details and attach additional pages to Application):

Location Start: _____ Location End: _____

Start Date and Time: _____ End Date and Time: _____

All applications must include a map including the following: location, street names, traffic control and barricades, route and direction of parades or run/bike events, vendor locations and any other details specific to the event.

Event Route Map Attached **NOTE: “The City Will Not Deliver Barricades”**

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

TRAFFIC IMPACT:

No Impact Sidewalk Closure Parking Impact¹ Lane Closure (Single) Full Road Closure²

¹ Applicants may be required to pay for any occupied metered parking stalls as set out in the *City of Cranbrook Fees and Charges Bylaw No. 3832, 2017*, for fees for rental of metered stalls.

² Applicant is responsible to provide 48 hour written notification to all emergency services (RCMP, Fire, Ambulance) and BC Transit for any Full Road Closures. City can assist in providing contact information.

Any application affecting travelled lanes requires a Traffic Control Plan to be submitted. Traffic control equipment, arrangements and procedures must meet the requirements of the latest edition of the Traffic Control Manual for Work on Roadways issued by the Ministry of Transportation as well as all applicable WCB Standards. The Plan must include company name, diagrams, signage, procedures and list of licensed TCP's if applicable.

Traffic Control Plan Attached

INSURANCE REQUIREMENT:

MANDATORY REQUIREMENT

Prior to the approval of a Special Event Permit, the City of Cranbrook requires the applicant proposing to use municipal streets, parks, provide an executed copy of a Certificate of Liability Insurance which includes the following:

- \$2,000,000 (two million dollars) Comprehensive General Liability with inclusive limits for bodily injury and property damage liability;
- cross liability clause;
- the City of Cranbrook named as an additional insured;
- indication of when the insurance shall commence prior to the use of event facilities and indication of when the insurance shall end after the event, allowing additional time for set up, practice and clean up.

Additionally, written notice to the City of Cranbrook prior to the scheduled event advising of cancellation or material change.

Insurance Certificate Attached

Signature of Representative _____

Date _____

OFFICE USE			
Special Event Permit File Number: 4520.30. _____	Date Received	Received By:	
Check Documents Received:	<input type="checkbox"/> Event Route Map	<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Insurance Certificate
<input type="checkbox"/> Approved (Permit Issued)		<input type="checkbox"/> Denied (State Reason Below)	
Date: _____		City Engineer: _____	
Comments: _____			