

Event, Festival and Tournament Policy

1. Policy

The City of Coquitlam values the role of events, festivals and tournaments in highlighting the City's unique identity, supporting economic development, showcasing the talents of artists, athletes, performers and entrepreneurs, and enhancing quality of life by creating memorable experiences, and bringing generations and communities together. A core service of the City is to deliver events and support event organizations to ensure that a rich variety of engaging opportunities are available for the benefit of the City and its residents.

This Policy provides a framework to guide and support the development, management, maintenance and growth of vibrant events, festivals and tournaments. Each year the City directly delivers and supports community-based organizations in hosting a variety of events that require the coordination of multiple City departments. This Policy establishes an effective and transparent event management process that aligns with relevant policies, regulations, and City priorities in order to deliver high quality events, festivals and tournaments.

2. Reason for the Policy

The purpose of this Policy is to:

- Articulate a clear definition of events that are delivered and supported by the City;
- Provide guiding principles to create event experiences that are safe, enjoyable, accessible and inclusive;
- Clarify the roles and responsibilities in event management to ensure efficient and coordinated procedures;
- Ensure that event types are compatible with City venues and that any negative impacts are mitigated;
- Facilitate a fair and transparent event application, approval and allocation process;
- Ensure all Federal and Provincial laws and regulations, municipal bylaws and policies are observed; and
- Confirm the authority of the City to make decisions to protect citizens, the City's assets, and the natural environment.

3. Scope

This Policy covers events delivered or supported by the City. These include:

3.1 Public and private events held at indoor and outdoor City owned and operated facilities and property; and

3.2 Private Events held on private property or City leased property which are not coordinated or delivered by the City but require City permits and approvals for specific event activities (e.g. business licences, temporary structures).

The Policy describes the principles and general requirements of effective event management. An overview of the event application and approval process is provided in the *Appendix: Event Process Guidelines*.

This Policy does not apply to commercial film projects.

4. Definition of Terms

Event: An Event is a planned activity or series of activities held within the span of **one day** to celebrate an occasion or achieve social, cultural, recreational or economic objectives. Events may be one-time or recurring.

Throughout the Policy, the term “event” will be used to indicate any type of Event, Festival or Tournament.

Festival: A Festival is an event which occurs over **multiple days**.

Tournament: A Tournament is a local, regional, provincial, national or international sport competition between teams or individual athletes. A Tournament may be held at one facility or at several facilities, within the span of one day or over multiple days.

City Delivered Event: An event that is organized, managed and hosted by the City of Coquitlam.

Community Event: An event held on City of Coquitlam property, open to the general public, hosted by an individual, organization or group.

Commercial Event: An event held on City of Coquitlam property that is hosted by an individual, group, or company in the pursuit of business, the promotion or sale of products and/or services for profit.

Gated Event: A Community Event or Commercial Event held within a City building or fenced area of City of Coquitlam property, charging an admission fee to the public.

Private Event: An event hosted by private citizen(s), a company or non-profit organization for an invited audience with a singular purpose. This category includes special interest events and fundraisers.

Informal Gathering: A gathering in a park, picnic area or public space with less than 100 attendees that does not require exclusive use of the space; does not conflict with a booked event; has minimal impact to other users at the facility or to infrastructure and operations including parking, traffic, and waste management; and, that does not contravene City bylaws, such as the sale of goods or services, use of amplified sound, sale and consumption of liquor, or other activities that require permits or a Facility Use Licence.

Event Venues: The City’s indoor facilities, parks and outdoor sites that have been identified by the City as appropriate for event use.

Facility Use Licence: A licence issued from the City to an individual or group pursuant to Bylaw 3617, 2004 for the use of a City park or facility or a portion thereof.

Tentative Facility Use Licence is developed for review purposes to confirm the event information; changes can be made without the need of an amendment.

Final (Firm) Facility Use Licence is the final licence issued to the Event Organizer upon signing and submission of all fee, securities and payments, and when all the information is assumed to be complete and correct. Any proposed updates to the Final (Firm) Facility Use Licence will prompt an amendment, which requires an additional review and signature by the Event Organizer.

Event Organizer: The individual or group who is issued the Facility Use Licence, who will act as the primary contact for City staff, and who is responsible for the event plan, set up, activation, take down, site clean-up and restoration.

5. Roles & Responsibilities

5.1 City Council

- Through delegated authority, directs staff, when needed, to lead a consultation and review process for this Policy. Council provides feedback, requests amendments, and adopts the revised Policy for implementation by City staff;
- Provides direction to staff, as needed, related to the nature, scope, and budget of City delivered and supported events;
- Reviews and approves annual *Fees and Charges Bylaw* amendments; and
- Approves and grants any in-kind charges to community organizations for event support.

5.2 Parks, Recreation and Culture Services Department (PRC)

PRC is the lead Department responsible for overseeing the development and implementation of this Policy and related procedures, managing the Events Office, Sports Services and the indoor and outdoor recreation facilities that are allocated as event venues. The General Manager of the PRC Department has the delegated authority to grant or refuse a Facility Use Licence for all events.

5.2.1 *Cultural Services - Events Office*

- a) Develops and coordinates City Delivered Events and PRC events such as *Coquitlam Celebrates Canada Day*, park openings and public art unveilings; and
- b) Works with Event Organizers to assist them in developing their event plans, identifying suitable locations and coordinating City requirements, approvals and resource support for events held on City property.

5.2.2 *The Parks Division Teams*

- a) Develop and coordinate City Delivered Events and PRC events;
- b) Allocate space, issue the Facility Use License, and direct Event Organizers to other City departments for approvals as required;
- c) Provide event review and resource support for events delivered or coordinated by Cultural Services -Events Office and Informal Gatherings in parks.

5.2.3 *The Community Recreation Teams*

- a) Allocate space, issue the Facility Use License, and direct Event Organizers to other City departments for approvals as required.

5.2.4 *Bookings Services*

- a) Correspond with Event Organizers regarding details of the event (price, insurance, required permits) and issue the Facility Use License.

5.3 City Departments and Divisions

In addition to PRC, other City Departments and divisions such as Fire & Rescue, RCMP, Engineering & Public Works, Bylaws, Economic Development, and Corporate Communications play a role in the management and promotion of events and the protection of citizens and public property. Department and division teams will work collaboratively and ensure key staff are available to support event management, including the review, approval, planning, implementation and evaluation, as needed.

6. Event Organizer

An Event Organizer seeking to host an event on City property or to access City services is expected to develop a preliminary event plan prior to completing the applicable request form. To hold the event, the Organizer must be granted a Final (Firm) Facility Use Licence and must meet all City requirements, pay all deposits and fees, and be aware--and advise their staff/volunteers, contractors and vendors--of the applicable bylaws referenced, and the guiding principles and regulations described, in this Policy.

An Event Organizer holding an event on private property may need to obtain City permits and approvals depending on the nature of the event. It is the responsibility of the Organizer to review event planning resources as detailed on the City website and connect directly with individual departments.

7. Support for Event Development

Event Organizers may be eligible to qualify for financial support for the development and growth of events through the provision of annual Spirit Grants. Information and eligibility criteria are available on the City website: www.coquitlam.ca/parks-recreation-and-culture/community-grants

8. Event Venues

The City's indoor facilities, parks and outdoor spaces have been evaluated to determine which are appropriate as Event, Festival or Tournament sites. To balance the needs of regular facility users, protect the City's assets and natural areas, and mitigate any negative impacts of events, the following factors are taken into consideration related to site suitability:

- *Event Venues*: the appropriate size, number, frequency and co-location of events and any activity restrictions for the site;
- *Potential Impact*: the anticipated impact on regular facility and park users;
- *Amenities*: the amenities available at each event site, including open areas, sport facilities, electrical outlets, lighting, water, washrooms, permanent seating, parking, and other features;
- *Gated Events*: whether or not gated events are allowed at the site, and the parameters for fencing/enclosure to ensure adequate access for the general public at the facility;
- *Fireworks*: whether or not fireworks or other pyrotechnics are allowed at the site and the conditions for use. It should be noted that the use of fireworks is limited to certain sites;
- *Sound*: whether or not amplified sound is allowed at the site and the conditions for use;
- *Vehicle Access*: allowable vehicle access and the parking provision at the site; and
- *Protection of the Natural Environment*: i.e. ecologically sensitive sites within parks that are not suitable for certain types of event activities (will be noted under "restrictions").

9. Guiding Principles

The following principles will guide event management and decision-making. In the process of delivering and supporting events, the City will:

- 9.1 Minimize bureaucracy and streamline processes to ease the burden on Event Organizers;
- 9.2 Encourage the development of vibrant Events, Festivals and Tournaments while balancing the needs of regular facility users and the community;
- 9.3 Facilitate a fair and transparent event application and approval process;
- 9.4 Evaluate an event application based on the suitability of the requested venue, and the anticipated impacts to regular users and groups;

- 9.5 Promote inclusive and accessible event environments where residents are encouraged to attend and participate; the City will not support events that promote an ideology of discrimination or contempt of any group.
- 9.6 Communicate the requirements for the use of Parks and Community Facilities (Bylaw No. 3617, 2004) with the expectation that all event participants comply with the standards for appropriate behaviour and conduct;
- 9.7 Ensure due diligence in safety and risk management to protect all individuals involved in the event and the general public;
- 9.8 Protect City assets by identifying the sites appropriate for events and defining the conditions for use;
- 9.9 Encourage environmentally sustainable event practices and support of local businesses; and
- 9.10 Deliver and support events that provide economic and tourism benefits to the City and community.

10. Priority Allocation

The City endeavors to accommodate the majority of event requests that are made each year. However, during peak seasons, the demand for premium indoor and outdoor venues and City resources may exceed capacity or supply. The priority for high-demand event sites and dates aligns with the *City of Coquitlam Facility Allocation Policy*, and is as follows:

- 10.1 City Delivered Events, Festivals and Tournaments;
- 10.2 Returning Community Events, Festivals and Tournaments that continue to provide value to the City and community, with the Organizers requesting the same general date and location annually, and which meet the requirements and submission deadlines;
- 10.3 New Community Events, Festivals and Tournaments that are expected to add value to the complement of event opportunities offered to the community, and which meet the requirements and submission deadlines; and
- 10.4 Commercial Events and Private Events which include special interest events and fundraisers.

In addition to the allocation order, City staff will consider a variety of factors in assessing event applications, such as the potential impact to regular facility users, the suitability of the venue for the event type, and potential alternate location on private sites.

Events that have significant importance to the City and community, that support economic development goals and attract Sport and Cultural Tourism, may be afforded first priority for high-demand venues. The City reserves the right to reschedule an event or relocate it to an alternate site if needed.

11. Approval Process

It is expected that the Event Organizer will submit the applicable request form at least six months prior to the desired event date. For large and operationally complex events, 12 months or more advance notice may be required. The PRC designated staff have the authority to approve event

applications and will seek direction and approval as required from the Department General Manager and/or City Council for certain requests, including Commercial and Gated Events, and events with fireworks.

12. Facility Use Licence Requirements

Once the event venue and date is approved, staff will issue a Tentative Facility Use Licence to the Event Organizer who is then required to obtain and provide proof of liability insurance, naming the City as an additional insured. The Organizer must also provide financial security in the form of a Damage/Booking Deposit. The Final (Firm) Facility Use Licence will be issued once all conditions are met, including payment of all fees for the rental of the facility and any additional City services or approvals. The City and RCMP will apply administrative and operation fees and charges on a cost recovery basis. If an Event Organizer is in arrears to the City, future Facility Use Licences will not be issued to that individual or group until the account is paid in full.

13. Regulatory Requirements

The Event Organizer must comply with all applicable Federal and Provincial laws and codes and City bylaws and policies. In addition to the Facility Use Licence, other licences, permits, and inspections may be required depending on the activities of the event. A number of activity requests, particularly those with health and safety implications such as the sale of liquor and food, the use of fireworks, and the installation of large temporary structures, require approvals from two or more authorities. These activities may also require additional liability insurance. An overview of the requirements is provided in the *Event Process Guidelines*.

14. Community Relations

It is the goal of the City to deliver and support a variety of engaging and vibrant event experiences. Neighbourhood residents in the vicinity of destination parks and recreation facilities should expect some increase in pedestrian and vehicle traffic and noise during peak event seasons. While impacts cannot be entirely eliminated, it is the responsibility of the Event Organizer to minimize the negative effects of the event to residents, businesses and other facility users. Mitigation strategies are described in the *Event Process Guidelines*.

The Event Organizer may be required to notify the local community where amplified sound will be used, parking and traffic patterns will be significantly altered, and where regular facility users or commercial activities will be affected. If the Organizer is advised that City signage is required, additional charges will be added to the Facility Use Licence.

15. Care of City Assets

It is the responsibility of the City to maintain and protect indoor and outdoor public facilities to ensure the long-term use and enjoyment of these valuable assets. It is expected that the Event Organizer will oversee the event setup, activation and take-down, ensuring the venue is left in the same condition as it was prior to the event. At the discretion of the City, staff may be required to be on site during the event set up and take down, incurring costs to the Event Organizer. Staff will inspect the site following the event and any costs required for additional clean-up or needed repair will be charged against the Damage Deposit. If the cost of the damage exceeds the Deposit, the Event Organizer will be invoiced the additional amount.

16. Unique Events and Gatherings

16.1 Gated Events

The City recognizes that there are occasions when Gated Events, for which an admission fee is charged, are appropriate to meet the needs of an organization and provide a unique and

desirable opportunity for the community. Gated Events may be permitted at only a few event venues – generally at the City’s indoor facilities, such as an arena, and at large, destination parks and where the greater part of the facility or park remains open to the public. Gated Events must meet all building code occupancy and fire regulations and may require additional permits and/or inspections.

16.2 *Special Interest Events*

Planned Special Interest Events may include political, religious or social causes, rallies, demonstrations, or services. Like all event organizers, special interest groups must obtain a Facility Use Licence and comply with all applicable regulations. It is expected that participants will observe the principle of respect for the dignity and safety of all persons and the care of municipal property. This includes ensuring that all activities, literature, symbols, signage and other materials are contained within the prescribed event area, do not impede other uses of the facility, and are removed immediately following the event.

16.3 *Road Events*

Road Events may include parades, marches, walk/run/wheel events and street festivals. Temporary closure of a road requires approval by the Engineering & Public Works Department and a *Road & Sidewalk Closure Permit*. Where road or sidewalk closure is needed, a detailed route map and plan, with the assembly and dispersal areas, must be included. Local residents and businesses that will be directly affected by the road closure and/or the placement of event activities must receive notification prior to the event as per the requirements specified by the City’s Traffic Division.

16.4 *Informal Park Gatherings*

A gathering in a park or a picnic for fewer than 100 attendees that does not require exclusive use of the space is not considered an “event” requiring a Facility Use Licence provided the space has not been booked by another group; that there is minimal impact to other users; and that the activities do not contravene City bylaws, or involve activities that require permits. Groups should contact the Events Office in cases where there is uncertainty if a gathering will meet this definition.

17. Decision-Making Authority of the City

To maintain the standards of quality, safety and responsible asset management, the City has the authority to refuse use of a facility or cancel, postpone/reallocate or close down an event if it deems necessary to do so.

The City will refuse event applications from individuals/organizations that promote an ideology of discrimination or contempt for any group. Refusal may also be necessary if the City does not receive the application within the required timeline, other events have priority at the desired venue, regular users will be negatively impacted, or the site has reached the maximum allowed events for the season or year.

The City may cancel or postpone an event or event activity if the Event Organizer does not provide or obtain the required insurance, fees, permits, and licences. Additionally, the event may be cancelled if extreme weather or other occurrences are likely to cause damage to the site or pose a safety risk.

The RCMP, Coquitlam Fire & Rescue and designated City staff have the authority to close down an activity, a vendor or an entire event that violates a law or City Bylaw and/or promotes an ideology of discrimination or contempt of any group; incites violence; has caused significant damage to the site or is likely to cause damage; or poses a public health or safety risk.

18. Dispute and Complaint Resolution

If an Event Organizer disagrees with a City decision related to the event allocation or coordination, the Organizer should describe the concern in writing and submit it to the special event staff contact. The City will review the concern and will respond in writing to the complainant.

19. Authority

Authority for this Event, Festival & Tournament Policy was granted by the City of Coquitlam Council on June 11, 2018.

20. Effective Date

June 11, 2018.

21. Review

This Policy shall be reviewed as required in response to developments in information technologies, legal instruments, and City of Coquitlam administrative practices.

22. Approval History

Date Approved/Revised	Approved By	Resolution Number
June 11, 2018	City Council	299

23. Other Related Bylaws, Policies or Procedures

- Fees and Charges Bylaw, 4676, 2017 (updated annually): Schedule C: RCMP; Schedule E: Coquitlam Parks, Recreation & Culture; Schedule G: Fire/Rescue; Schedule L: Street Vending and Special Event Vending
- Bylaw No. 3617, 2004: A Bylaw to establish regulations governing the use of Parks and Community Facilities on property owned or held by the City of Coquitlam for recreation or community uses
- Bylaw No. 1233, 1982: A Bylaw to Regulate Noise Within the City of Coquitlam
- Bylaw No. 4344, 2013: A Bylaw to provide for the licensing and regulation of businesses in the City of Coquitlam
- Bylaw No. 3712, 2005: A Bylaw to provide fire regulations for the protection of persons and property - the Fire Prevention and Life Safety Bylaw
- City of Coquitlam Sign Bylaw No. 3873, 2008; and Sign Placement Guidelines for Not for Profit Community User Groups
- Bylaw No. 4402, 2014: A Bylaw to regulate traffic and the use of streets in the City of Coquitlam
- Bylaw No. 3037, 1996: A Bylaw for the purpose of regulating the places where people may smoke; Bylaw 4579, 2015: Bylaw Notice Enforcement Amendment (Smoking in Parks)
- The City of Coquitlam Facility Allocation Policy, 2017
- Use of City Resources and Facilities for Political Activity Policy, 2014
- Online Festivals and Events Resources and Procedures

24. Policy Status

This Policy is available on request to the public.

Appendix: Event Process Guidelines

1. The Event Plan

Prior to submitting the applicable request form, the Event Organizer is encouraged to develop a preliminary event plan that identifies the type, purpose and activities of the event, the budget and funding sources, the anticipated attendance, the length, preferred venue, dates, times, and the City services that may be needed.

City staff will guide the Event Organizer through the regulations, requirements and processes required by the City and applicable external agencies. However, it is recommended that the Organizer develop a detailed plan that describes provisions for risk management, safety and security, traffic management, waste management, and other key components that will reduce negative impacts and greatly increase the likelihood of a successful event experience. The City encourages the Organizer to utilize the City's Accessibility Checklist in the planning of events.

2. Event Application and Tentative Approval

In order to receive timely approval and issuance of a Final (Firm) Facility Use Licence, Event Organizers must submit complete, detailed plans and required documentation as per the application deadlines communicated by staff.

- a) The Event Organizer completes the applicable request form, providing all information required.
- b) City staff will contact the Organizer to review the purpose and goals of the event, confirm the desired sites and dates, the size of the event and service requirements.
- c) Staff will review the application and determine if the event can be accommodated.
- d) With initial approval, staff will issue a Tentative Facility Use Licence.
- e) The Event Organizer is then required to provide proof of insurance and a Damage/Booking Deposit.

3. Insurance

The Event Organizer must obtain liability insurance, naming the City of Coquitlam as an additional insured. Special event liquor permit applications will require an increased level of insurance, as will other activities that may be considered high risk. The event suppliers, including those providing electrical services, staging, tenting, lighting, sound, and heavy equipment may need to provide a certificate of insurance, naming the event and the City of Coquitlam. Current insurance amounts are provided in the City's *Fees & Charges Bylaw*.

4. Damage/Booking Deposit

A Damage Deposit will be required and will be used to cover the partial or full cost of any needed repairs to the rented facility plus an administration cost. Current rates for the various facility types are provided in the *Fees & Charges Bylaw*. If staff determine during the post-event inspection that no additional site restoration is required, the Deposit will be returned to the Event Organizer. However, if the City must perform work necessary to clean, repair, reconstruct or replace any infrastructure at the site, the costs and an administration fee will be charged against the Damage Deposit. If the cost for repair exceeds the Deposit amount, the Event Organizer will be invoiced for the additional costs.

5. Facility Use Licence

Once the required insurance and Damage/Booking Deposit are received, staff will prepare a Final (Firm) Facility Use Licence, which includes all requirements, fees and charges for the event. The Final (Firm) Facility Use Licence will be forwarded to the Event Organizer for review and signing. Any later amendments to the Facility Use Licence will require an additional review and signature by the Event Organizer.

6. Fees & Charges

City Charges will consist of the following:

- Facility Rental Fee for the Event Venue. The timelines for cancellations and refunds are included in the *Fees & Charges Bylaw*.
- Additional City Services which may include: event set up and take down; event support services /on site facility attendant; extra garbage/recycling receptacles and emptying; signage; rental of equipment; road use permits.

It should be noted that the City does not have the capacity to meet all service and equipment requests. The Event Organizer will be expected to hire qualified private companies to provide some or all services and equipment.

- For large events where significant crowd control and traffic management may be required, the City will review the event plan with the RCMP. In most cases, the Event Organizer must contract a professional traffic control company for all traffic management and possibly contract security services also.

It is at the discretion of the RCMP to decide whether police services will be needed for the event. The level of police resources assigned will be determined through a risk assessment by the RCMP. These services will incur an additional charge to the Event Organizer in accordance with the RCMP rates specified in the *Fees & Charges Bylaw*.

Other Charges, if applicable, will include:

- Business Licence Fee(s) for Commercial Events and for vendors selling goods on site for profit. In cases where the revenue will be donated to a registered charity, certain fees may be waived;
- Inspection and Permit Fee(s) if applicable (e.g. Building Permit, Road Use Permit, etc.);
- Beer Garden or sale of liquor cost per licenced day.

Contracted Services may consist of the following:

The Event Organizer may need to contract private companies to provide, where applicable: security; first aid services; traffic control; parking management; waste management; and rental of tables/chairs, fencing, tenting, staging, portable washrooms, and other temporary infrastructure, including set up and take down.

7. Regulatory Requirements

City staff will guide the Event Organizer through the process of meeting the requirements or obtaining the following documents, where applicable. The Organizer should make note of the submission due dates and timelines for each licence and permit.

City staff will not coordinate the permits for an event held on private property but can provide the Event Organizer with information and special event planning resources.

City Requirements:

a) *Business Licences for Special Event Vending and Mobile/Street Vendors*

Commercial Events require a Business Licence. Whether planning a Commercial or Community Event, the Organizer must report all vendors who will be selling goods or services on site, such as mobile food vendors. Additionally, all contractors who will be working on site during the event, such as trades, garbage collection and sanitation services, security services, and private first aid companies require a City of Coquitlam Business Licence.

Rental companies not working on-site during the event (only delivering or picking up items) do not need to be licensed in the City of Coquitlam. Similarly, event sponsors are not required to have a Coquitlam Business Licence provided they will not be selling products or services at the event; sponsors who wish to give away sample products at no charge can do so without a Licence.

b) *Food Vending Vehicle Inspection by Coquitlam Fire & Rescue*

In addition to a required Business Licence, an inspection is required to ensure the vehicle meets Coquitlam Fire & Rescue Operational Guidelines. The details and inspection timeline are available on the City website.

c) *Approval to Serve Liquor*

As per Bylaw No. 3617, 2004, no person can possess or consume liquor or alcoholic beverages within a park or community facility without a valid Facility Use Licence and other legally required permits.

The Event Organizer must have written approval from the City prior to seeking a Special Event (Liquor) Permit. Additional insurance is required for events where liquor will be served. Once approval is obtained from the City, the Event Organizer can then complete the Liquor Control and Licensing Branch application. In accordance with LCLB requirements, events with anticipated attendance of 500+ will require additional approval from the RCMP and regional liquor inspector. As part of the LCLB application process, Event Organizers will be required to submit detailed event maps and provide proof of licensed security and “Serving it Right” certified liquor servers. The specific operational requirements are provided by the Liquor Control and Licensing Branch.

d) *Barbeque Permit from Coquitlam Fire & Rescue*

When the fire danger rating is in the “extreme” range, there may be a barbeque ban in the City. During these times, a special permit for events may be issued to applicants who meet the requirements.

The Event Organizer should also ensure vendors are aware of, and in compliance with, *The Park Events Fire Safety Guidelines for Commercial Outdoor Cooking*. Coquitlam Fire & Rescue may at any time inspect the premises for compliance.

e) *Fireworks Approval from PRC and Permits from Coquitlam Fire & Rescue*

As per Bylaw No. 3712, 2005, no person can possess for purposes of use, set off, explode or discharge low hazard fireworks, high hazard fireworks or firecrackers without a permit from Coquitlam Fire & Rescue. Fire personnel may impose any conditions on the Permit deemed necessary to provide for the protection of persons and property.

Prior to applying for a Fireworks Permit, the Event Organizer must confirm that fireworks are allowed at the desired event venue and must obtain approval from PRC Senior Management. Additional insurance is required for events using fireworks.

f) *Temporary Building Permit and Large Tents Inspection*

Tents, stages and other temporary structures 1,200 sq. ft. or larger require a temporary building permit and inspections from the Planning & Development Department and Coquitlam Fire & Rescue.

g) *Road & Sidewalk Closure Permit*

If an event activity requires that a section of road or sidewalk is closed, the Organizers must apply for a permit from the Engineering & Public Works Department. Event Organizers should be aware that closures to arterial or collector roads may not be approved, or may require a greater level of traffic control to be approved.

h) Amplified Noise

No person shall operate any outdoor public address system in the City without having obtained a Facility Use Licence. The Event Organizer must adhere to approved start and end times as per the Facility Use Licence requirements and comply with any City requests to modify or cease amplified sound during an event. A contact person must be able to respond to the RCMP or the Bylaw Department should there be any concerns on the day of the event.

i) External Agency Requirements, where applicable, include but are not limited to:

- a) *Food Permit* - Fraser Health Authority
- b) *Special Event (Liquor) Permit* - RCMP and Liquor Control and Licensing Branch
- c) *Gambling Event Licence* - BC Gaming Policy and Enforcement Branch
- d) *Electrical Permit* - BC Safety Authority
- e) *Inflatable Structures Licence and Inspection* - BC Safety Authority
- f) *SOCAN Licence for Recorded or Live Music* - Society of Composers, Authors and Music Publishers of Canada
- g) *License for Recorded Music* – Re:Sound

8. Community Relations

It is the responsibility of the Event Organizer to minimize negative impacts to surrounding neighbourhoods. These impacts may include noise/amplified sound, traffic, parking and signage.

a) Amplified Noise

If live or recorded amplified sound will be used at the event, the Event Organizer must comply with the following requirements:

- *Approval:* The Event Organizer must have an approved Facility Use Licence.
- *Notification:* The Event Organizer must comply with public notification requirements as identified by the City.

b) Traffic and Parking

It is expected that as part of the event plan, Event Organizers will have considered transportation for attendees to and from the event site. If traffic management is required, this request should be included in the application. The Event Organizer must contract a private company who can provide qualified, certified traffic control personnel.

The Event Organizer should also anticipate the number of parking spaces that will be required. It should be noted that at many of the venues, parking space is limited -- the Organizer should not rely on neighbourhood street parking. In some cases, parking spaces can be reserved as part of a Facility Use Licence. It is the Organizer's responsibility to secure the lot as per City requirements. Alternative modes of transportation should be considered and encouraged, including public transit, ride sharing, cycling (possibly requiring the provision of bike lockups at the site), or the provision of a shuttle service.

c) Promotional Signage

Promotional signage for Community Events is permitted in accordance with *The Sign Placement for Not for Profit Community User Groups Guidelines* which identify the approved locations, the number of promotional signs allowed at each site, the size, and placement of signs, the information that the sign should provide, and length of time the sign can be posted. The City logo can only be used with the written permission of the City.

d) On-Site Signage

On-site signage for events is only permitted during the rental times indicated on the Final (Firm) Facility Use Licence and must be installed according to all City requirements.

Signage for way-finding, identification of activities and vendors, sponsorship logos and advertising is the responsibility of the Event Organizer. The City can remove any signage or written material if deemed unacceptable.

e) Public Notification

In some cases, the Event Organizer may be required to provide notification to the local community. The notification could include a mail-out or drop off to adjacent residences or businesses and/or information signage. Required notification messaging must be approved by the City prior to distribution and posting. If the Organizer is advised that City signage is required, additional charges will be added to the Facility Use Licence.

9. Care of City Assets

The Event Organizer should be familiar with Bylaw No. 3617, 2004 which establishes regulations governing the use of Parks and Community Facilities.

- As a general principle, facility amenities should be used for their intended purpose; for example, parking lots used for vehicle parking and sports fields for sport activities. There may be occasions when these amenities will be used for other purposes, but only with City approval.
- The Event Organizer is responsible for all clean-up of the venue during and following the event.
- It is expected that the venue will be left in the same condition as it was prior to the event.
- The City will inspect the site following the event. The cost for any additional clean-up or repairs will be charged against the Damage Deposit or invoiced to the Event Organizer.
- Smoking, including e-cigarettes, is not permitted at any City of Coquitlam indoor facilities or parks as per Bylaws No. 3037, 1996 and No. 4579, 2015. The Event Organizer is responsible for ensuring vendors, participants and attendees comply.

10. Post Event Evaluation

It is recommended that the Event Organizer conduct a post event evaluation to determine if the goals of the event were achieved. The evaluation generally includes a summary of the relevant statistics, such as the attendance, the number of volunteers and volunteer hours, number and type of vendors/performers and other applicable information.

City staff can provide guidelines for the development of on-site/online surveys, which may assist the Event Organizer in identifying the elements that worked well and areas for improvement from the perspective of attendees, vendors, performers and volunteers.

In some cases, the City may request a post event evaluation process which may include meetings with staff. The Event Organizer may be requested to assess the impacts of the event using the City's Sport Tourism Economic Assessment Model (STEAM).

If the Event Organizer is planning to repeat the event, the insights gained from a careful evaluation will translate into enhanced goals and processes that support a successful event in future years, including additional requirements and costs, as necessary.