

# City of Port Moody Festival and Special Event Handbook



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# Definitions

**Black Water** – unclean waste water containing urine and/or fecal matter.

**Established Event** – an event that has taken place in the City of Port Moody for at least three consecutive years.

**Festival** – an organized set of special events, such as musical performances.

**Grey Water** – relatively clean waste water generated from washing hands, dishes, food, surfaces, etc. Grey water at an event is generally generated through hand wash stations, food preparation, water used in face painting, etc.

**New Event** – an event taking place in the City of Port Moody for its first, second, or third time.

**Special Event** – a gathering of people for the purpose of celebrating, selling, performing, consuming, displaying, and sharing experiences. Examples include, but are not limited to, trade shows, musical performances, exhibits in public spaces, fitness events, and fun runs.

# 1 Introduction

The City of Port Moody recognizes festivals and special events as an important part of Port Moody's quality of life. Festivals and special events enhance community experiences, tourism, arts and culture, recreation, and education as well as providing an economic benefit to businesses in the City of Port Moody.

Successful events do not just happen; they are a result of:

- responsible leadership;
- careful planning;
- good organization;
- provisions against the unexpected; and
- methodical 'follow through' and evaluation.

No special event may occur unless the City approves of the special event, and the event organizer enters into an agreement for the use of the City's parks, property, streets, roadways, and facilities.

The information contained in this handbook is designed to help event organizers plan and execute successful festivals and special events. It lays out the City's expectations of an event organizer as well as informs the organizer of how the City may be able to assist.

## 2 What You Need to Know as the Event Organizer

### 2.1 Responsibility

This handbook is not intended to be an instructional manual on how to organize an event. As the event organizer, it is your responsibility to ensure that you have the necessary knowledge, experience, and resources required in order to successfully organize your event.

As the event organizer, you assume the responsibility of all aspects of your event and event planning. You may choose to delegate, assign, or contract out certain aspects of your event; however, you are ultimately responsible for ensuring that all aspects of your event comply with Provincial Laws, City Bylaws, City Policies, City Permits, and information provided in this handbook.

As the event organizer, it is expected that you will not be participating in any aspect of the event (apart from official ceremonies, such as opening ceremonies), and that you will be available to

liaise with City staff at all times. During longer events, this responsibility may be shared with a co-event Coordinator. Contact information for the co-event Coordinator must be provided to the City in advance of the event along with a schedule of shifts.

## 2.2 Communicating with the City

We know that Port Moody is a small community and that you likely know many staff at the City and may have conversations with others about your event. To ensure that your event is successful, it is important that all communication related to your event is done through the City's event office, or that the event office is copied on all correspondence that you may have with other staff. Commitments and details relating to your event that are not directly communicated to the event office will not be guaranteed as they may not comply with the criteria outlined in this handbook.

# 3 Application Process

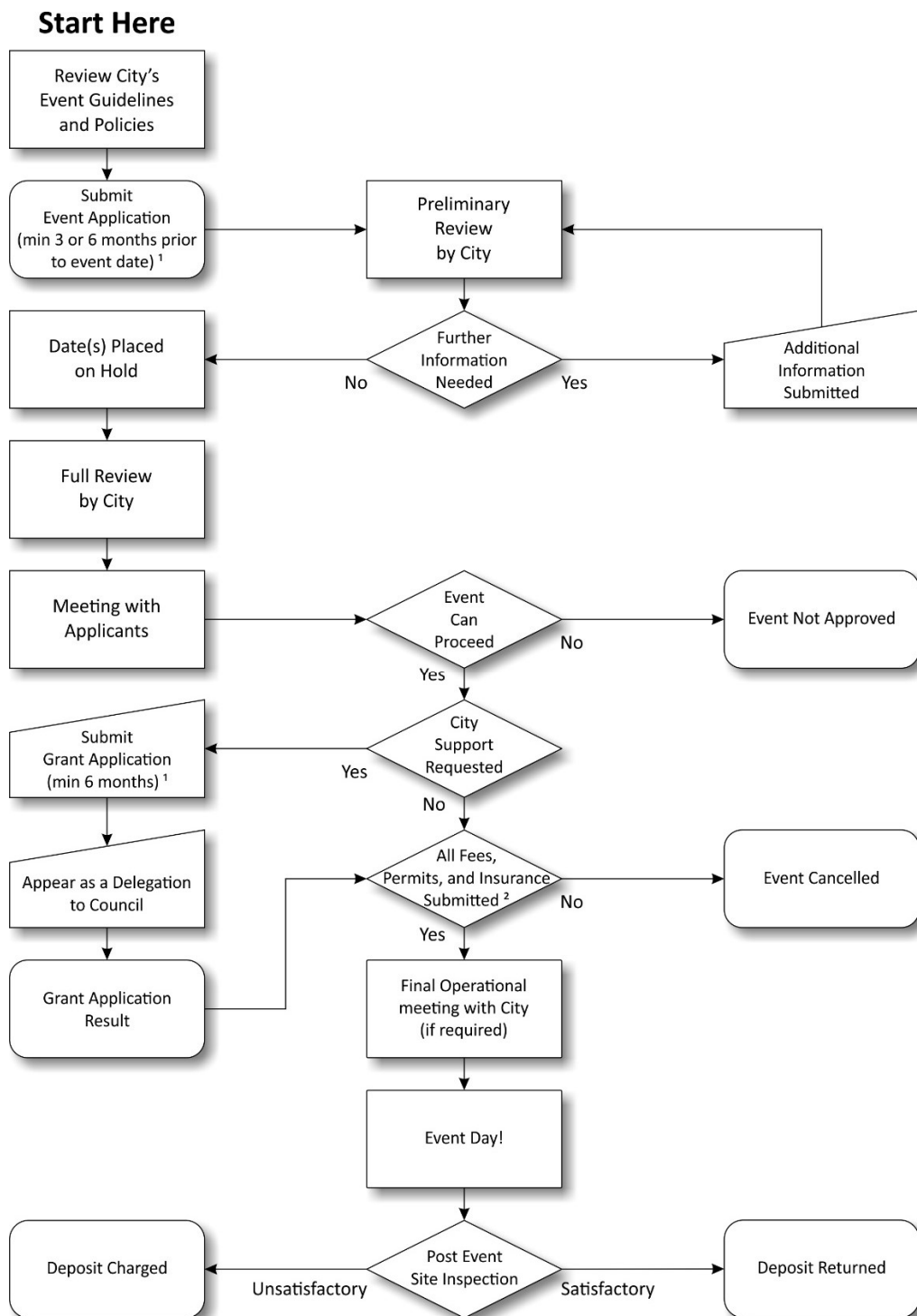
Please read this document in its entirety prior to submitting your application.

Requests to hold a festival or special event in Port Moody can be made by submitting a completed event application form to the City of Port Moody. There are two event application forms, which can be found at [portmoody.ca/specialevents](http://portmoody.ca/specialevents):

- Application for a New Festival and Special Event – used for a first time event; and
- Application for an Existing Festival and Special Event – used for a returning event.

Applications are not considered complete until all required information has been submitted. Once a completed application has been received, the requested date(s) will be placed on hold to ensure that the date is kept available during the review process. If the requested date is not available, the applicant will be notified and another date may be selected.

## 3.1 Application Process Flowchart



1. Event applications must be submitted a minimum of three (3) months prior to the event date.  
If funding from the City will be requested, event applications must be submitted a minimum of six (6) months prior to the event date.

2. Please refer to the chart in section 3.2 for a complete list of due dates for permits, fees, and insurance.

## 3.2 Application Submission Deadlines

In order to allow sufficient time for the review of your application, the following deadlines will be enforced:

- an application that includes a funding request from the City must be submitted no later than six (6) months prior to the event;
- an application that does not include a funding request from the City must be submitted no later than three (3) months prior to the event; and
- for events of a larger magnitude, it is recommended that event organizers submit applications approximately one year in advance.

Please use the following chart to assist in planning your event. It is the event organizer's responsibility to ensure that each document and fee that may be required for the event is received by the City of Port Moody by the required time noted below. Delays in receiving these items will delay the approval process and may result in an event being cancelled. Depending on the scope and complexity of your event, these items may need to be received sooner than the minimum time requirement.

Component	Minimum Time Required
Event Application Form	3-6 months (please see guidelines outlined above)
Signed Copy of Preliminary Rental Agreement	Within two weeks of event approval
Payment of Security Deposit	Within two weeks of event approval
Insurance Certificate	2 weeks prior to event
Approved Special Event Permit	2 weeks prior to event
Approved Food Permit	2 weeks prior to event
Approved Highway Use Permit ( <i>if applicable, include Traffic Control Plan</i> )	2 weeks prior to event
Operational Plan <ul style="list-style-type: none"><li>• Emergency Response Plan</li><li>• Final Site Plan</li><li>• Production Schedule</li></ul>	2 weeks prior to event
Waste Management Plan	2 weeks prior to event
Neighbourhood Notification Letter	2 weeks prior to event
Signed Copy of Final Rental Agreement	2 weeks prior to event
Payment of Rental Fees and Fees for any City Services	2 weeks prior to event
Confirmation of Special Event Business Licence (basic business licence)	1 week prior to event

### 3.3 Site Plan

A site plan is an important part of an application and provides a visual reference for your event. A detailed site plan is not required with your application, but will be required prior to final approval of your event.

A draft site plan is required with your application and may include larger areas of where you plan to cluster certain activities. For example, a large circle to show where food vendors will be located or where an art activity might be set-up.

For more information on what to include in your final site plan, please refer to section 15. For example site plans, please refer to Appendix A.

### 3.4 Approval

Completed applications will be reviewed by staff from various City divisions, which depending on the nature and location of the event may include:

- Bylaws;
- Communications;
- Cultural Services;
- Engineering;
- Environment and Parks;
- Fire Rescue;
- Police; and
- Recreation.

If your application includes a request for funding through the City's *Festival and Special Event Assistance Program*, you will need to appear as a delegation in front of Council and a copy of your application will be forwarded to Council for consideration. For more information about grants and funding, please visit [portmoody.ca](http://portmoody.ca).

Once your event has been approved, you will enter into a signed agreement with the City. The approval for the event is only valid for the dates listed on the agreement. By signing the agreement, you agree to abide by all the requirements set out in this handbook.

### 3.5 Conditions of Approval

The City of Port Moody may require an event organizer to retain one or more City staff, at the organizer's expense, for the duration of the event as a condition of approval.

The City of Port Moody may refuse to issue an approval, or may revoke or suspend an approval, or impose a term or condition on an approval, on the following grounds:

- a) the event endorses views and ideas that are likely to promote discrimination, contempt, or hatred for any person or group on the basis of race, ancestry, place of origin, colour,

ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;

- b) there is another event booked at the venue;
- c) the event conflicts with the City's core values, vision, or strategic goals, or adversely impacts on the City's identity;
- d) in the opinion of the City, event participants and patrons have not been or will not be adequately safeguarded;
- e) in the opinion of the City, the security and protection of all venues have not been or will not be adequately safeguarded;
- f) in the opinion of the City, activities which are contrary to City policies or bylaws, or provincial or federal laws will be conducted or promoted;
- g) all regulatory approvals have not been obtained (i.e. Special Event Permit, lottery licence, etc.);
- h) the application was not submitted in a timely manner, as determined by the City;
- i) the applicant or organizer does not have or will not provide evidence of required insurance;
- j) the applicant or organizer will not provide documentation or information as may be required in any other part of this handbook or by the City;
- k) the conduct of the applicant, or any partner, officer, director, employee, or agent of the applicant, affords reasonable cause to believe that the applicant will not carry on his or her business in accordance with the law or with honesty or integrity;
- l) there are reasonable grounds to believe that an application or other documents provided to the City by or on behalf of the applicant contains a false statement;
- m) any information contained in the original application form, or any other information provided to the City, has ceased to be accurate and the organizer has not provided up-to-date accurate information to the City to allow the City to conclude that the approval should continue;
- n) the applicant, organizer, or any partner, officer, or director has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences), VII (Offences Against Persons), or IX (Offences Against Property) of the Criminal Code of Canada, R.S.C. 1985, c. C-46, as amended, or any other criminal convictions in the preceding five (5) years;
- o) the applicant or organizer has been convicted of any other criminal offence for which, in the opinion of the City, it would not be in the interest of public safety to issue an approval; or

- p) the applicant or organizer implements one or more changes to the scope of the event, once approved, without prior approval from the City for the changes.

All event organizers are expected to read and adhere to the required procedures set out in the City's *Sustainable Events Policy*, which can be found at [portmoody.ca/specialevents](http://portmoody.ca/specialevents).

Notwithstanding any other provision of this handbook, the City of Port Moody may impose terms and conditions on any approval at any time during the term of the approval, including special conditions, as are necessary in the opinion of the City.

The City of Port Moody reserves the right to refuse to enter into an agreement with respect to any application for an event on City of Port Moody property.

## 4 Fees for City Facilities and Services

Most City owned facilities, including park space, are subject to a rental fee. For a complete fee structure, please refer to the City's Fees Bylaw (Bylaw No. 3113-C) which can be found at [portmoody.ca](http://portmoody.ca).

If you require any services from the City, the associated fee(s) is based on cost recovery for the services being provided. City services that are available for events include waste management (rental of bins, removal and disposal of waste, etc.), Parks staff time, and additional site preparations (e.g., additional landscaping or cleaning). The fee for these services will be determined depending on the needs of the event.

## 5 City Parks

### 5.1 General

Event Organizers' set-up on grassed areas must ensure turf is not affected or damaged by the setup, non-vehicular booths, tents, and pre-approved vehicular traffic (see section 5.2).

In order to reduce the environmental impacts of balloons released into the atmosphere, the release of balloons at events hosted on City of Port Moody Properties (parklands, parking lots, streets) is not permitted. Helium filled balloons are not permitted at outdoor festivals and special events.

The City of Port Moody does not permit the attachment of art, garden displays, or hammocks to trees located on City of Port Moody Properties (parklands, parking lots, streets) during a permitted Special Event.

All run/trail markers must be removed within five days after the event has taken place. Any run/trail markers not removed after five days will be subject to a removal fee which will be the responsibility of the event organizers.

The City will provide all normal maintenance services to its current routine standards including but not restricted to grass cutting, snow and ice clearing, goose maintenance, and any regular housekeeping/janitorial supplies and services at the event location before and during the event. Any additional maintenance required by the special event organizer prior to or during the event, shall be at the sole cost and responsibility of the event organizer.

## 5.2 Liquor and Beer Gardens

An area to serve alcoholic beverages may be allowed in City of Port Moody Parks under the following conditions:

- the application is approved by the General Manager of Environment and Parks;
- the event organizer will work with staff to identify pre-approved locations for the beer garden(s) in the park;
- a Special Event Permit (SEP) has been obtained through the BC Liquor Control & Licensing Branch;
- the appropriate insurance for serving alcohol has been obtained; and
- the event organizer has provided to the City a copy of the Special Event Permit and insurance at least two weeks prior to the event.

It is important that you apply for your Special Event Permit early on to ensure sufficient time for the approval process. An SEP application is reviewed by the Port Moody Police and BC Liquor Control & Licensing Branch and may require one or more meetings to receive approval.

## 5.3 Driving

As a general rule, driving is not permitted on grass areas in Port Moody Parks. Exceptions may be made for specific vehicles that require access to specific areas in a park, given the proper weather conditions. Examples of this may include food trucks or production equipment trucks. In some cases, heavy rain fall will result in no vehicular access without exception. It is important to have a rain plan for your event (see section 5.3).

The event organizer will be subject to additional fees for turf remediation required from vehicle damage.

All vehicular traffic must cease within the Park one half hour before the start of any part of the event (e.g. sale by vendors, opening of exhibits, etc.). Any vehicles in the Park without permission from the City may be subject to ticketing through Bylaw Enforcement.

## 5.4 Rain Plan

In the event of heavy rain, driving is no longer permitted in the Park. Items must be carried in or out. Relocating portions of the event into the parking lot may be possible; however, it must be

planned for in advance and have City approval. Activation of the rain plan will be done under City direction or with City approval.

## 5.5 Rocky Point Park



Public Washrooms  
(Park Service Building)



Electrical Service



Water Hookup



Vehicle Access to Park

A - F

Parking Lot Areas  
(see section 5.6 for details)

PCT Performance Stage – This elevated concrete stage is covered and has an electrical kiosk adjacent to the stage. Mats are required to cover any electrical cables on the public pathway between the stage and electrical kiosk. There are 18 rigging points under the stage cover and each is rated at 750lbs (please refer to Appendix B – PCT Performance Stage Diagram). If you wish to make use of the rigging points to suspend anything, you will need to provide a Rigging Diagram detailing the following information, in order for your request to be considered:

- which points are being used;
- what is being suspended from each point;
- what is the weight of each piece of equipment and weight at each point (do not forget to include the weight of the hoist and all cables); and
- specific type of hoist being used.

Picnic Shelter – There are two sides to the covered picnic shelter that can be rented separately or as a whole.

Parking – There is limited parking that can be reserved for event organizers. All posted public parking regulations will remain in effect during your event. Please see section 5.6 for further details.

Electrical – There are four electrical kiosks located around the general park area.

Water – There is one water hook up located close to the general park area.

## 5.6 Parking

The majority of the parking at and around Rocky Point Park has restrictions related to duration or vehicle type. All posted parking regulations will remain in effect during your event and are enforced by Bylaws.

- Lots A and B are reserved for public parking and are limited to a four-hour maximum between 7am and 7pm daily;
- Lot C is restricted to vehicles with attached boat trailers only;
- Lot E may be reserved by event organizers for their event needs such as for organizer, vendor, and/or VIP parking; and
- Lot F and street area G are restricted to vehicles with attached boat trailers only.

Additional public parking locations not shown on image:

- Murray Street allows for a mix of public and boat trailer parking and is limited to a four-hour maximum between 7am to 7pm daily for general public parking;
- Clarke Street is limited to a four-hour maximum between 7am to 7pm daily; and
- West Coast Express and SkyTrain offer a paid parking lot operated by TransLink (five-minute walk from Rocky Point Park).

## 6 Tents and Structures

There are many forms of tents and temporary structures available for special events. Please note that tents larger than 100 square feet require a temporary building permit – please see section 6.2.

### 6.1 Tent Types

#### Pop-up Tents

Pop-Up tents are easy to set-up tents that require no assembly. These tents are readily available and come in various sizes starting at 10' x 10'. These lighter weight tents use a shorter tent style peg (approximately 8") for anchoring to the ground. These tents can be used almost anywhere in a Port Moody park. Please ensure that the manufacturer's installation instructions are followed when using a pop-up tent.

#### Marquee Style Tents

Marquee style tents are those that are assembled on site. This style of tent uses longer tent stakes or weights for anchoring to the ground. Due to the potential for damage (electrical conduit and irrigation systems), approval for each location for this style of tent must be obtained prior to installation. In many instances, stakes are not permitted and weights must be used.

### 6.2 Building Code Requirements

A temporary building permit is required for tents larger than 100 square feet (i.e., 10'x10'), or for any stage constructed to be over 2 feet above the ground. For building permit requirements please contact the Building Section, in-person on the second floor of the Port Moody Civic Centre, by email at [buildingpermits@portmoody.ca](mailto:buildingpermits@portmoody.ca) or, by phone at call 604-469-4534. Please contact the Building Section at least two months prior to your event to ensure sufficient time.

## 7 Waste Management

A waste management plan is required for all special events regardless of size. The plan should ensure that waste is collected and sorted by type, is free of contamination, and is disposed of appropriately. Vendor-generated waste must also be considered in the plan. Event Organizers must submit their waste management plan to the City at least two weeks prior to the event. For more information, please refer to the City's *Sustainable Events Policy*.

### 7.1 City's Waste Diversion Station

The City has several waste diversion stations that can be rented by event organizers on a cost-recovery basis. This service includes preparation, delivery, set-up, removal, and disposal. Spare bins are provided as required.

Each waste diversion station requires a trained volunteer provided by the organizer to attend the station to ensure that waste goes into the proper stream.

If this service is requested, an estimate of the cost will be provided. Costs will include bins, removal, and disposal. Additional fees incurred by the City in providing this service will be billed back to the event. For example, should the organic waste be contaminated, additional disposal fees will be charged.

## 8 Washrooms and Portable Toilets

You are required to provide adequate washrooms at your event. Although there may be public washrooms at the event site that may be used by your attendees, you may need to rent additional portable toilets and hand wash stations.

The event organizer is responsible for ensuring the cleanliness, supplying, and security of the portable toilets.

For events longer than seven hours, servicing of portable toilets should be scheduled prior to the seventh hour.

If hand wash stations are rented, bins to collect used paper towels must be provided at each station. Used paper towels are to be collected and disposed of in the compostable/organic materials waste stream.

The following quantities are the suggested standards for toilet requirements at events:

- 1 toilet per 140 people – family event;
- 1 toilet per 180 people – adult audience; and
- 1 accessible toilet per 280 people (at least one accessible unit provided at event).

Please use the following table to determine how many public toilets can be considered in your calculation for events at Rocky Point Park:

Date	Percentage	# of stalls
Between June 1 to September 30	30%	4
Between October 1 to May 31	100%	13

## 9 Vendors, Sales, and Fundraising

A Business Licence for your special event is required if your event will have vendors that do not already hold a Port Moody or Tri-Cities Inter-Municipal Business Licence. One licence is valid for the duration of the event and covers all vendors. A list of all vendors taking part in the event must be provided before the licence can be issued.

All vendors will be required to ensure:

- the use of all outdoor electrical cords are in good operating condition;
- the use of only manufactured extension cords with a three wire configuration or two wire polarized outdoor rated cords (no modifications to cords or equipment is permitted); and
- any non-waterproof equipment used in display enclosures (tents, gazebos, etc.) shall be protected from rain.

Failure on the part of the event organizers to comply will result in the shutting down of the offending exhibitor and any associated costs will be billed back to the event organizer.

### 9.1 Food Trucks and Food Vendors

Where vendors are cooking food on site and the vendor does not already hold a Port Moody business licence, that vendor will be required to complete a Food Vendor Info & Declaration Form (please refer to Appendix C) and may be subject to inspection by Port Moody Fire Rescue to ensure compliance with regulations related to cooking.

Vendors using heating or cooking units shall provide for their own use at least one portable multi-purpose extinguisher (minimum 10 lb 4A-60B:C rated). Fire extinguishers must be visible, accessible, and may not sit on the ground. 10 lb fire extinguishers are not available from regular hardware stores and must be purchased from a speciality fire equipment store.

Where electrical hook ups are not available, a CSA approved generator and CSA approved fuel may be utilized with permission from the City.

If your event will include vendors cooking and selling food on site, you must obtain approval and/or a permit from Fraser Health. For information on the requirements specific to your event, please go to [www.fraserhealth.ca](http://www.fraserhealth.ca).

When sourcing food vendors, please keep in mind that the products sold by event food vendors may not directly compete with any permanent business in the local area. For example, vendors engaged for events at Rocky Point Park may not sell ice cream or fish and chips as it directly competes with businesses located in the park.

## 9.2 Grey Water

Holding tanks must be provided for washing stations and caution must be taken to ensure they do not overflow. Self-contained holding tanks belonging to food trucks must also be inspected periodically to ensure that they will not overflow. Food truck operators often become very busy at events and forget to monitor their grey water tank levels. Event organizers will work with food truck operators to ensure that grey water is properly contained.

Vendors are prohibited from depositing grease or waste water directly into the City's storm or sanitary sewer. In special cases, access to a sanitary sewer may be possible; however, a proper hook-up by a licensed plumber paid for by the event organizer and inspected by the City prior to use is required. Offenders are subject to prosecution under City Bylaws and/or Provincial or Federal legislation.

## 9.3 Solicitation of Funds

Any business or commercial activity in a Port Moody park must have prior written authorization from the Manager of Parks. Groups are not permitted to actively solicit funds from passive park users.

# 10 Rides and Attractions

When having any ride or attraction, such as inflatables, at a special event, the organizer must show copies/proof of the following insurance and licences from the provider to the City two (2) weeks prior to their event.

1. evidence of \$5 million in general liability insurance, including bodily injury and property damage. The coverage contains no exclusionary clauses with respect to the use of the device(s) at the event and is valid throughout the date of the event;
2. copy of British Columbia Amusement Device Licence which is valid throughout the date of the event;
3. copy of British Columbia Amusement Device Permit (one permit per device) which is valid throughout the date of the event; and
4. copy of British Columbia Amusement Devices Mechanic Certificate, with an ADM-I Certification, issued under the *Technical Standards and Safety Act*, which is valid throughout the date of the event.

Amusement devices will be installed by the provider by a licensed mechanic or by a mechanic-in-training under the supervision of the licensed mechanic.

Supervision of inflatable amusement devices will be provided on site for each device operated, from set-up until tear-down by trained attendants provided by the provider of the device.

All employees of the provider must be covered under [WorkSafe BC](#).

It is understood and agreed that the representative of the City of Port Moody has the right to shut down any amusement device if compliance of any of the above conditions is not evident during the event.

Vehicles and trailers associated with amusement devices/inflatables will not be permitted to park inside the park (must be parked on the road or in parking lot).

## 11 Live and Recorded Music

If you are planning on having performing or playing music as part of your event, you'll need to contact the Society of Composers, Authors and Music Publishers of Canada ([SOCAN](http://socan.ca)) to obtain the rights for the performance of the music. A SOCAN license will give you the right to play or perform virtually any music and ensures that the music creators are compensated.

## 12 Permits and Licences

It is the event organizer's responsibility to ensure that any required permits and licences are approved prior to the event and available at the event site for review by inspectors or City staff, if requested.

It is recommended that you apply for all necessary permits and licences early in the event planning process as there could be delays in approvals depending on the scope and complexity of your event.

Event Aspect	Applicable Permit or Licence	Organization to contact	Website
Will you be serving alcohol?	City approval & Special Event Permit	BC Liquor Control and Licensing Branch	<a href="http://www.specialevents.bcladb.com">www.specialevents.bcladb.com</a>
Will you be serving food?	Temporary Food Premises Permit	Fraser Health	<a href="http://www.fraserhealth.ca">www.fraserhealth.ca</a>
Will you have vendors that do not already hold a Port Moody or Tri-Cities Inter-Municipal Business Licence?	Special Event Business Licence (Basic Business Licence)	City of Port Moody	<a href="http://www.portmoody.ca">www.portmoody.ca</a>

<b>Event Aspect</b>	<b>Applicable Permit or Licence</b>	<b>Organization to contact</b>	<b>Website</b>
Will you be closing a street?	Highway Use Permit	City of Port Moody	<a href="http://www.portmoody.ca">www.portmoody.ca</a>
Will you have a tent larger than 10'x10' or a constructed stage higher than 2ft above ground?	Temporary Building Permit	City of Port Moody	Contact the Building Section: 2 <sup>nd</sup> Floor – Civic Centre <a href="mailto:buildingpermits@portmoody.ca">buildingpermits@portmoody.ca</a> 604-469-4534
Will you have live or pre-recorded music?	Performing Rights licence	Society of Composers, Authors and Music Publishers of Canada (SOCAN)	<a href="http://www.socan.ca">www.socan.ca</a>
Will you have gaming or raffles?	Gambling Event Licence Fundraising	The Gaming Policy and Enforcement Branch	<a href="http://www.gov.bc.ca">www.gov.bc.ca</a>
Will you be using generators or an electrical supply greater than 5 kVA, or hiring an electrician to connect to the City's electrical service?	Electrical Permit	Technical Safety BC	<a href="http://www.technicalsaftybc.ca">www.technicalsaftybc.ca</a>
Will you be having inflatable or other amusement devices that require licensing, inspection, or special operating requirements?		Technical Safety BC	<a href="http://www.technicalsaftybc.ca">www.technicalsaftybc.ca</a>
Will you have activities on the water?		Vancouver Port Authority	<a href="http://www.portvancouver.com">www.portvancouver.com</a>

<b>Event Aspect</b>	<b>Applicable Permit or Licence</b>	<b>Organization to contact</b>	<b>Website</b>
Will you have any aerial activities (e.g. use of a drone)	City approval and other permits		<a href="http://www.portmoody.ca">www.portmoody.ca</a>

## 13 Insurance and Indemnification

### 13.1 Insurance

The City requires that the organizer have a Five Million Dollar (\$5,000,000) general liability insurance policy in place, naming the City as additional insured. The policy must cover all activities taking place at the event and may not list any exclusions relating to activities being presented as part of the event. The policy must be in place from the first day of set-up to the last day of clean-up.

If any alcohol is being served at the event (such as a beer garden or vendor tasting), the insurance policy must include host liquor liability.

The City of Port Moody reserves the right, solely at its discretion, to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g., fireworks displays, amusement rides).

The certificate of insurance must be provided to the City a minimum of two (2) weeks prior to the event.

### 13.2 Indemnification

City facilities are maintained on a regular basis. It is up to the event organizer to inspect the event site(s)/facility(ies) and ensure that it is suitable for the activities being presented at the event.

By signing the special event application, the event organizer indemnifies the City.

## 13.3 Vendor Insurance

As the City's relationship is with the overarching event organizer, the City will not accept insurance certificates directly from event vendors or activities. The City does suggest that the event organizer consider obtaining insurance certificates, naming the event's presenting organization or persons, from each of the vendors and activities brought onsite.

## 14 Volume, Noise, and Curfew

Special events may take place between 7am and 10pm. Requests to extend an event past 10pm must be made in writing at least three (3) months prior to the event.

The City representative is authorized to extend the hours of amplified sound for a special event beyond 10pm to a maximum extension of 45 minutes, if one or more of the following has caused a delay to the start of the performances:

- a power failure delay occurs on the day of the special event; or
- other uncontrollable circumstances (evaluated on a case by case basis) occur on the day of the special event.

The sound for special events will be limited to the hours of 9am to 10pm allowing for a 15-minute grace period to end at 10:15pm. The grace period is allowed for late starts of performances only.

## 15 First Aid

When planning your special event there are important aspects to consider in order to determine your first aid needs, including:

- the number of people attending the event;
- the length of the event;
- the time of day the event is being held (day-time or night-time);
- the demographics of those attending/participating;
- the time of year and associated temperature and weather (very hot or very cold?);
- the location(s) the event is taking place; and
- the specific activities taking place (will it be strenuous?).

Even though calling 911 will be a part of any first aid plan, it is important to carefully consider the specifics of your event and provide the appropriate level of first aid onsite. At a minimum it is recommended that you have at least one person trained in first aid and CPR, and a basic first aid kit, onsite at all times. For larger events, a first aid tent with trained personnel will be required.

## 16 Police and Security

In order to mitigate the potential for aggressive behavioural issues that might arise at special events booked through the City of Port Moody, Port Moody Police Services in conjunction with the event organizer and the City may develop security strategies appropriate for the event. The City may require the event organizer to hire, at the organizer's expense, paid uniformed police officers and/or licensed security personnel in numbers reflecting the risk level established in the event evaluation.

## 17 Operational Plan

### 17.1 Final Site Plan

Your final site plan should clearly identify where everything will be located, including but not limited to: barricades, beer garden, fire access lane, first aid station, food vendors, generators, signs/banners, temporary stage, waste station(s), and any other temporary structures or event elements.

A site plan should optimize placement of food and beverage services and minimize site impacts associated with tree and turf health.

Please refer to Appendix A for example site plans.

### 17.2 Production Schedule

The production schedule contains details of the event activities that are required to manage your event from load in to load out. Listed below is key information you should consider including in your production schedule:

- details of operating hours for load in, the event, and load out;
- vehicle delivery schedule for suppliers;
- other key dates and times such as:
  - sound checks and rehearsals;
  - walk/run/race start and finish times;
  - event opening and closing times;
  - food and beverage and beer garden operating times;
  - amplified sound operational times; and
  - vehicle lock down times (all vehicular traffic must cease within the park one half hour before the start of any part of the event); and
  - details of any entertainment scheduled for the event.

## 17.3 Emergency Response Plan

As an event organizer, you are required to provide an Emergency Response Plan (ERP) that will be reviewed by Port Moody Fire Rescue, the Port Moody Police, and other City staff.

The ERP will be specific to your event and should include the following information:

- emergency contact numbers for organizers of the event;
- Communication Plan:
  - ensure contact lists and numbers are readily available for all event organizers, as well as emergency coordination and first response personnel;
  - determine what public communication systems will be used and how emergency communications will be delivered at the event; and
  - the event plan should clearly identify the roles and responsibilities of staff including municipal staff to ensure accurate and timely information flows; and
- what to do in case of an emergency (fire or medical).

## 17.4 Site Inspection

Port Moody Fire Rescue may conduct a site inspection at any time during your event to ensure that your event meets all code and safety requirements. Please review Appendix D – Outdoor Event Requirements for more information.

# 18 Use of City Streets

The City requires a Highway Use Permit (HUP) when a person, business, or organization is performing an action that may disrupt the normal flow of pedestrian or vehicle movement or interfere with parking, sidewalks, or bike path access, regardless of how long the disruption is required.

A completed HUP application must be submitted two (2) weeks in advance of the event date. This provides staff the necessary time to review the application and associated traffic control plans or sketches, review public communication requirements and provide appropriate notification to Operations, Emergency Services, and the Bylaws Department.

For more information about the Highway Use Permit process, please call the Engineering Department at 604-469-4618.

## 19 Admission Charges

The request to charge an admission or gate fee for a special event on public property must be approved by City Council, and may be considered under the following criteria:

- an admission/gate fee will only be considered for local registered charities or not-for-profit groups or organizations; and
- a business plan may be required demonstrating why an admission/gate fee charge is required to support the event.

Any event that is permitted to charge an admission/gate fee will not receive any direct financial assistance from the City of Port Moody.

City staff working the event require unrestricted access at all times.

## 20 City Support for Marketing and Promotion

The City is able to provide several opportunities to promote your public event free of charge. These opportunities are provided where possible at the City's discretion:

- display up to 10 posters and/or 50 rack cards in designated City facilities (Port Moody Civic Centre, Recreation Complex, and Kyle Centre);
- include digital event poster on the TVs located in the Galleria at the Civic Centre;
- place a banner on the Moody Street Overpass. This request must be submitted through the Moody Street Overpass Banner Placement Request Form;
- place a sign at the kiosk located at the NE corner of Ioco and St Johns. This request must be submitted through the Kiosk Sign Placement Request Form;
- place a sign in the space located at the intersection of Ioco and Newport Drive. Scheduling arrangement must be made directly with the Theatre Coordinator ([sronald@portmoody.ca](mailto:sronald@portmoody.ca)) to confirm availability and sign dimensions;
- repost social media messaging on the City's social media channels when possible; and
- you can request that your event be posted on the City website calendar;

Additionally, if your event is focused on the arts, a Cultural Event Sign Permit may be taken out that will allow you to install signs in designated areas in Port Moody.

## 21 General Terms and Conditions

- a) The event organizer is responsible for the clean-up of the park and the removal of all garbage by an agreed upon time following the end of the special event.
- b) Advertising of the event is to include parking and public transit options. Events with an expected daily attendance of 5,000+ people should have a bike valet service available.
- c) The City of Port Moody reserves the right to have a tent/booth at any special event held on public land.
- d) The event organizer shall ensure that their employees, hired services, vendors, or contractors comply with the *Occupational Health and Safety Act*, regulations, codes, guidelines, and standards associated with their work.
- e) The event organizer shall document and correct any incidents of non-compliance with the *Occupational Health and Safety Act*, regulations, codes, guidelines, and standards associated with their work.
- f) The event organizer shall appoint a competent person as a supervisor on site during the event to liaise with hired services, contractors, and the City of Port Moody.
- g) The event organizer shall inform the City of Port Moody of any injury, incident, or any event that results in damage to property or the environment.
- h) The event organizer must read and comply with the City's Sustainable Event Policy.
- i) The event organizer must maintain, at all times during the event, unrestricted and unimpeded public access to all public pathways and bike paths that run through City of Port Moody parks.
- j) The event organizer must notify the City immediately should the event get cancelled at any time during the planning process. The City will update any City-supported advertising with the cancellation message.

## 22 Holding an Annual Event

An event in good standing will have priority to book the same date or time frame the following year.

In the event that a special event is sold or discontinued and a new special event organizer wants to purchase or revive the event, the property and date(s) are not automatically transferred

to the new special event organizer. The new special event organizer must make a new application for the event. The special events review process will take into consideration the new special event organizer's request to continue on the same date and location.

## 23 Who to Contact

Do you have questions about this document or about your event? Please contact:

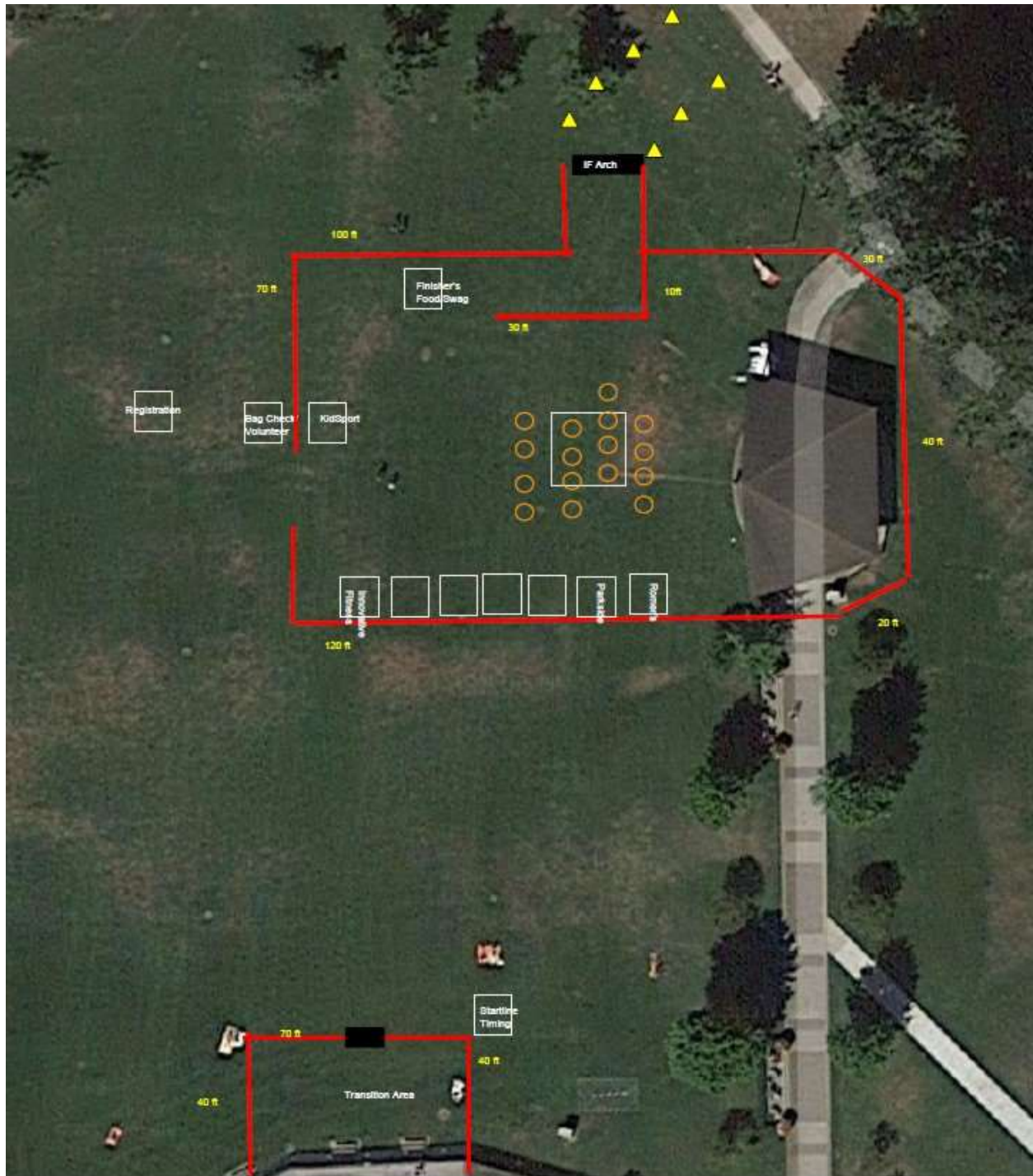
Aysha Martin – Parks Events Assistant  
[amartin@portmoody.ca](mailto:amartin@portmoody.ca)  
604-469-4669

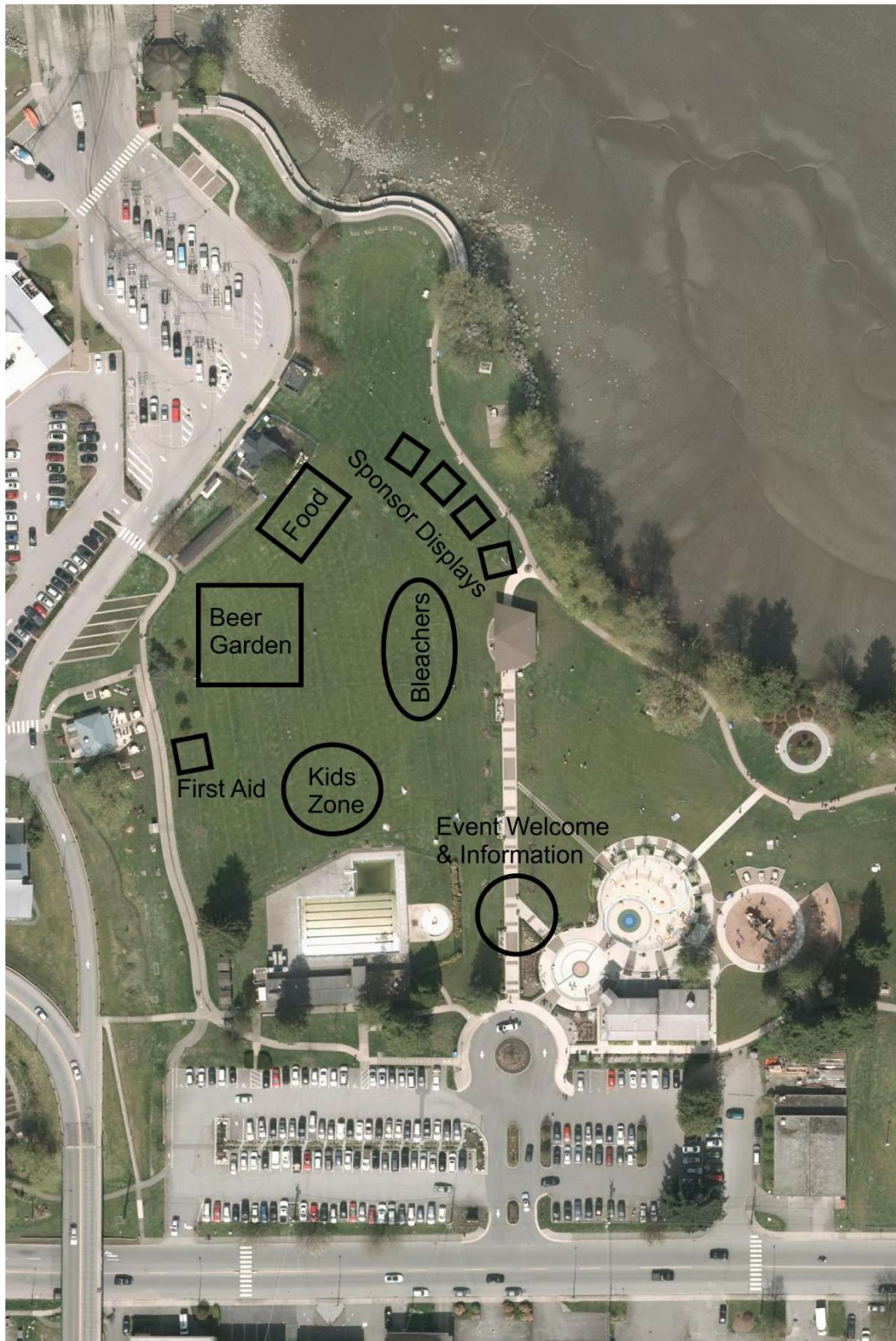
or

Devin Jain – Manager of Cultural Services  
[djain@portmoody.ca](mailto:djain@portmoody.ca)  
604-469-4689

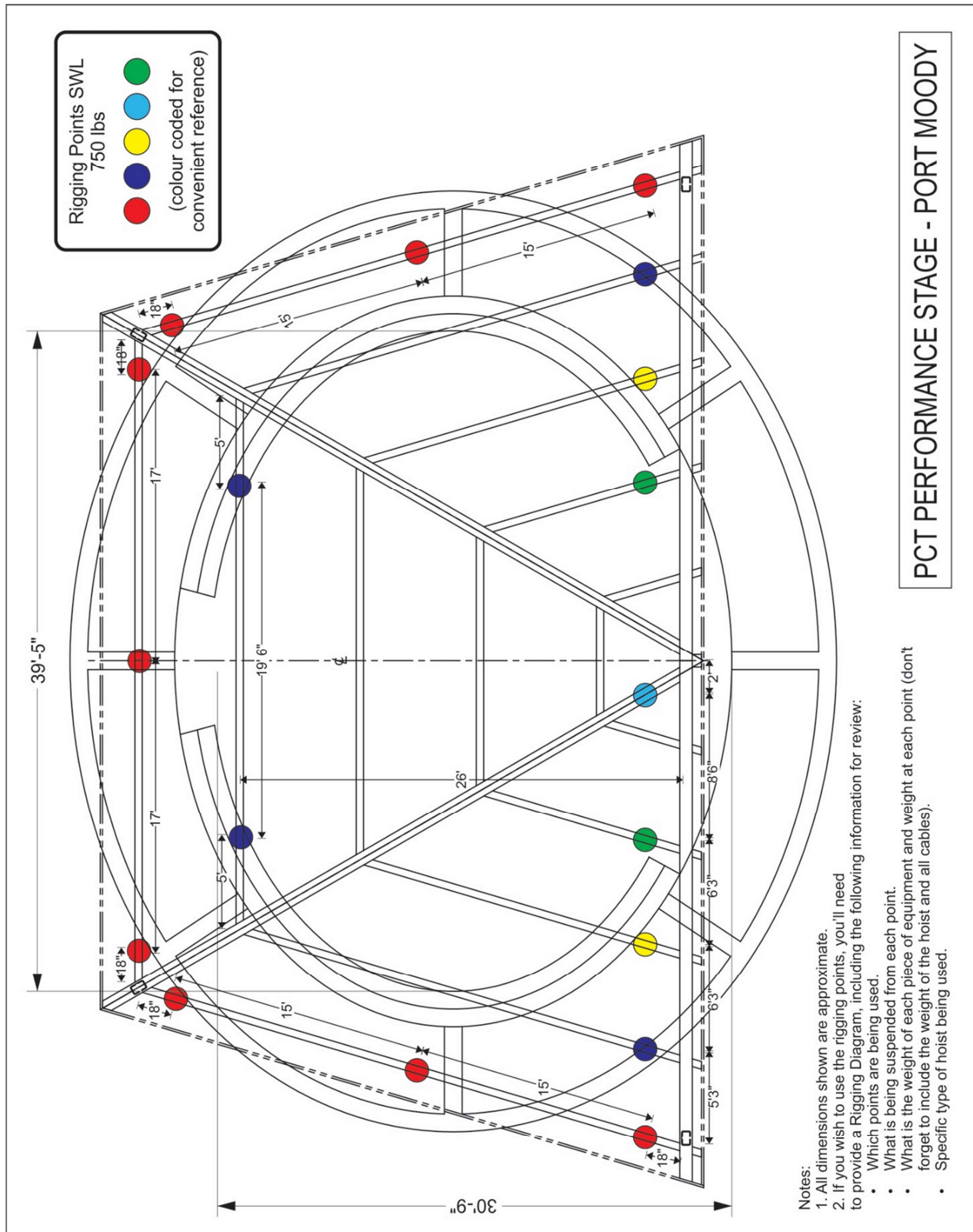
# Appendices

## A. Example Site Plans





## B. PCT Performance Stage Diagram



## C. Food Vendor Info & Declaration



### FOOD VENDOR INFO & DECLARATION

BUSINESS NAME	
CONTACT NAME	
ARRIVAL DATE & TIME	
CONTACT NUMBER	Cell:
EMAIL	

#### PRE-ARRIVAL CHECKLIST:

ITEM	YES	NO/NA
ABC Fire extinguisher – valid certification (within 12 months).		
Appliance has certification seal from a recognized testing agency (i.e. CSA, UL/ULC, etc.) and is in good repair, <u>OR</u> , the appliance has been approved for use by the BC Safety Authority.		
"K" type fire extinguisher for OUTDOOR cooking producing grease laden vapours.		
<b>FOOD TRUCKS OR TRAILERS or CARTS</b>		
Kitchen hood and suppression system – valid certification (within 6 months).		
"K" type fire extinguisher – valid certification (within 12 months).		
The mobile unit is in good repair and has been inspected/approved by the BC Safety Authority with the acceptance label clearly visible.		
<b>TENTS &amp; AWNINGS – meets either</b>		
1. NPFA 701 – <i>Standard Methods of Fire Tests for Flame Propagation of Textiles and Films</i>		
2. NPFA 705 – <a href="#"><i>Recommended Practice for a Field Flame Test for Textiles and Films</i></a>		
3. CAN/ULC S-109-M – <i>Flame Tests of Flame-Resistant Fabrics and Films</i>		
<b>ELECTRICAL</b>		
Electrical cords are grounded and are of appropriate gauge for the load and length.		
Generator units larger than 5,000kwh requires a permit.		

#### DECLARATION:

I am confirming that as a condition of food vending at this event I understand the regulations and I am compliant with all requirements.

SIGNATURE: \_\_\_\_\_

#### POST ARRIVAL CHECKLIST:

ITEM	YES	NO/NA
Appliance(s) rest on a non-combustible base.		
Collapsible table legs secured in the deployed position (tie strap or duct taped).		
Portable appliances positioned 1.2m, or as stated on appliance label, from any combustibles, tent, canopy, or structure.		
Hot surfaces are protected from public access by a distance of at least 1.2m.		
ABC and "K" type (if required) Fire Extinguishers are in an accessible and visible location.		
Propane cylinders and/or gasoline containers are properly stored – no more than one day supply.		
Electrical cords are protected from tripping over and access from the public.		
Generators are located 1.2m, or as stated on appliance label, from any combustibles, tent, canopy, or structure and the general public.		

The personal information collected on this form is collected, used, retained, disclosed, and disposed of in accordance with the *Freedom of Information and Protection of Privacy Act*. Should you have any questions or concerns about the collection of your personal information, please contact the Information and Privacy Coordinator at 604-469-4571 or [foi@portmoody.ca](mailto:foi@portmoody.ca).

## D. Outdoor Event Requirements (Port Moody Fire Rescue)



**PORT MOODY**  
CITY OF THE ARTS

150 Newport Drive, Port Moody, B.C., V3H 5C3, Canada  
Tel 604.469.7795 Fax 604.469.7796  
www.portmoody.ca

### Outdoor Event Requirements

EMERGENCY PLANNING
Organizers planning special events held within or outside buildings which deviate from regular operations of the space or building shall prepare an emergency response plan (ERP) specific to the event itself. The ERP is to include the following information, and must be <b>submitted to the Port Moody Fire Rescue at least 10 business days before the event.</b>
<ul style="list-style-type: none"> <li>• Emergency contact numbers for organizers of the event.</li> <li>• Communication Plan                             <ul style="list-style-type: none"> <li>○ Ensure contact lists and numbers are readily available for all event organizers, as well as emergency coordination and first response personnel;</li> <li>○ Determine what public communication systems will be used and how emergency communications will be delivered to the event; and</li> <li>○ The event plan should clearly identify the roles and responsibilities of staff including municipal staff to ensure accurate and timely information flows.</li> </ul> </li> <li>• What to do in case of an emergency (fire or medical).</li> <li>• Detailed floor plans and layout of the special event.                             <ul style="list-style-type: none"> <li>○ Fire Department access points;</li> <li>○ Location of extinguishers;</li> <li>○ Location of alerting device;</li> <li>○ Any fire protection equipment (including hydrants);</li> <li>○ Licensed name and location of food vendors; and</li> <li>○ Designed occupancy load.</li> </ul> </li> </ul>

FIREWORKS AND PYROTECHNICAL DISPLAYS	Yes	No	N/A
<ul style="list-style-type: none"> <li>• Display or Consumer Fireworks and pyrotechnical displays require permit. Compliance and minimum requirements with these activities will be addressed upon permit application.</li> </ul>			

FIRE EXTINGUISHERS	Yes	No	N/A
<ul style="list-style-type: none"> <li>• All fire extinguishers shall be serviced and tagged annually by a certified fire extinguisher company (ASTTBC – PMFR Bylaw 2835).</li> <li>• Food heating or cooking units shall provide at least one portable multi-purpose extinguisher (minimum 10 lb 4A-60B:C rated).</li> <li>• All tents and air-supported structures shall be equipped with fire extinguishers meeting the requirements of NFPA 10 “Standard for Portable Fire Extinguishers”.</li> <li>• All extinguishers must be mounted (top between 4-5 feet high) and cannot be resting on the ground.</li> </ul>			



Updated: 11/20/2018





OPEN FLAMES AND SMOKING	Yes	No	N/A
<ul style="list-style-type: none"> <li>Open flame devices and smoking shall not be permitted in a tent or air-supported structure.</li> </ul>			

TENTS AND AIR-SUPPORTED STRUCTURES	Yes	No	N/A
<ul style="list-style-type: none"> <li>Tents and air-supported structures, bleachers, and raised platforms shall be constructed in conformance with the BCFC.</li> <li>Where a tent or air-supported structure is designed to accommodate more than 1,000 persons, a fire alarm system and voice communication system shall be provided (BCFC 2.9.3.5).</li> </ul>			
ELECTRICAL SYSTEMS (Tents)	Yes	No	N/A
<ul style="list-style-type: none"> <li>Electrical systems and equipment in a tent or air supported structure shall be maintained and operated in accordance with the electrical regulations made pursuant to the <i>Safety Codes Act</i>. All electrical equipment shall be inaccessible to the public (BCFC 2.9.3.1).</li> <li>Cables on the ground shall be placed in trenches or protected by covers.</li> </ul>			
FIRE WATCH (Tents)	Yes	No	N/A
<ul style="list-style-type: none"> <li>A person shall be employed for no other duties than for fire watch when a tent or air-supported structure is occupied by more than 1,000 persons (BCFC 2.9.3.4).</li> </ul>			
EXITS (Tents)	Yes	No	N/A
<ul style="list-style-type: none"> <li>Where only one exit is provided in a tent or air-supported structure, the maximum occupant load shall be 60 to which there is a maximum travel distance to an exit of 15 metres (BCBC 3.4.2.1).</li> <li>Exits and exit doors must be clearly visible at all times and free of storage accumulation (BCFC 2.4.1.1).</li> <li>The exterior of all exits shall also be free of storage and accumulation of snow and ice (BCFC 2.4.1.1).</li> <li>All locking, latching or other fastening devices on exit doors must permit the door to be readily opened from the inside requiring no keys, special devices, or specialized knowledge of the door opening mechanism (BCBC 3.4.6.16).</li> </ul>			



Updated: 11/20/2018





FIRE DEPARTMENT ACCESS	Yes	No	N/A
<ul style="list-style-type: none"> <li>Fire department access to buildings and laneways must be maintained for fire department vehicles at all times (BCFC 2.5.1.5).</li> <li>Hydrants shall be kept free of obstructions; this includes: storage of combustible materials and parking of vehicles (BCFC 2.5.1.4 (1)).</li> </ul>			

DECORATIVE & COMBUSTIBLE MATERIALS	Yes	No	N/A
<ul style="list-style-type: none"> <li>Decorative materials added to walls and ceilings shall meet the minimum flame-spread rating requirements of the surfaces on which they are located (BCFC 2.3.1.3).</li> <li>Any decorative and festive materials added in assembly occupancies, including but not limited to crepe paper decorations, drapes, curtains, or other combustible trimmings or ornaments and Christmas trees, shall be of flame resistant type, or conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films" (BCFC 2.3.1.3 &amp; 2.3.2.1).</li> <li>Hay, straw, shavings, or similar combustibles shall not be permitted within a tent or air-supported structure, except that saw-dust or shavings may be used if kept damp (BCFC 2.9.3.2).</li> <li>The ground enclosed by a tent or air-supported structure and for not less than 3m outside of the structure shall be cleared of all flammable material or vegetation that will spread fire (BCFC 2.9.3.2).</li> </ul>			

OPEN FLOOR AREAS	Yes	No	N/A
<ul style="list-style-type: none"> <li>Open floor areas intended for the gathering of occupants during a special event are subject to maximum occupant load requirements.</li> </ul> <p>Seating and table arrangements shall conform to the BCFC, section 2.7 Safety to life.</p> <p>Chairs</p> <ul style="list-style-type: none"> <li>Maximum 15 chairs in a row, clipped together;</li> <li>400mm distance shall be provided between the back of a row of chairs and the next forward projection of the following row of chairs; and</li> <li>Aisles shall be a minimum width of 1,100mm.</li> </ul> <p>Tables and chairs</p> <ul style="list-style-type: none"> <li>Where tables are arranged in rows, the spacing between the nearest edges of tables in 2 successive rows shall not be less than: <ul style="list-style-type: none"> <li>1,400mm where seating is arranged on both sides of the tables; or</li> <li>1,100mm where seating is on one side only.</li> </ul> </li> </ul>			



Updated: 11/20/2018





MOBILE FOOD TRUCKS	Yes	No	N/A
<p>All vendors must meet requirements defined in NFPA 96 standards.</p> <p>The following list outlines specific fire requirements for vendors and is provided to eliminate or reduce last minute delays to vendors applying for event approval:</p> <ul style="list-style-type: none"> <li>all commercial cooking units (deep fryers, grills, etc.) in trailers or trucks shall have an automatic suppression system (meeting ULC300) and at least one portable Class K wet chemical fire extinguisher;</li> <li>all commercial deep fryers (no matter where they are located) are required to have a portable Class K wet chemical extinguisher;</li> <li>vendors using heating or cooking units shall provide for their own use at least one portable multi-purpose extinguisher (minimum 10 lb 4A-60B:C rated). Fire Extinguishers must be visible, accessible, <b>and may not sit on the ground</b>;</li> <li>all commercial cooking units, other than approved self-contained units, require non-combustible hoods, filters, or trays for containing grease laden vapours – must have been cleaned and tagged by a certified Applied Science Technologist Technician (ASTT) or company within the past 6 months;</li> <li>all Vendors and Mobile Food Trucks must have BC Safety Authority Gas decal;</li> <li>all Vendors and Mobile Food Trucks must have BC Safety Authority Electrical decal, or equivalent certified decal;</li> <li>all appliances are required to have appropriate certification and/or listing (e.g. CSA, ULC);</li> <li>all extinguishers and automatic suppression systems must have current service completed by an ASTT, complete with stamped service tag;</li> <li>standalone stove or burners and self-contained cooking appliances shall be supported on an approved base or non-combustible surface and kept away from combustibles (do not place directly on the ground);</li> <li>no folding tables with oil cooking on top;</li> <li>propane cylinders and tanks shall be secured to a permanent surface to prevent tipping and located away from cooking and heat devices per all applicable Gas Codes and Standards; and</li> <li>no unattached (spare) propane tanks are to be in the cooking area.</li> </ul>			

**Please note: Depending on the type and scale of the intended special event, further requirements may apply.**

For further information or questions, please call Port Moody Fire Prevention at 604-469-4529.



Updated: 11/20/2018

