

Guidelines

Events Not Requiring Street Closures or Delays:

Organizations wishing to hold a special event, like a walkathon, marathon, march or fundraiser do not require a permit if they area:

- Remaining on sidewalks and using crosswalks where available;
- Obeying traffic signals and crosswalk signals at intersections;
- Not interfering with the regular flow of motor vehicle traffic or pedestrian traffic on District streets;
- Not directing traffic unless approved by the District of Squamish.

Approval for use of private property is the sole responsibility of the organizer.

Any use of District of Squamish Park facility which include any portion of any trails and public parks will require prior approval from the District of Squamish Parks and Recreation Department, Loggers Lane, Squamish, B.C. Phone (604) 898-3604 Fax (604) 898-4035

In order to efficiently process these applications and meet advertising deadlines, completed applications with the attached requirements, should be submitted to the Engineering Department 3 months (12 weeks) prior to commencement of the event.

If you have any questions, please call the Engineering Section at
(604) 815-5012

Revised May 2005

Events Requiring Street Closures or Delays:

If your special event requires a road delay or temporary road closure then the following are required:

- \$5,000,000. Comprehensive General Liability insurance naming the District as co-insured. Executed copy of Certificate of Insurance to the Finance Department 10 days prior to the event;
- Detailed map of sufficient size, showing the proposed route, including the street names, direction of travel, locations of flag people, barricade placement;
- Confirmation of Ministry of Highways approval if using any portion of Highway 99;
- Provide notification to all businesses and residents directly affected by the event;
- Be responsible for obtaining permission to use roads, trails and other facilities from BC Rail, School District #48, and private landowners;
- Advise public via media (radio and newspaper ads) 5 weeks, 3 weeks, and 1 week prior to the event;
- Advise Police, Fire, EHS, Squamish General Hospital, and Transit of the event.



Special Event Information



District of Squamish
Community Development
Engineering Section (604) 815-5012
www.squamish.ca



District of Squamish

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: _____

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 yes no) _____

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. Be responsible for the preparation of a detailed traffic plan including parking areas, indicating routes to be used;
3. Provide notification to all businesses/residents directly affected by the event;
4. Be responsible for obtaining permission to use roads, trails and other facilities from Provincial Ministries, BC Rail, and private landowners;
5. Advise public via media (radio and newspaper ads) 5 weeks, 3 weeks, and 1 week before the event.