

Things To Know When Hosting An Event In Squamish



To ensure your event is safe and compliant, here is a list of things to know when planning an event in Squamish. The Film & Event Department will help you determine which items apply to your event.

1. Please complete an online **Event Application Form** – this form is sent to the Film & Events Department for review. This first step helps ensure your event dates don't conflict with other events, filming and construction activities, and will assist the District in determining which of the following requirements may be relevant to your event. To submit a form, go to www.squamish.com/events.
2. **Site Plan.** Depending on the size and location of your event, you may be required to provide a site plan (i.e. a map) that indicates the location of your event in Squamish and the placement of washrooms, seating, stages, vendors, public access points, entertainment, etc. A site plan is usually required with Traffic Management and Fire Safety Plans.
3. **Park, Field or Room Rentals.** If you are planning to hold your event on District property, please contact bookings@squamish.ca to confirm if the space needs to be booked and if it's available. District property includes parks, fields, and rooms at the Brennan Park Recreation Centre. Fees may apply and must be paid at Brennan Park Recreation Centre. Bookings should be made no more than one year in advance of your event. For all events held in District parks, you may also be required to attend a site walk with a District staff that will be coordinated through the Film & Events Department.
4. **Waste Management.** Providing adequate waste and recycling containers and arranging for collection are the responsibility of the event. Composting containers may also be applicable. As per the District of Squamish Wildlife Attractant Bylaw, you are responsible for keeping all refuse generated by the event in containers that are sufficient in size and number for your event and the containers used must be emptied into a wildlife resistant container by midnight on each day of the event.

Depending on the location and number of attendees of your event, you may need to provide portable washrooms. Vancouver Coastal Health (VCH) requires 12 units per 1000 people, although this may vary depending on the length of the event, number of people and availability of other facilities nearby. A sanitation schedule may also be requested from VCH.

If a Waste Management Plan is required, it should include the following:

- Number of garbage, recycling and composting containers on-site and when pick-up is scheduled
 - Number of washrooms
 - Plan to ensure site is returned to its original condition following your event
 - Any additional information to help clarify your plans for managing waste during your event
5. **Food & Water.** If you are planning to prepare, serve, provide and/or offer food and/or drinks to the public, and/or you are introducing new water systems, dispensing units or extensions to existing water systems, you must comply with Vancouver Coastal Health (VCH) guidelines. You may be required to apply for permits that are submitted to the Squamish VCH office at least 14 days in advance of your event. For more information, visit www.vch.ca.
 6. **Liquor.** Where alcohol service is planned as part of your event, a Special Occasion Liquor Licence is required. Apply online at <https://solo.bcldb.com>. You may also require Vancouver Coastal Health approval depending on the type of service and any beverage preparation.

7. **Traffic Management.** You are responsible for ensuring that there is sufficient parking for your event, for arranging off-site parking if there is no available parking on-site, and for advising attendees of parking arrangements for the event. If relevant, you are also responsible for providing signage, barricades, parking or traffic control for your event, and for notifying BC Transit of any potential bus route impacts. If a Traffic Management Plan is required, it should include the following:

- location of traffic management personnel (if applicable, e.g. for road closures, parades)*
- location on parking, signage and barricades (if applicable)
- details of other efforts you are taking to ensure safe traffic management at your event
- copy of your Site Plan (see 2. *Site Plan*)

*If you require RCMP assistance with traffic control, please contact Squamish RCMP for availability and an estimate.

If you are planning to use District roads and/or trails for your event, you are required to apply for a Traffic Work Permit. For an application, visit www.squamish.ca/events. No fees apply. To view the Traffic Regulation Bylaw, visit www.squamish.ca/bylaws.

8. **Fire Safety.** Depending on the logistics of your event, you may be required to provide Squamish Fire Rescue with a Fire Safety Plan for approval. Events that may require a plan include those with fireworks, motorized stunts, road closures, fenced/enclosed exits, cooking facilities, and alcohol service. If a Fire Safety Plan is required, indicate the following on your Site Plan (see 2. *Site Plan* above):

- occupancy load for the location of your event (the District can assist with this)
- location of fire exits
- access point(s) for first responder vehicles
- location and number of fire safety devices, e.g. extinguishers

9. **Electrical & Power Safety.** Please contact the BC Safety Authority to ensure you have the necessary permits to ensure electrical, gas and propane safety for your event.

10. **Noise.** Hours of events within the District are from 8am to 10pm, 7 days a week. If you are planning any event activity outside of these hours, you must apply for a Noise Exemption Permit (approval is not guaranteed). Visit www.squamish.ca/events for more information. Permit fees apply.

11. **Insurance.** You are required to obtain and maintain, during the term of the event, a Comprehensive General Liability (CGL) insurance policy providing coverage for \$2M or \$5M (depending on the type of event and level of risk) naming the District of Squamish as additional insured. A copy of the insurance policy must be provided to the District prior to the event date.

12. **Special Event Permit.** If you are holding your event on District property, you are required to hold an approved Special Event Permit prior to your event. Fees apply and must be paid at Municipal Hall. For more information, visit www.squamish.ca/events.

SQUAMISH CONTACTS:

Vancouver Coastal Health: Jayne Corder, Environmental Health Officer
604.815.6840, jayne.corder@vch.ca

BC Safety Authority: Gord Durocher, Safety Officer
604.389.9370, Gord.Durocher@safetyauthority.ca

BC Transit: Colin Hoffman, Manager
604.892.5559, colinh@squamishtransit.pwt.ca

Liquor Control & Licensing Branch: Holly Glenn, Inspector
604.894.5623, holly.glenn@gov.bc.ca

Squamish Fire Rescue: Aaron Foote, Fire Prevention Officer
604.898.9666, afoote@squamish.ca

Squamish RCMP: Staff Sergeant Brian Cumming
604.892.6100, brian.cumming@rcmp-grc.gc.ca

Brennan Park Bookings: 1009 Centennial Way
604.898.3604, bookings@squamish.ca

If you have questions or require assistance, please contact events@squamish.ca or 604-815-5043.