

FAQs for Park Use Permits

1. Do I need a Park Use Permit?

The two main ways to tell whether you need a permit are whether you want exclusive use of the park, and if you will be advertising your event (inviting the public through Facebook or other social media is considered advertising).

For example, if you are holding a children's birthday party at a park and do not mind if other people come through the park during the party, you do not need a permit.

If you are doing a holiday sing-along at the Barn, where the public is invited and you are advertising it on the Pemberton Forum as a community event, you will need a permit.

2. How do I book a date and location?

Contact the Village to book a date and location for your event. Please note your first choice may not be available, as many groups hold events in the Village and some are regularly occurring events booked well in advance; please let us know as soon as possible.

If you advise us that the date is tentative, we will hold the date for you and give you first refusal if another event organizer requests the same date and you have not yet confirmed.

Please do not advertise your event for a certain date and location until you have confirmed with the Village.

Note as per the fee schedule in the Park Use Permit Bylaw, some locations require a rental fee and some do not.

3. What are the costs?

Depending on the nature of the organization and the location of the event, costs for application and use of the space differ. Please see the fee schedule at the end of the application form.

The Village can accept payment via cash, cheque or debit, but unfortunately cannot accept credit cards or e-transfers.

4. What if I need the space for more than one day?

If you need the space for a second day for clean-up/tear down purposes, you can have a single park use permit.

If you need a space which requires rental fees for more than one day for a continued event, you will likely be required to pay the rental fees for each day, but can get a single permit.

If you are a non-profit group, holding a recurring seasonal event, or the same event occurring more than once, you can apply for a seasonal permit which will cover multiple days. If rental fees are applicable, they may differ from a single-use permit.

Commercial organizations holding events on more than one non-consecutive day will require separate permits.

5. When do I need to get my application in?

For a stream-lined process, we ask that you bring your application in as soon as possible, however the requirement is four weeks in advance. Bring your application and payment in when you have all or most of the supplementary documents i.e.: don't bring in just your application three months in advance, when you don't yet have your food permit, site plan etc.

6. Do I need insurance? What kind?

Yes, all events need insurance in the amount of \$5 million which names the Village of Pemberton, and any other organizations on which the land is being used, as Additional Insured.

If the event falls under an existing organization (such as a non-for-profit club, or a business) the insurance does not necessarily need to be event-specific, as long as the organization's insurance covers the activities you are performing.

7. What if I don't have insurance?

If you are a private individual or group conducting a non-profit event, you can obtain Group Insurance through the Village. Rates differ depending on number of people, nature of activities, and whether alcohol is being served. Contact the Village for more information.

8. I am a commercial organization – are there different requirements?

Yes. You need a Village of Pemberton Business Licence. Please contact the Village office, at vopadmin@pemberton.ca to obtain one.

Note as per the fee schedule in the Park Use Permit Bylaw, fees differ as to whether you are a community/non-profit or commercial organization.

Commercial organizations do not qualify for seasonal permits or Village Group Insurance.

9. What if I am expecting a large number of people?

If 300 or less, you will need a Park Use Permit. If you expect over 300 people at one time, you need a Village of Pemberton Special Events Permit which has different requirements and fees. Please contact the Village Office to obtain more information for a Special Event Permit application.

10. I am serving food at my event – what are the requirements?

If the food is being prepared/heated on site, you will need a Vancouver Coastal Health permit, and if you are renting the Barn, a key to the water/power (\$100 deposit).

Below is the link for application for a VCH food permit:

<http://www.vch.ca/public-health/environmental-health-inspections/restaurant-food-safety/apply-for-a-food-service-permit>

If you are using a restaurant/caterer with a valid Village of Pemberton business licence, the Village should have the VCH permit on file in which case you will not be required to produce it.

If you are bringing pre-packaged food, or food already prepared at a restaurant which is appropriately packed and fully cooked, you may not need a VCH permit. Examples of this include:

- *Juice boxes and granola bars at a kids event*
- *Pre-packaged sandwiches from a restaurant or grocery store*
- *Pizza in boxes from a restaurant*

11. I am serving alcohol at my event – what are the requirements?

You will need ‘Special Event Permit’ (SEP) from the BC Liquor Board. To obtain this permit, you will likely require fencing, and depending on the nature of your event, security personnel. These requirements are not stipulated by the Village, they are liquor-board requirements however the Village cannot legally issue you a Park Use Permit for an event serving alcohol without a copy of your SEP.

Below is the link for application for a permit to serve alcohol:

<https://specialevents.bcldb.com/>

Please note the Village does not own fencing for rental.

12. Do I need to submit a site plan?

Yes. This can be very simple, even neatly hand-drawn, but if you are bringing any equipment or furniture to the park for the purpose of your event, we need to see where it is to be positioned. This is for safety reasons, to ensure you are not blocking exits/access for emergency personnel and that there is sufficient space for the number of people you expect.

13. I’m hoping to have a fire at my event.

You must follow the Provincial requirements of fire size and extinguishing, included in the Park Use Permit Application. Fires at public parks fall under the restrictions of “Campfire”.

There are no fire pits permanently stationed in our parks, so if your permit is approved to include a fire in your event, you must either supply your own propane fire pit(s) or request that the Village bring a fire pit to the area – please note there is no guarantee this will be possible. The Fire Chief signs off on all permits, and has the authority to require changes.

For events which take place in the summer, there may be a fire ban in Village boundaries. In that instance, there may be no possibility of a fire at all, or only propane fires can be used.

For additional information on fire bans and restrictions, please see:

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/fire-bans-and-restrictions>

14. I may need assistance from the Village to set up my event – is that an option?

Please note that assistance in set-up, such as snow clearing or delivering a fire pit, is not guaranteed. Please make your request known at the time of application. Depending on what assistance you require, there may be an associated charge for staff time.

We recommend making your own arrangements for the following reasons: although staff will help with reasonable requests when possible, in the event of an emergency or high business volumes, such assistance is not guaranteed.

For clean-up/tear-down, if you do not return the space to its original condition, part or all of your deposit can be withheld to compensate Village staff time used for clean-up/repairs.

15. Do I need to provide bathrooms?

If at the Barn, or anywhere after hours, you may need to rent porta-potties. The standard rule as advised by Vancouver Coastal Health is one bathroom per 100 people. Some other parks have washrooms; if your event is outside the hours when public washrooms are open, you will be required to provide a deposit of \$100 for the key.

16. How do I access electricity (I have a band, am showing a film, or would like additional lighting)?

Not all locations have electricity. Confirm with Village staff as to whether the location has an outlet available.

If you are using the Barn, there are several electrical outlets. You will need a key to the electricity at the Barn, which requires a \$100 deposit.

17. I may need parking blocked off for set-up/tear-down.

Parking in the Village is limited, so where at all possible we request that you do not block off parking spots for an event. However, if this is necessary for set-up/tear-down of a large event, or for safety reasons, please advise us as we need to inform nearby businesses and residences.

Please note you are responsible for providing cones to block off parking.

18. My event will go until late at night, and/or start early in the morning.

Depending on the time(s), you may need to request a Noise Bylaw exemption. When you advise us of your preferred date, we will also ask for the hours and advise you whether a request for exemption is needed.

If you are going past quiet hours, or doing a large, loud event that goes into the evening at the Barn, you will also need to provide a Notice to Neighbours 7 days in advance.

19. When can I expect my deposit after the event?

Admin staff must receive confirmation from the Public Works department that you have left the park in the appropriate condition (no garbage, damage, work required to restore it to its original condition) before we can process the return of your deposit. If Public Works needs to expend time for clean-up on your behalf, the cost will be deducted from your deposit.

If you have made a key deposit, once we receive the key we will process the return of your deposit.

Please allow 2-3 weeks for the deposit return cheque to be issued. You can request that the cheque be mailed to you, or that you be called for pick up when it is ready. Please be sure to do this at the time of your application.