

CITY OF CRANROOK

PARK EVENT CHECKLIST



The following items are presented as a guideline to ensure event organizers have a successful activity in one of our many City parks.

1. Use of the facility shall be confirmed to the date(s) and times(s) stated on the contract. All changes must be made through the Leisure Services Department, at 250-489-0220. Be sure to include the complete time you need for your event – include time for set up, sound checks, and take down as applicable.
2. If electrical services are required, please review our **electrical information** package (<http://docs.cranbrook.ca/downloads/leisure/parkbookings/Electrical-Information-Park-Arena-Users.pdf>) and if applicable, submit the **special events electrical application form** (<http://docs.cranbrook.ca/downloads/leisure/parkbookings/Special-Events-Electrical-Application-Form.pdf>).
3. A site orientation with staff is required, to review layout, procedures and requirements. It is recommended this site visit is completed before any promotion on your event occurs. After your booking is received, you will be contacted by staff to coordinate a site visit if required.
4. Setting up tents/ Pounding stakes/ Heavy Equipment/ Vehicles – Not to be undertaken unless approval granted by the Public Works Department – reviewed during site visit.
5. The City does not have weekend custodial staff. Park users organizing events are responsible for their own clean up. Staff will normally check trash receptacles on the Friday preceding weekend events to ensure there is capacity in the containers, and will also stock paper supplies in the City washrooms. Additional paper supplies may be requested. Depending on the scope of the event, groups may need to consider securing additional garbage containers, and would be responsible to maintain them .
6. Event vendors are only permitted with prior approval of the Director of Leisure Services. Normally there is no commercial use of parks however some community events will be considered. Vendors must have a City of Cranbrook **business license** (<http://docs.cranbrook.ca/downloads/eForms/business-licence-application.pdf>) and proof of insurance naming the City as additional insured. Food service must follow Interior Health guidelines which can be found at <https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Documents/temp%20food%20service%20guidelines.pdf> * Organizer of the event is required to ensure all vendors meet the above requirement. Some parks have exclusive beverage suppliers - vendors would be required to use the exclusive beverage supplier products if they are selling beverages.

7. Alcohol is not permitted in parks. If you are wanting to have alcohol served at a park event, you must review your proposal in advance with the Events and Marketing Manager. The Director of Leisure Services or designate must provide approval prior to the user group applying for a special event permit with the BC Liquor Control Board.
8. Portable toilets– if required, are the responsibility of the user group. This item must be reviewed with staff during site orientation as to where portable toilets can be placed, and when they have to be removed.
9. A special event permit is required for events such as parades, farmer’s markets, walks/runs, sidewalk sales and any other related events that occupy the City’s roads or right of ways. Visit <http://docs.cranbrook.ca/downloads/eForms/Special-Event-Road-Occupancy-Permit-Guide.pdf>
10. City Services/Equipment - If you require items during your event such as garbage monitoring, use of bleachers, grass-cutting, barricades, washroom upkeep or additional garbage cans, you are required to submit a request to Council, to be considered. There is no guarantee these services can be provided so submit your requests early. Costs may be assessed for these services.
11. Camping (or overnight parking for the purpose of overnight accommodation) in a City Park is not permitted unless permission is granted by the Director of Leisure Services.
12. Groups are required to have a comprehensive general liability insurance certificate for their event, naming the City as additional insured. Normally a \$2M policy is sufficient, but depending on the level of risk, this amount may be increased.
13. Events playing music, even if participants are not charged an admission, are required to submit the applicable tariffs as per SOCAN regulations. Visit www.SOCAN.ca for information.
14. Park use is not permitted outside the hours of 11pm to 6 am. If an event is proposed outside the regular permitted hours, the user group must have permission from Council. As this goes through regular Council meetings, please give yourself a minimum of sixty (60) days to receive this permission. Council may require organizers to seek feedback from the neighboring residents before granting such permission.
15. If an event proposes the use of fireworks (e.g Canada Day), a Fireworks Display Permit is required. The permit is available at <http://docs.cranbrook.ca/downloads/eForms/fireworks-permit-application.pdf>
16. A damage/cleaning deposit may be required. The deposit, less the amount incurred from any damage and/or cleaning costs will be refunded.

Each group shall name one main contact person to be responsible for the event, along with an alternate contact. Community groups must assume responsibility for providing adequate supervision, facility cleanliness, and general order while they are using the facility.

