



Special Event Permit Guidelines

Please fill in the section for a Special Event Permit. All events on District parks and lands must have permits.

CONTACT INFO: Give us contact information for the event organizer and the individual/group/association hosting it. Please supply an email address.

DATES/TIMES: List all dates wanted. Timeline from setup to take down should also be listed.

SETUP: If you could also draw a map of the area and how you might be set up/where etc.

VENDORS: If you plan to have food vendors, you must ensure they have a health permit (*from the Vancouver Coastal Health Authority*). Sechelt no longer requires you to provide a copy, but it is recommended that you keep one for your own records.

AMUSEMENT DEVICES CONTRACTOR LICENCE (ADCL): Operators of Amusement rides (such as roller coasters, zippers, tilt-a-whirls, waves swingers and carousels), Simulators, Inflatable devices (such as bouncy castles, slides and climbing walls), Ziplines, and Waterslides must hold a valid ADCL and each device must carry a current operating permit.

INSURANCE: You or your organization must have a minimum of \$2M liability insurance – and have the District of Sechelt as a named insured on the policy.

NOTIFICATIONS: Public notification and emergency services notification will also have to be done, and evidence of such provided to the District. The newspaper advertising of your event can suffice for public notification. If there are nearby houses or businesses that are affected, they should also be told. You can leave a poster in their door.

Emergency services need to be notified. Let them know when your event is to take place, where, and who to contact with appropriate contact information. The most effective way is by group email. Please copy me at msugars@sechelt.ca on this email.

Emergency Notifications List:

Sechelt Fire Department, Fire Chief Trevor Pike – chief@secheltfire.ca

RCMP Detachment, Chris Backus – Chris.Backus@rcmp-grc.gc.ca

Ambulance Service, Scott Spain, Unit Chief - Scott.Spain@bcehs.ca

Gordon Dykstra, Manager, Transit and Fleet – gordon.dykstra@scrd.ca

Jose Martinez, Transit Superintendent – jose.martinez@scrd.ca

Don Legault, Ministry of Transportation and Infrastructure – Don.Legault@gov.bc.ca

If a road closure is necessary, other procedures must be followed; please let me know if this is a consideration.

Fees are outlined on the Special Event Fees and Refundable Deposits form.

If you have any questions, feel free to call Michaela Sugars, at 604-740-8477.

Thank you.