



All events on District parks and lands require Special Event Permits.

To apply for a Special Event Permit, visit <https://www.sechelt.ca/en/arts-and-recreation/special-event-permits> and complete permit application form

APPLICATION REQUIREMENTS

- **CONTACT INFO:** Contact information for the event organizer and the individual/group/association hosting, should include email address
- **DATES/TIMES:** List all dates required, including the time for setup and take down
- **SETUP:** Include a map of the area and how you might be set up, location etc.
- **VENDORS:** If you plan to have food vendors, you must ensure they have a health permit (*from the Vancouver Coastal Health Authority*). Sechelt no longer requires you to provide a copy, but it is recommended that you keep one for your own records.

TENTS: (BC Fire Code C 2.9.1.1 Tents and Air-Supported Structures)

- Tents and air-supported structures shall conform to the British Columbia Building Code.
- Every tent and air-supported structure and all tarpaulins and decorative materials used in connection with these structures shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films."
- A-3.1.6. Tents and Air-Supported Structures. The requirements in this Subsection are intended to be limited to certain types of structure. For instance, the word "tent" as used in the Code is intended to refer to a temporary shelter which is used at an open air event such as a fair or an exhibition. A tent will normally be constructed of a fabric held up by poles and attached to the ground by ties. The requirements for tents, however, are not intended to be applied to fabric structures located on buildings.

AMUSEMENT DEVICES CONTRACTOR LICENCE (ADCL)

- Operators of Amusement rides (such as roller coasters, zippers, tilt-a-whirls, waves swingers and carousels), Simulators, Inflatable devices (such as bouncy castles, slides and climbing walls), Ziplines, and Waterslides must hold a valid ADCL and each device must carry a current operating permit. **INSURANCE:** You or your organization must have a minimum of \$2M liability insurance – and have the District of Sechelt as a named insured on the policy.

NOTIFICATIONS

- Public notification will also have to be completed, and evidence of such provided to the District. Newspaper advertising of your event can suffice for public notification. If there are nearby houses or businesses that are affected, they should also be informed by leaving a poster at their door.
- Emergency services need to be notified, advising when the event is to take place, where, and who to contact. The most effective way is by group email. Please include parksbookings@sechelt.ca.

EMERGENCY NOTIFICATIONS

- Sechelt Fire Department, Dwight Davidson - chief@secheltfire.ca
- RCMP Detachment, Daniel Kelly - daniel.kelly@rcmp-grc.gc.ca, Philippe Atoui - philippe.atoui@rcmp-grc.gc.ca
- Ambulance Service, Scott Spain - scott.spain@bcehs.ca
- Sunshine Coast Regional District, James Walton - james.walton@scrd.ca
- Ministry of Transportation and Infrastructure, Michael Braun - michael.braun@gov.bc.ca

If a road closure is necessary, other procedures must be followed please let us know.

Fees are outlined on the Special Event Application Form

For questions email: parksbookings@sechelt.ca or call 604-885-1986.