



USE OF PUBLIC PROPERTY FOR A SPECIAL EVENT

Date of Issue: November 24, 2003
Revision: March 16, 2010, December 10, 2013

Any individual, group or organization requesting the use of District streets, parks or other public property to hold a special event, must complete and submit to the Chief Administrative Officer for approval an "Application to Hold a Special Event" (which is attached to and forms a part of the policy), **three weeks prior to the special event.**

Insurance Requirement for Special Events:

For all special events, excluding wedding ceremonies, the District requires minimum liability insurance as follows:

- (a) \$2,000,000 Comprehensive General Liability Policy with inclusive limits for bodily injury and property damage liability including coverage for participants;
- (b) Cross-liability clause;
- (c) District of Logan Lake to be named as an additional insured; and confirmation that the necessary insurance has been obtained must be submitted to the Chief Administrative Officer, prior to the event; or
- (d) Payment of applicable premium from qualifying groups to the District of Logan Lake for liability insurance through All Sport Insurance Marketing Ltd.

District of Logan Lake Application to Hold a Special Event

File: 6130.07

Date of Application: _____

Name of Applicant or Sponsoring Organization: _____

Principal Contact Person: _____
(Name) (Phone No.)

Additional Information/Email address: _____

Brief Description of Event/Activity: _____

Location of Event: _____

Date(s) of Event: _____ Time(s) of Event: _____

Anticipated Number of Participants: _____ Anticipated Number of Spectators: _____

Will music be used? Yes No Times: _____ Will you be using the gazebo? Yes No

Will food be served? Yes No **If yes, Interior Health Authority must be notified for a food permit.**

Will power be required? Yes No Will you require the sprinklers in park be turned off? Yes No

Liquor is not permitted on the premises unless a Liquor Permit is in effect.

Will liquor be sold? Yes No Designated Driver Program? Yes No

----- All users are to follow the established service road access -----

A copy of Certificate of Liability Insurance must be received 10 days prior to the event or payment of applicable premium at the time of booking.

An Emergency Plan must be provided to the Fire Chief 2 weeks prior to the event.

Name of Applicant

Signature of Applicant

FOR OFFICE USE ONLY: Do Date(s) & Time(s) conflict with other bookings? Yes No

Applicant notified to contact Interior Health for a Food Permit Yes N/A

Emergency Plan reviewed by Fire Chief/Emergency Coordinator 2 weeks prior to event Yes No

Copy of Insurance received Yes No N/A Copy to DPWR, FC, DOF, BLEO, RCMP Yes

All Sport Insurance Premium \$ _____ Paid Yes N/A **Required 10 days prior to event**

Date Approved

Signature of Chief Administrative Officer

***** Signed copy obtained and attached