



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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### 1.11 MUNICIPAL FACILITIES AND EVENTS BOOKING

#### Purpose

To permit safe and orderly special events on District of 100 Mile House streets, parks, and other municipally owned facilities and property. Special events include, but are not limited to, parades, races, walks and runs taking place on streets and organized events using municipal parks, District-owned facilities and property within the District.

#### Policy

1. Organizations or persons proposing an event to be held on municipal property, streets and parks are to submit the appropriate completed forms listed below: **(Appendix "E")**
  - Schedule A – Municipal Facilities License of Occupation (applies to all Hall Rentals)
  - Schedule B – Community Hall Rental Agreement
  - Schedule C – Martin Exeter Hall Rental Agreement
  - Schedule D – Application to Hold a Public Event
    - (applies to Parade/Road Closure Events/Use of Visitor Information Centre Grounds)
  - Schedule E – Application to Rent the Airport
  - Schedule F – Parade/Temporary Road Closure Application Form
  - Schedule G – Park Use Permit
2. Applicants must provide evidence of compliance with any required permits from outside agencies (e.g. Interior Health, liquor license, insurance, etc.) and any other documents identified in the application procedure.
3. All public event applications will require Councils approval. The District of 100 Mile House Council reserves the right not to approve an event in a current year, even though it may have received approval in previous years.
4. Where conflicting dates occur, regularly occurring events will be given priority provided the application is received no later than **30** days prior to the event. If an organizer of an annual event proposes to change the date/day or venue, which causes a conflict with another previously scheduled and approved event, the originally scheduled event will take precedence of the changed event.
5. First time events will be handled on a first come, first served basis depending on venue availability.
6. Organizers of approved events are required to obtain and maintain, during the term of the event, a comprehensive general liability insurance policy providing coverage of not less than **\$2, 000,000.00** naming the District of 100 Mile House as an additional insured.



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A copy of the policy shall be delivered to the District a minimum of five (5) working days prior to the event date.

Where fireworks are used, the event organizer must provide a second Certificate of Insurance for **\$2,000,000.00** (per occurrence). The company supplying fireworks may supply this second certificate provided that the District of 100 Mile House and the organization are specifically named as additional insured.

Where alcohol is served or sold, the event organizer must obtain an extension to normal general liability insurance to include Host Liquor Liability.

7. Organizers shall provide the District with a refundable damage deposit of ~~\$500.00~~ dollars as per District of 100 Mile House Fees & Charges Bylaw, to cover any loss, damage or any other non-compliance of this policy resulting from an event. Such amount may be increased for any event if deemed necessary.
8. Garbage and other waste materials must be cleaned up daily and at the conclusion of the event by the event organizer. Organizers are responsible for clean up of all aspects of the event, including the actions of patrons, third party vendors or sponsors. If after the event is concluded the area is left not in the same order as when the event began, the cost of the clean up will be charged out for staff time plus employee benefits, plus **10%** administration fees and the total amount will be appropriated from the damage deposit or charged back to the renter or organizer.
9. The District is not responsible for providing signage, barricades, parking or traffic control for any event unless authorized by Council.

If approved by Council, barricades will be dropped off during regular working hours by the Community Service Department at the requested location and will be the responsibility of the event coordinator to place and to remove. The Community Service Department will pick up the barricades the next day that falls within the regular working hours.

10. Staff will review the location following an approved event. The damage deposit will be refunded, providing no damage to municipal property and infrastructure has occurred, at the next cheque run (runs occur beginning and middle of the month).

Where in the opinion of the CAO or his/her designate, the event causes damage or results in the District incurring financial costs and expenses for the clean up or repair of a highway, public place or other District property, the CAO or his/her designate may draw down on and use all or any portion of the damage deposit submitted with the application, and where the costs exceed the amount of the damage deposit, the responsible party shall pay to the District the difference.



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**APPENDIX "E"**

**RECREATION FACILITIES & EVENTS BOOKINGS  
SCHEDULE "A" – MUNICIPAL FACILITIES LICENSE OF OCCUPATION**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

BETWEEN: DISTRICT OF 100 MILE HOUSE  
#1-385 Birch Avenue,  
P.O. Box 340  
100 Mile House, B.C. V0K 2E0  
(Municipality)

AND: \_\_\_\_\_  
(Name or Organization Name and Contract Person)

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_  
(the "Licensee")

WHEREAS:

A. The Licensee has requested this license for the purpose of

\_\_\_\_\_  
(the "function")

B. The Municipality has agreed to supply facilities or equipment ("the facility") subject to the covenants and conditions contained in this agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Licensee to the Municipality, the Municipality grants permission to the Licensee to use the:

\_\_\_\_\_  
(facilities and/or equipment)

On the following date(s): \_\_\_\_\_, subject to the following terms, conditions, covenants and agreements.



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### 1. Cancellations

- a) The Municipality reserves the right to cancel this license for:
- i. Unsatisfactory conduct by the Licensee, its members, guests, or agents;
  - ii. Damage to the facility by Licensee;
  - iii. Scheduling special events with top priority;
  - iv. Failure by Licensee to pay accounts rendered by the Municipality;
  - v. Operational problems beyond the Municipality's control;
  - vi. Failure by the Licensee to abide by laws, rules, or regulations applicable to the function and the facility.
- b) The Licensee is required to give **30** days written notice to cancel any of the dates in this Agreement to receive a refund.

### 2. Liquor

For a function at which alcoholic beverages are to be dispensed and consumed within the facility:

- a) The Licensee shall be responsible for and shall ensure that all laws, whether Municipal, Provincial or Federal, applicable to the function for which the facility is licensed to the Licensee, are complied with;
  - b) The Licensee shall obtain the required liquor license from the Provincial authorities, display same prominently at the function and provide a copy to the District of 100 Mile House;
  - c) All Licensees of events at the District of 100 Mile House facilities at which alcohol is served are encouraged to ensure that the following "Designated Driver Program" is in place:
    - I. A Designated Driver announcement is made to the assembled guest encouraging the use of a designated driver or alternate transportation for the event.
    - II. Designated Driver information posted prominently at each station where alcohol is served.
    - III. Designated Driver reminders at each table where guests are served.
3. The Licensee agrees to pay the Municipality on demand the total cost of any damage to the building, grounds, furnishings, or equipment resulting in any manner whatsoever from the use of the facility by the Licensee under this agreement.



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4. All equipment, displays, goods and chattels of the Licensee brought onto or into the facility shall be the sole responsibility of the Licensee and the Municipality shall not be liable for any damage to or loss of such equipment, displays, goods and chattels from any cause whatsoever.
5. The Licensee hereby releases and forever discharges the Municipality from any and all claims, causes of action, suites or demands whatsoever which the Licensee can or may have against the Municipality for any loss or damage or injury that the Licensee may sustain or suffer arising out of the use of the Municipality's facility under this agreement, or the breach of this agreement by or the negligent acts of the Licensee, its servants, contractors, employees, members, guests, invitees or representative, notwithstanding that any or all of them may have been contributed to or occasioned by the negligence of the Municipality.
6. Where a juvenile group uses the facility, the licensee shall ensure that a responsible adult has authority over the group and shall remain with the group while at the facility.
7. It is understood and agreed that the Licensee and all agents, servants and workers of the Licensee are not and shall not be deemed to be agents or employees of the Municipality.
8. Organizations or individuals wishing to utilize the Municipality's staff for duties other than those provided in this Agreement must make arrangements for this with the Municipality.
9. The Licensee agrees to provide and pay the full cost of such personnel and a 10% administration fee as will be necessary to ensure proper and safe use of the facility.
10. The Licensee shall pay:
  - a) The rates specified in Schedule \_\_\_\_ for the use of the:  
\_\_\_\_\_, and
  - b) The applicable rental fees and damage deposits will be required prior to occupancy of the Community Hall or the Martin Exeter Hall.
  - c) Sales tax as applicable.
  - d) Insurance documentation is required to be submitted to the office a minimum of **five (5) working days to the rental date**. Keys for facilities will not be distributed before insurance documents are provided.



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11. Responsibility Waiver

In consideration of the Municipality agreeing to allow the personal property noted below to be left on its premises, the undersigned hereby waives all rights of action he or she might otherwise have against the Municipality, its officers, servants, agents and employees, for loss or damage to such property.

Description of Property:

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IN WITNESS WHEREOF the parties have affixed their signatures below:

\_\_\_\_\_  
For the Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Municipality

\_\_\_\_\_  
Date



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**MUNICIPAL FACILITIES AND EVENTS BOOKING**  
**SCHEDULE "B" – COMMUNITY HALL RENTAL AGREEMENT**

Event:	Event Date:			
Time(s):	Event day phone #:			
# of Guests (max capacity 361 persons):				
Contact:	Phone #:			
E-mail:				
Mailing address: (for refundable deposit)				
<b>RENTALS</b>	<b>Fee</b>	<input checked="" type="checkbox"/>	<b>Qty</b>	<b>Total</b>
Main Hall - Full Day (\$400.00 + GST)	\$420			
Main Hall - Half Day ( <del>8am — 3pm or 4pm — 12 pm</del> ) (8 hrs) (\$250.00+GST)	\$262.50			
Hourly (after 4 hrs goes to half or full day rental)(\$50.00+GST)	\$52.50/hr		hrs	
Kitchen Area (per day)(\$80.00+GST)	\$84			
Bar Area (per day)(\$60.00+GST)	\$63			
Damage Deposit	\$500			
Key Deposit	\$35			
Booking Fees (non-refundable) (\$25.00+GST)				\$ 26.25
<b>TOTAL FEES:</b>				<b>\$</b>
<b>Booking Fee (due at booking) - Received:</b>	Receipt #:		<b>\$</b>	
<b>Fees (due 30 days prior to event) Received:</b>	Receipt #:		<b>\$</b>	

This agreement is dated \_\_\_\_\_ between \_\_\_\_\_  
(the "occupant")  
and the District of 100 Mile House (the "provider").

\_\_\_\_\_  
*Occupant Signature*

\_\_\_\_\_  
*Occupant Name (please print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Provider Signature (Booking Agent)*

\_\_\_\_\_  
*Provider Name (please print)*

\_\_\_\_\_  
*Date*



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### District of 100 Mile House Community Hall – Rental Agreement – Page 2

#### TERMS AND CONDITIONS

The occupant shall not use the premises, nor allow the premises to be used, for any purpose other than for the event stated on the agreement.

The occupant is responsible for loss or damage to the property occurring during the rental period. All contents within the venue will remain in the venue. The occupant will be held responsible for all missing or damaged contents and will be required to pay additional charges for all damaged or missing contents. The occupant further acknowledges that the damage deposit will be applied in whole or in part to all expenses incurred by the provider as a result of damage or loss to the facilities/equipment during the rental period.

The occupant agrees that there is no smoking, vaping or use of candles in all parts of the building/room or property.

The occupant acknowledges that there is limited parking available on site. Therefore, should additional parking be required, it is the responsibility of the occupant to make arrangements with the adjacent property owners for use of their parking area. The District of 100 Mile House/100 Mile Development Corporation will **NOT** negotiate parking on behalf of the occupant.

#### **Insurance**

At all times during the term of this agreement, the Permittee shall at no expense to the District, supply Commercial General Liability Insurance against any and all third party claims for bodily injury, death or property damage whatsoever arising out of the use and occupation by the Transferee/Tenant/Permittee of the lands and premises which are the subject matter of this agreement. Such insurance shall add the District as an ADDITIONAL INSURED but not as an ADDITIONAL NAMED INSURED and shall cover for not less than TWO Million Dollars (\$2,000,000) per accident or occurrence and Host Liability must be added if Permittee is serving alcohol.

Upon signing this Permit/Agreement the Transferee/Tenant/Permittee shall promptly forward a certificate of insurance including insuring agreements acceptable to the District. Should the insurance policies under which the certificate is drawn expire during the term of this agreement or any extension or renewal thereof, the Transferee/Tenant/Permittee shall forward a renewal insurance certificate to the District thirty (30) days prior to the expiry of said insurance policies on a form satisfactory to the District.



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### **Release of Liability**

The Permittee hereby agrees to unconditionally **INDEMNIFY** and **SAVE HARMLESS** the District, its agents or employees, from and against all loss, liability, costs, charges, claims, damages, expenses, suits or actions which may arise as a consequence of, or resulting from, any failure by the Transferee/Tenant/Permittee whatsoever.

The indemnity shall survive the expiry or sooner termination of this agreement.

### **Rental Fees & Deposits:**

Booking Fees are payable at the time of booking to secure your date. Balance of fees are due and payable 30 days prior to the event. Cancellations less than 30 days prior to the event will receive a refund for the damage deposit only.

### **Liquor Licenses:**

Liquor licenses are the responsibility of the occupant and they must abide by all laws of British Columbia and the British Columbia Liquor Control board with respect to a Liquor License. A copy of this license **must be submitted to the District office prior to the event**. The event organizer must obtain an extension to normal general liability insurance to include Host Liquor Liability.

**Interior Health:** The occupant must ensure compliance to all related Interior Health regulations.

**Cleaning:** The occupant agrees to leave the hall and grounds in a clean and tidy condition. If after the event is concluded the area is not left in the same conditions as when the event began, the cost of the clean up will be charged out for staff time plus employee benefits, plus 10% administration fees and the total amount will be appropriated from the damage deposit and/or charged back to the renter or organizer.

**Garbage:** All garbage must be removed by the occupant at the end of the event. Location for disposal will be identified by the provider.

**Keys:** The occupant shall make arrangements with the District to pick up hall keys and shall return them promptly after their event.

The District of 100 Mile House reserves the right to cancel any event in the above facility and have the authority to remove, or have removed, all persons from the facility if it is felt that any part(s) of this agreement were breached or that the facility is not being used for the purpose for which this agreement is intended, or that the occupant is not complying with the Liquor Control Act, the regulations under that Act, as well as the policies of the British Columbia Liquor Control Board, Interior Health, 100 Mile House RCMP and the District of 100 Mile House, or that the above listed conditions of the rental are not being met.

Initials: \_\_\_\_\_



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**MUNICIPAL FACILITIES AND EVENTS BOOKING  
SCHEDULE "C" – MARTIN EXETER HALL RENTAL AGREEMENT**

Event:	Event Date:
Time(s):	Event day phone #:
# of Guests (max capacity 275 persons):	
Contact:	Phone #:
E-mail:	
Mailing address: (for refundable deposit)	

RENTALS	Fee	✓	Qty	Total
MEH Upstairs Hourly (\$70.00+\$25.00 clean up fee + GST)	\$99.75			
MEH Upstairs Daily (\$400.00+\$25.00 clean up fee + GST)	\$ 446.25			
MEH Upstairs Weekly (\$875.00+\$25.00 clean up fee + GST)	\$945.00			
Basement Theater Hourly (\$25.00+\$25.00 clean up fee + GST)	\$52.50			
Basement Theater Daily (\$125.00+\$25.00 clean up fee + GST)	\$157.50			
Basement Theater Weekly (\$475.00+\$25.00 clean up fee + GST)	\$525.00			
Additional Clean Up Fee / Hour (\$25.00 + GST)	\$26.25		hrs	
Damage Deposit	\$500.00			
Key Deposit	\$35.00			
Booking Fee (\$25.00 + GST) (non-refundable)				\$ 26.25
** SOCAN fees not included and will be added where applicable**				
<b>TOTAL FEES</b>				<b>\$</b>
<b>Booking Fee (due at booking)</b> payment received _____ receipt # _____				<b>\$</b>
<b>Fees (due 30 days prior to event)</b> payment received _____ receipt # _____				<b>\$</b>



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**Martin Exeter Hall – Rental Agreement – Page 2**

Established rates are already subsidized by the community – no waiver of fees will be entertained.

Technical support is mandatory for use of sound room/lighting. This service is not included in pricing. Technical support contact information can be provided.

Set up/ Special instructions:

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**EXTRA DETAILS**

- |                        |  |                                    |
|------------------------|--|------------------------------------|
| Proof of Insurance:    | <input type="radio"/> Yes (see below for insurance requirements) |                                    |
| Serving It Right:      | <input type="radio"/> Yes (please provide)                       | <input type="radio"/> Not required |
| Liquor License:        | <input type="radio"/> Yes (please provide)                       | <input type="radio"/> Not required |
| Interior Health Permit | <input type="radio"/> Yes (please provide)                       | <input type="radio"/> Not required |
| Food Safe:             | <input type="radio"/> Yes (please provide)                       | <input type="radio"/> Not required |

This agreement is dated \_\_\_\_\_ between \_\_\_\_\_  
(the "occupant")

and The District of 100 Mile House (the "provider") subject to the terms and conditions below.

\_\_\_\_\_  
*Occupant Signature*

\_\_\_\_\_  
*Occupant Name (please print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Provider Signature (Booking Agent)*

\_\_\_\_\_  
*Provider Name (please print)*

\_\_\_\_\_  
*Date*



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### Martin Exeter Hall – Rental Agreement – Page 3

#### **Terms and Conditions**

The occupant shall not use the premises, nor allow the premises to be used, for any purpose other than for the event stated on the agreement.

The occupant is responsible for loss or damage to the property occurring during the rental period. All contents within the venue will remain in the venue. The occupant will be held responsible for all missing or damaged contents and will be required to pay additional charges for all damaged or missing contents. The occupant further acknowledges that the damage deposit will be applied in whole or in part to all expenses incurred by the provider as a result of damage or loss to the facilities/equipment during the rental period.

The occupant agrees that there is no smoking, vaping or use of candles in all parts of the building/room or property.

The occupant acknowledges that there is limited parking available on site. Therefore, should additional parking be required, it is the responsibility of the occupant to make arrangements with the adjacent property owners for use of their parking area. The District of 100 Mile House/100 Mile Development Corporation will **NOT** negotiate parking on behalf of the occupant.

#### **Insurance**

At all times during the term of this agreement, the Permittee shall at no expense to the District, supply Commercial General Liability Insurance against any and all third party claims for bodily injury, death or property damage whatsoever arising out of the use and occupation by the Transferee/Tenant/Permittee of the lands and premises which are the subject matter of this agreement. Such insurance shall add the District as an ADDITIONAL INSURED but not as an ADDITIONAL NAMED INSURED and shall cover for not less than TWO Million Dollars

(\$2,000,000) per accident or occurrence and Host Liability must be added if Permittee is serving alcohol.

Upon signing this Permit/Agreement the Transferee/Tenant/Permittee shall promptly forward a certificate of insurance including insuring agreements acceptable to the District. Should the insurance policies under which the certificate is drawn expire during the term of this agreement or any extension or renewal thereof, the Transferee/Tenant/Permittee shall forward a renewal insurance certificate to the District thirty (30) days prior to the expiry of said insurance policies on a form satisfactory to the District.



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### **Release of Liability**

The Transferee/Tenant/Permittee hereby agrees to unconditionally **INDEMNIFY** and **SAVE HARMLESS** the District, its agents or employees, from and against all loss, liability, costs, charges, claims, damages, expenses, suits or actions which may arise as a consequence of, or resulting from, any failure by the Transferee/Tenant/Permittee whatsoever.

The indemnity shall survive the expiry or sooner termination of this agreement.

### **Rental Fees & Deposits:**

Booking Fees are payable at the time of booking to secure your date. Balance of fees are due and payable 30 days prior to the event. Cancellations less than 30 days prior to the event will receive a refund for the damage deposit only

### **Liquor Licenses:**

Liquor licenses are the responsibility of the occupant and they must abide by all laws of British Columbia and the British Columbia Liquor Control board with respect to a Liquor License. A copy of this license must be submitted to the District office prior to the event. The event organizer must obtain an extension to normal general liability insurance to include Host Liquor Liability.

**Interior Health:** The occupant must ensure compliance to all related Interior Health regulations.

**Cleaning:** The occupant agrees to leave the hall and grounds in a clean and tidy condition. If after the event is concluded the area is not left in the same conditions as when the event began, the cost of the clean up will be charged out for staff time plus employee benefits, plus 10% administration fees and the total amount will be appropriated from the damage deposit and/or charged back to the renter or organizer. The stated cleaning fee covers one standard cleaning only; any additional cleaning requested during the rental period will incur the additional cleaning rate.

**Garbage:** All garbage must be removed by the occupant at the end of the event. Location for disposal will be identified by the provider.

**Keys:** The occupant shall make arrangements with the ~~District/Visitor Information Centre~~ Manager of Recreational Services to pick up hall keys and shall return them promptly after their event.

The 100 Mile Development Corporation reserves the right to cancel any event in the above facility and have the authority to remove, or have removed, all persons from the facility if it is felt that any part(s) of this agreement were breached or that the facility is not being used for the purpose for which this agreement is intended, or that the occupant is not complying with the Liquor Control



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Act, the regulations under that Act, as well as the policies of the British Columbia Liquor Control Board, Interior Health, 100 Mile House RCMP and the 100 Mile Development Corporation, or that the above listed conditions of the rental are not being met.

Initials: \_\_\_\_\_



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MUNICIPAL FACILITIES AND EVENTS BOOKING  
SCHEDULE "D" – APPLICATION TO HOLD A PUBLIC EVENT

This form must be completed and returned to: District of 100 Mile House  
#1-385 Birch Ave., P.O. Box 340  
100 Mile House, BC  
V0K 2E0

If the **Airport** is to be used, please review and complete **Schedule "E"**  
If a **Parade/Street Closure/Use of Visitor Information**  
**Centre Grounds** is part of this event, please review and complete **Schedule "F"**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #(s) \_\_\_\_\_

Requests Permission to Hold: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Anticipated Participants: \_\_\_\_\_ Anticipated Spectators: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Included in this Event will be:

Alcoholic Beverages	Y	N
Food Preparation	Y	N
Merchandise or Food Selling	Y	N
Temporary Structures (Stages, Tents, Seating, etc.)	Y	N
Entertainment, Exhibitions or Demonstrations	Y	N
Amplified Music/Speeches	Y	N
Other (Explain)	Y	N

If "yes" is answered to any of the above questions, please attach a brief explanation.

**Proof of Insurance must be submitted for ALL facility uses at least five (5) business days before use.**

\_\_\_\_\_  
For the Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the District of 100 Mile House

\_\_\_\_\_  
Date

This application to hold a public event is not valid unless signed by an authorized representative of the District of 100 Mile House.



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### MUNICIPAL FACILITIES AND EVENTS BOOKING SCHEDULE "E" – APPLICATION TO RENT THE AIRPORT

#### 1. General Regulations

- a) Overnight parking is prohibited at the 100 Mile House Airport without the written permission of the Municipality.
- b) Runway, apron, parking and all adjacent areas must be left in a tidy condition and free of litter.
- c) No alcoholic beverage consumption shall be allowed in any public area.
- d) Provisions must be made for washroom facilities during any events that the public may be present for.

#### 2. Booking of Airport for Special Events

- a) Bookings must be made at least thirty (**30**) days prior to the beginning of the event.
- b) the "Application to Hold a Public Event" form must be completed.
- c) Booking fee of **\$25.00**, rental fees must be paid at time of booking.
- d) Fees shall be in accordance with Airport Rental Fees noted in section 3 below.
- e) If the Runway is to be used, the District office must be advised of the need to issue a NOTAM (notice to airmen) and MINIMUM of 48 hours prior to ANY use of the runway.

#### 3. Airport Rental Fees

- a) Registered Not-For-Profit group/society Fly-In or Air Show: No charge
- b) Other Users:
  - For the use of the apron only, the fee shall be **\$250.00** per day or portion thereof.
  - For the use of the apron and runway the fee shall be **\$500.00** per day or portion thereof.
  - Refundable clean-up and damage deposit: **\$500.00**

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For the Applicant

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Date

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For the District of 100 Mile House

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Date

This application to rent the 100 Mile House Airport is not valid unless signed by an authorized representative of the District of 100 Mile House.



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MUNICIPAL FACILITIES AND EVENTS BOOKING  
SCHEDULE "F" – PARADE/TEMPORARY ROAD CLOSURE/USE OF VISITOR INFORMATION  
CENTRE GROUNDS APPLICATION FORM

Organization: *(please print)* \_\_\_\_\_

Request for:       Parade Permit                       Temporary Road Closure  
    Use of Visitor Information Centre Grounds

Clean Up Plan: \_\_\_\_\_

**PARADE:**

Purpose of Parade: \_\_\_\_\_

Date of Parade: \_\_\_\_\_ Start Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Traffic Control:  
\_\_\_\_\_

Assembly Address/Area: \_\_\_\_\_

Dis-Assembly Address/Area: \_\_\_\_\_

Map of Parade Route **MUST** be Provided                      Map Received:       Yes               No

**TEMPORARY ROAD CLOSURE:**

Date of Closure: \_\_\_\_\_ Event: \_\_\_\_\_

Location/Street(s) to be closed: \_\_\_\_\_

Length of time for road closure: \_\_\_\_\_

**Booking Fees and Deposits:**

- a) Bookings must be made at least thirty **(30)** days prior to the beginning of the event.
- b) The "Application to Hold a Public Event" form must be completed.
- c) Booking fee of **\$25.00** must be paid at time of booking.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_



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### GENERAL TERMS AND CONDITIONS – PARADES

1. Every applicant shall ensure adequate details and a map of the proposed parade route accompanies this application at least thirty **(30)** days prior to the event.
2. Organizers are responsible for clean up of all aspects of the event, including the actions of patrons, third party vendors or sponsors.
3. Where, in the opinion of the Chief Administrative Office of the District of 100 Mile House, traffic control devices are required, the District shall provide the devices at no cost to the permit holder who shall then be responsible for placing and removing the devices. If the District is required to place or remove the devices, the permit holder may be required to compensate the District for its services at a cost estimated by the Director of Community Services or the Chief Administrative Officer.
4. Any permit approved by Council may be rescinded, revoked, amended or varied without compensation or prior notice to the permit holder.

### ACKNOWLEDGMENT

I/WE HEREBY COVENANT to and with the District of 100 Mile House that upon permission being granted for the use of highways set out in this permit, I will use the highways in accordance with any plans, route maps, or schedules submitted as part of the application and to the satisfaction of the Chief Administrative Officer, and that I will observe, perform and carry out the regulations and provisions of all applicable municipal bylaw and the terms and conditions of the application and permit.

The Permittee hereby agrees to unconditionally **INDEMNIFY** and **SAVE HARMLESS** the District, its agents or employees, from and against all loss, liability, costs, charges, claims, damages, expenses, suits or actions which may arise as a consequence of, or resulting from, any failure by the Transferee/Tenant/Permittee whatsoever.

I HEREBY REPRESENT that I have read, examined and thoroughly understand the pertinent sections of all the terms and conditions of this application and permit and that the statements made by me on this application are true to the best of my knowledge.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_

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*(Signature of Applicant)*



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

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MUNICIPAL FACILITIES AND EVENTS BOOKING  
SCHEDULE "G" – APPLICATION FOR PARK USE PERMIT

Name of Applicant:

\_\_\_\_\_ ( the "Applicant")

On behalf of (may be Applicant):

\_\_\_\_\_ ( the "Permittee")

Address of Permittee: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Nature of Event or Activity:

\_\_\_\_\_

Number of Participants (Estimated): \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Location of Event: \_\_\_\_\_  
(the "Permit Area")

The Permittee hereby applies to the District of 100 Mile House (the "District") for permission pursuant to District of 100 Mile House Parks, Public Spaces and Community Facilities Bylaw No. 1467, 2026 (the "Bylaw") to hold an event in the Permit Area on the date and time specified above.

In consideration of the issuance to the Permittee of a permit for the Event, the Permittee agrees that the terms and conditions set out on the following pages form part of this Permit, and agrees to fully comply with and be bound by these terms and conditions.

**THE APPLICANT HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND AGREES THAT THEY WILL BE OBSERVED BY THE PERMITTEE, ITS OFFICERS, EMPLOYEES, SERVANTS, AGENTS, LICENSEES AND INVITES.**

The Applicant warrants and represents that it has the power, authority and capacity to enter into this agreement on behalf of the Permittee and to bind the Permittee with its signature.

**NOTE: The applicant is aware that Centennial Park has an underground sprinkler system (it will be flagged for the event) and warrants to ensure that the system is not damaged.**



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Policy & Procedures

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MUNICIPAL FACILITIES AND EVENTS BOOKING  
SCHEDULE "G" – APPLICATION FOR PARK USE PERMIT

The return of this application to the Applicant, signed on behalf of the District of 100 Mile House will constitute the issuance of a Permit for the Event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Name of Event: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Applicant's Name

On behalf of Applicant

\_\_\_\_\_  
Signature of Permittee  
(If Corporate Society)

\_\_\_\_\_  
Print Permittee's Name

THIS PERMIT IS HEREBY ISSUED ON THE TERMS AND CONDITIONS ATTACHED.

DISTRICT OF 100 MILE HOUSE

\_\_\_\_\_  
Director of Community Services



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

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**CENTENNIAL PARK RESERVATION**

APPLICANT: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_

NATURE OF EVENT: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION IN THE PARK: \_\_\_\_\_

SIGNED: \_\_\_\_\_

**OTHER SPECIFICS**

- Power required Y/N
- Key required Y/N
- Type of Vehicles included \_\_\_\_\_
- Are tents and other related equipment used: \_\_\_\_\_  
\_\_\_\_\_
- Is water required Y/N
- Other: \_\_\_\_\_
- \_\_\_\_\_



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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### **Terms and Conditions of Park Use Permit**

#### **Interpretation**

1. Unless defined in this Permit, all terms in this application are to be interpreted in accordance with the District of 100 Mile House Parks, Public Spaces and Community Facilities Bylaw No. 1467, 2026, attached.

#### **Fees**

2. The Permittee shall pay the following fees to the District for the event at the time of the application for permit:
  - a) a non-refundable booking fee
  - b) a refundable damage deposit

in accordance with the fees set out in the District of 100 Mile House Fees & Charges Bylaw. The fees shall be paid by cash, debit card or certified cheque made payable to the District of 100 Mile House.

3. The damage deposit shall be refunded to the Permittee if the District is satisfied that there has been no damage to the Park property and that the Permit area has been cleaned and restored. The Permittee agrees that if, after inspection, the District determines that repairs to the Permit area or any other area of the park are necessary after the event, the damage deposit will be forfeited by the Permittee and may be used by the District to effect the necessary repairs. In the case of recognized sports leagues, the damage deposit shall be refundable at the end of the applicable sports season.

#### **Term of Permit**

4. This Permit shall be issued only for the date and time set out on the application and shall expire in accordance thereof.

#### **Insurance**

5. At all times during the term of this agreement, the Permittee shall at no expense to the District, supply Commercial General Liability Insurance against any and all third party claims for bodily injury, death or property damage whatsoever arising out of the use and occupation by the Transferee/Tenant/Permittee of the lands and premises which are the subject matter of this agreement. Such insurance shall add the District as an ADDITIONAL INSURED but not as an ADDITIONAL NAMED INSURED and shall cover for not less than TWO Million Dollars (\$2,000,000) per accident or occurrence and Host Liability must be added if Permittee is serving alcohol.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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Upon signing this Permit/Agreement the Transferee/Tenant/Permittee shall promptly forward a certificate of insurance including insuring agreements acceptable to the District. Should the insurance policies under which the certificate is drawn expire during the term of this agreement or any extension or renewal thereof, the Transferee/Tenant/Permittee shall forward a renewal insurance certificate to the District thirty (30) days prior to the expiry of said insurance policies on a form satisfactory to the District.

Prior to the issuance of this Permit, the Permittee shall deliver to the District a certificate of insurance in a form satisfactory to the District.

### **Indemnity**

6. The Permittee hereby agrees to unconditionally **INDEMNIFY** and **SAVE HARMLESS** the District, its agents or employees, from and against all loss, liability, costs, charges, claims, damages, expenses, suits or actions which may arise as a consequence of, or resulting from, any failure by the Transferee/Tenant/Permittee whatsoever.

The indemnity shall survive the expiry or sooner termination of this agreement.

### **Use of Permit Area**

7. The Permittee shall conduct the event in the Permit area only. No other lands or premises in a park may be used by the Permittee for the event.
8. The permission granted to the Permittee in this Permit to use the Permit area for the event is personal and cannot be assigned, conveyed, transferred or alienated in any way to another individual, organization or corporation without the prior written consent of the Director of Community Services or his/her designate.
9. The Permittee shall use the Permit area with care and in a manner that does not unreasonably interfere with or detract from the general public's enjoyment of the Permit area. The event shall not be conducted in a manner which is incompatible with public health, welfare, safety and recreation.
10. At all times that the event is in progress, two, designated competent and trustworthy representatives of the Permittee must be present and responsible for the conduct of the event in accordance with the terms and conditions of this Permit.
11. The Permittee, or its designated representatives, shall advise all attendees of the event that they must adhere strictly to the terms and conditions of this Permit.
12. The Permittee shall not place any objects in or on any grass areas or fields without the prior written approval of the Director of Community Services or his/her designate.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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13. The Permittee shall leave all park property and natural park features in a neat, clean, tidy and undamaged condition. Failure to do so may result in an additional fee being levied for maintenance and repair, over and above forfeiture of the damage deposit. The Permittee, or its designated representatives, shall immediately report any damage to the park or Permit area to the Director of Community Services or his/her designate.
14. The Permittee shall be responsible for ensuring that persons attending the event conduct themselves in an orderly manner and promptly comply with any instructions of any representative of the District in respect of the conduct of the event.
15. The Permittee represents and warrants that the event shall not include any violence, crime or disorderly conduct.
16. The Permittee shall be bound by all applicable bylaws, rules and regulations of the District as though the same rules and regulations were inserted in this Permit.
17. No person shall, in any park without prior written approval from the Director of Community Services or his/her designate:
  - a) light fires;
  - b) engage in games of chance;
  - c) erect tents or structures of any kind;
  - d) sell, advertise, announce or display goods, wares or merchandise or carry on any commercial activity; or
  - e) use any loudspeaker or amplifying device.
18. The Director of Community Services may accept reservations of specific areas in a park in accordance with the following terms:
  - a) Applications for reservations shall be made at least seven days prior to the date for which the reservation is required.
19. If alcohol is to be served at an event, the following terms and conditions shall apply:
  - a) the Permittee shall obtain the approval of Council prior to obtaining a special occasion liquor license from the Royal Canadian Mounted Police;
  - b) all alcoholic beverages shall be served within the Permit area in an area enclosed by a double fence with a minimum of six feet separating one fence from the other.
  - c) the Permittee shall ensure that the entrance(s) into the area in which alcohol is to be served is controlled at all times by a sober, responsible adult;



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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- d) the Permittee shall comply with all provisions of the *British Columbia Liquor Control and Licensing Act* and attendant regulations;
  - e) if the event is to continue past dusk, the Permittee shall ensure that the area is properly illuminated by electrical lights.
20. The Permittee shall ensure that all vehicles are parked only in designated parking areas. Vehicle parking in other areas must be authorized in advance by the Director of Community Services or his/her designate.
21. The Permittee must conduct the event so as not to interfere with normal traffic flow on roadways within the Park. No roadway closures shall be permitted unless the Permittee obtains prior written permission from the Director of Community Services or his/her designate.
22. The Permittee shall comply with all provincial and federal statutory requirements applicable to the Permittee and its employees, servants or agents, in conducting the event.

### **General**

23. The permission granted herein shall not be construed as creating an interest in land.
24. The Director of Community Services or his/her designate may revoke this Permit without notice and without payment of any damages if the Permittee does not comply with the terms and conditions of this Permit or with any applicable legislation.
25. The Permittee must conduct the event as described herein and shall not deviate from this description or the terms and conditions of this Permit without the prior written consent of the Director of Community Services or his/her designate.
26. The Permit shall be governed by and construed in accordance with the laws of the Province of British Columbia and the Permittee agrees to submit to the jurisdiction of the courts of British Columbia.
27. This Permit shall enure to the benefit of and be binding on the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
28. The Permittee shall immediately notify the Director of Community Services or his/her designate of the District if the event is cancelled and the Permittee does not intend to use the Permit.