



Special Event Application Form

File: 5400.04

Application for permission to hold a parade, march, race, or run in the District of Squamish.
Subject to Bylaw No. 779 and amendments thereto.

Name of Organization: _____ Application Date: _____

Contact Person: _____ Address: _____

Contact Phone: _____ Contact Fax: _____ Contact E-mail: _____

X _____
Signature of Applicant Date

Name of Special Event: _____

Date of Special Event: _____ Time of Special Event: _____

Details of Special Event: _____

Proposed Route: (map attached - required) _____

Requirements

Listed below are four of our basic requirements. Each application is reviewed individually and you will be notified in writing of the additional requirements.

1. Provide proof of Liability Insurance of \$5 Million naming the District of Squamish as additionally insured;
2. Obtain a District of Squamish Special Events Business License.
3. Abide by all applicable bylaws. See the following bylaws for more information.
 - a. Bylaw 779 – Traffic Regulation
 - b. Bylaw 651 - Business License
 - c. Bylaw 2053, 2009 – Wildlife Attractant
 - d. Bylaw 1901, 2005 – Noise Bylaw
 - e. Bylaw 1582, 2000 – Sign Bylaw
4. Be responsible for the preparation of a detailed map including parking areas, indicating routes to be used, and any street closures.
5. Provide notification to all businesses/residents directly affected by the event;
6. Be responsible for obtaining permission to use roads, trails and other facilities from Provincial Ministries, BC Rail, and private landowners;
7. Advise public via media (radio and newspaper ads) 5 weeks, 3 weeks, and 1 week before the event.
8. Provide supporting letter with the background details, who, what, where, and when of planned event.