



Submit form to: [specialevents.privateproperty@vancouver.ca](mailto:specialevents.privateproperty@vancouver.ca)

## Special Event Activity Proposal - Private Property

This proposal form is required for special events that will be held in the City of Vancouver on private property. For special events held on City street, public property or private property with anticipated impacts to residents or businesses, please contact the City of Vancouver's Film & Special Events Office (Engineering Services).

Completed proposal should be returned to: Licence Office 515 West 10<sup>th</sup> Avenue, Vancouver, BC, V5Y 1V4

Application Date: \_\_\_\_\_

APPLICANT INFORMATION		FACILITY PROPERTY INFORMATION	
Charitable Status:		Facility/Property Name:	
Organization:		Address:	
Contact Name:		Owner Name :	
Address:		Phone:	
Email:		Address:	
Phone:		Building Owner Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	

SCHEDULE INFORMATION		
Contracted Dates	Start Date & Time:	End Date & Time:
Set-Up (Installation of tents, trailers, signage, furniture,	Start Date & Time:	End Date & Time:
Event/Activity	Start Date & Time:	End Date & Time:
Move-Out (Removal of tents, trailers, signage, furniture, equipment, etc.)	Start Date & Time:	End Date & Time:

EVENT INFORMATION
Event Name:
Event Description: _____ _____ _____ _____

1. Event Category:  Ticketed Public Event  Free Public Event  Private Event

2. Activities Descriptions: Please describe the activities during each of the phases listed below.

Set-Up: (sizes and installation of tents, trailers, signage, furniture, equipment, etc.)  
\_\_\_\_\_

Event/Activities: \_\_\_\_\_  
\_\_\_\_\_

Move - Out: \_\_\_\_\_  
\_\_\_\_\_

**3. Licensing Information:** Please describe your plans for alcohol service. Does the facility/property or owner/tenant have an existing liquor licence? Will liquor be served free or sold to patrons? Do you plan to allow minors in areas where liquor will be served? Please provide serving dates and hours and indicate on drawings the locations where alcohol will be served.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Food Service Plans:** Please provide plans for food service - dates and hours of service, type of menu that will be served, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Security Plans:** Please provide any security plans for this activity - contracted security firm, attendee screening plans. (i.e. - magnetometers, bag checks), etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Event Details:**

How many attendees are expected? \_\_\_\_\_

Are you planning to have amplified speeches at the event? Yes  No

Are you planning to have background music at the event? Yes  No

Are you planning to use any sound system or have amplified live performances at the event? Yes  No

Are you planning to have retail sales at the event? Yes  No

**7. Parking Plans:** (Please mark one)

Private Lot                       Public Lot                       City Streets

**8. Use of Public Property:** Please note any proposed use of streets, sidewalks, parks or public rights of way.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**- - BELOW IS FOR CITY OF VANCOUVER USE ONLY - -**

Checklist of items may be required after City of Vancouver's review:

Required	Not Required	
○	○	<b>Site Plan</b> - Shows legal lot(s) upon which the development is proposed and how all buildings are situated on the site, relative to zoning setback requirements. Show emergency access to site. Show the limits of any rights of way on the property.
○	○	<b>Floor Plans</b> - Illustrate the room or unit layout for each floor level, including access from the street and to on-site parking, loading and garbage facilities where available, temporary electrical installations if required. Show all emergency exits.
○	○	<b>Photos of the facility/property</b> - please provide photos of the facility/property as it currently exists.
○	○	<b>Approvals Required</b> <input type="checkbox"/> Council <input type="checkbox"/> Chief Licence Inspector <input type="checkbox"/> Vancouver Police Department <input type="checkbox"/> Land Use <input type="checkbox"/> Building <input type="checkbox"/> Fire Prevention Office <input type="checkbox"/> Engineering <input type="checkbox"/> Vancouver Athletic Commission <input type="checkbox"/> Park Board <input type="checkbox"/> Other

Business Licence Number: \_\_\_\_\_