



19 – 24th Avenue South
Cranbrook, BC V1C 3H8
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FOR OFFICE USE ONLY	
Licence Status:	Corporate Officer:

Special Event Licence Application

1. Applicant

Organization: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

2. Property and Event Information

Name of Event: _____

Location of Event: _____
(civic address of property including house #, street name and community)

Nature of Event: _____

Event Date(s): _____ Event Time(s): _____

Number of Attendees
Expected at Event: _____
(includes paid visitors, volunteers, workers, organizers, vendors, etc.)

Contact During Event: _____ Phone: _____

Event Plan: Event plan is attached, as described under "Required Information".

3. Referrals

The applicant must refer this application and the event plan described under "Required Information" to the following agencies or individuals for review in order to allow them an opportunity to provide written comments confirming whether they have concerns about the application or Special Event.

a) **Environmental Health Officer** for the location in which the Special Event is to be held:

Please indicate below whether you have any concerns with this application or Special Event.

- No concerns Concerns have been addressed
 Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- No comments received by applicant Date referral submitted: _____

b) **RCMP** detachment for the location in which the Special Event is to be held:

- No concerns Concerns have been addressed
 Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- No comments received by applicant Date referral submitted: _____

c) **Fire Chief** of the fire protection service area in which the Special Event is to be held or, if no fire protection service area exists, the **Office of the Fire Commissioner**:

Please indicate below whether you have any concerns with this application or Special Event.

- No concerns Concerns have been addressed
 Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- No comments received by applicant Date referral submitted: _____

4. Consent of Registered Owner(s) or Occupier(s)

As the registered owner(s) or occupier(s) of the land described in this application where the Special Event will be held, I/we hereby consent to the holding of the Special Event.

Registered Owner/Occupier Name

Signature

Print Name of Authorized Signatory
(if applicable)

5. Applicant's Signature

By signing below I hereby certify that I am authorized to act on behalf of the above named organization and that I have read, understand, and agree to comply with all provisions of Regional District of East Kootenay Control of Special Events Bylaw No. 277. I and the above named organization agree to indemnify and save harmless the Regional District of East Kootenay, its directors, officers, agents, and employees from any and all actions arising from or because of the Special Event.

Name of Applicant's Authorized Signatory

Signature

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<p>RDEK Compliance Officer</p> <p><input type="checkbox"/> No conflict with RDEK regulations <input type="checkbox"/> Potential conflict with RDEK regulations</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____ Signature</td> <td style="width: 50%; border: none;">_____ Date</td> </tr> </table>	_____ Signature	_____ Date
_____ Signature	_____ Date	

Board Meeting / Special Conditions	
Board Date / Resolution #:	Security Deposit Required / Amount:
Exemption to Noise Control Regulation Bylaw:	Insurance Required / Amount:
Application Fee	
Application Fee Paid:	Receipt #:

Required Information

ALL APPLICATIONS must be submitted in writing to the Regional District of East Kootenay not less than sixty (60) days prior to the commencement of the Special Event or any planned advertising of the event and must be accompanied by the following information:

- Application Fee of \$90.00
- An event plan that includes and outlines the plans made for the following:
 - fire protection;
 - first aid;
 - toilet facilities;
 - garbage and recycling collection and removal;
 - internal security of the site;
 - food safety;
 - parking;
 - traffic control;
 - liquor being served;
 - prevention of excessive or disturbing noises and/or nuisances; and
 - contact person during the Special Event.
- Comments from the referral agencies or individuals listed in Section 3 of this application.
 - If the applicant does not receive comments from a referral agency or individual, the applicant must complete Section 3 by indicating “no comments received by applicant” and enter the date the application was referred to the agency or individual.

Important Information

Regional District of East Kootenay Control of Special Events Bylaw No. 277 prohibits the holding of a Special Event without a Licence under that Bylaw. Please make sure that you review Bylaw No. 277 and are aware of all regulations.

You may not publicize this event in any manner before a Licence for it has been issued by the Regional District of East Kootenay.

This event may require permits or approvals in addition to the Special Event Licence. It is your responsibility to ensure that you have acquired all necessary permits or approvals.