City of Richmond

Online Event Application Guide

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Section 1: Events in Richmond

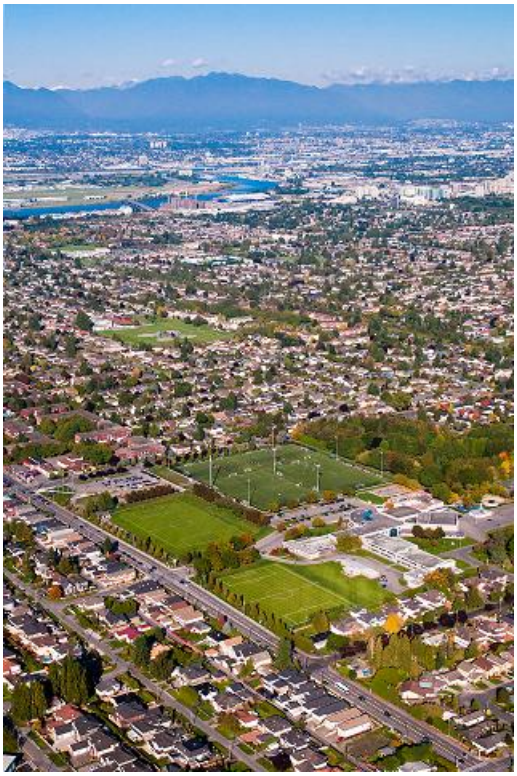
Introduction

The City of Richmond is an active and unique community. Our vision is "to be the most appealing, livable, well-managed community in Canada." A major aspect that contributes to this vision is events. Bringing the community together to celebrate, observe, honour, or simply have fun is what creates such a distinct, enjoyable city. In the past several years, with the hard work of many different organizations, our community has had the pleasure of taking part in many successful events, from world-class events to smaller community events. We look forward to collaborating with you in organizing many more successful events in the future.

Before beginning the event application process, be sure to check with the City's Events/Rentals Office to ensure that the location you want to use is available. Please note that event organizers along with their employees, officials, volunteers, participants and invitees must comply with all laws, bylaws and regulations of all lawful authorities, as well as the Terms and Conditions found at City of Richmond BC – Sport & Event Hosting Services. The City of Richmond reserves the right to deny events that are deemed to be unsafe, unsuitable or that do not abide by City guidelines, policies, or standards. If you have any questions regarding site availability or the suitability of your event, please contact the Events/Rentals Office at 604-233-3304 or at events@richmond.ca.

This Event Guide is designed to assist through the process of applying for, planning, and hosting an event in Richmond. With help from the Richmond Events Approval Coordination Team (REACT), Events/Rentals Office, and/or the Community Associations, the City of Richmond is hoping to effectively lead event organizers through successful and enjoyable events in our community. As you begin the application process please refer to this guide for assistance throughout. Once your application has been submitted, the City and REACT will assess the event for safety, security and suitability, and then facilitate the approval process. If at any point you require assistance, do not hesitate to contact the Events/Rentals Office.

Why Richmond?



Richmond is a diverse and multi-cultural city with a goal to accomplish our vision. We achieve this through our unique flavour that is threaded throughout – in our restaurants, festivals, events and unique neighbourhoods. Richmond is a desirable place to host an event, with many favourable factors including its:

Proximity to Major Transportation Modes

The Canada Line is 19 kilometres long and connects Richmond Centre and the Vancouver International Airport to Downtown Vancouver. Richmond is also home to the Vancouver International Airport and has a very reliable public transit system.

Variety of Venues

Richmond has over 90 parks that total approximately 1,400 acres in area and an additional 200 acres in a recreational trail system. There is a full complement of indoor and outdoor venues, including the Richmond Olympic Oval.

Richmond's location also provides an excellent venue for water-based events.

Culture

Richmond is a dynamic, multi-ethnic community with much of the recent population growth from Asian immigrants. Newcomers have contributed successfully to the growth of our small business and retail sectors and have added to our city's cultural diversity, vibrancy and economic strength.

Climate

Richmond is a vibrant four season destination with moderate year round temperatures suitable for staging indoor and outdoor events. The average high temperature during the winter is 7°C/45°F and 23°C/73°F during the summer.

Strong Community Volunteer Base

The City of Richmond has a strong partnership with Richmond Cares Richmond Gives (https://www.rcrg.org) a non-profit, charitable organization, which has been bringing people and services together through promotion of volunteerism since 1972.

Accommodation Options

From affordable comfort to 4-star luxury, Richmond hotels offer accommodations with Pacific Northwest ambience, Canadian hospitality and brand names you know. Richmond is home to more than 25 hotels, with a total of more than 4,600 hotel rooms.

Proximity to a Variety of Restaurants, Shopping and Entertainment Establishments

Richmond's multi-ethnicity translates into an extraordinary range of culinary experiences from family-style restaurants, fine dining and an array of authentic international cuisine. Shopping and entertainment options are also endless.

What is an event?

Common event types include: a parade, walkathon, bike race, tournament, swim meet, block party, concert, festival or carnival. If you are planning a gathering, please use the checklist below to determine if what you are planning is considered to be an event. This includes events on private or City owned or managed property (including parks, trails, buildings, sidewalks and streets).

Definition of an Event

The City defines an event as a gathering of people that requires exclusive use of a site and is proposed to include one or more of the following aspects:

- Is expected to have a greater impact on the site, neighbouring communities, the surrounding residents and/or other facility operations than the intended site use
- The installation of external infrastructure including but not limited to the following: a stage, generator, power equipment, sound system, lighting, amusement rides, temporary fencing and portable washrooms
- The installation of a tent that is 60 sq. m. (645 sq. ft.) or greater in area or has an occupant load of more than 60 persons
- Impact on traffic flow, street parking or road closures
- Food or beverages served or sold to the public
- The sale of commercial merchandise
- Amplified sound
- The distribution or sale of liquor

- The use of fireworks or other hazardous or risky materials or activities
- The use of live animals
- Any activities requiring public safety approvals

Event Checklist:

- Will you require exclusive use of the site?
- Will the impact on the site and surrounding areas be greater than the intended site use?
- Will there be any tents larger than 60 sq. m. (645 sq. ft.) set up?
- Will there be any temporary structures set up, including stages and inflatables?
- Will traffic flow be impacted?
- Will road closures be required?
- Will there be a requirement for on street parking?
- Will temporary power equipment be brought on site?
- Will any food or beverages be sold or served to the public?
- Will merchandise be sold for profit?
- Will any food or product samples be distributed?
- Will there be amplified sound?
- Will access to power be required?
- Will access to drinking (potable) water be required?
- Will there be any water-based activities?
- Will alcohol be served?
- Will there be fireworks, pyrotechnics or fire performances?
- Will there be any activities involving live animals?

If you answered yes to one or more of the questions in the checklist, what you are planning is considered to be an event. Please continue through this guide to assist you in planning the event and completing the Event Application Form.

What if I did not answer yes to any of the event checklist questions?

The City has many venues that are available to rent for gatherings such as meetings, banquets, weddings, birthday parties and sport activities. Additional information can also be found at the following links:

Birthday Parties: www.richmond.ca/parksrec/about/rentals/birthdays.htm

Room Rentals: www.richmond.ca/rentals

Sport Activities: www.richmond.ca/fields

Outdoor Sport Tournaments

Tournaments are defined as a gathering of people whose primary purpose is to allow several teams to compete against each other in a concentrated manner. If other aspects, such as food and beverage sales/services or the installation of an external infrastructure supplement the tournament, it is considered an event.

If no other aspects supplement your tournament, simply complete the Tournament Application Form found at City of Richmond, BC – What is an Event? (under Outdoor Sport Tournaments).

Events Hosted in Richmond

The City of Richmond welcomes events into our community. In recent years, the City has seen a considerable increase in the number, size and complexity of events being held in Richmond. The following is a list of some community events that were successfully hosted in Richmond:

- **Steveston Salmon Festival** (Annually on July 1): Since 1945, the Steveston Community Society has organized a celebration of Canada's birthday and heritage of the Steveston community. This is a large non-profit Canada Day celebration in historic Steveston Village, which includes a parade, main stage entertainment, crafts, festivals, sport demonstrations, and exhibits. This event is known for its famous salmon barbecue that everyone keeps coming back for.
- **Richmond Maritime Festival** (Annually in August): A celebration of all things waterfront at the Britannia Heritage Shipyard. This event provides the opportunity for residents and visitors to learn about and explore the heritage site, while enjoying a fun filled day of games, exhibits, music, performances, and much more.
- **Ships to Shore** (Annually in June/July): Held at Imperial Landing, this event recalls the days when Steveston was a major port-of-call for sailing ships from around the world. Activities at this event include on board tours of the tall ships, three-hour sails, mock gun battles, on-stage performances, artisan market, and much more.
- **Richmond World Festival** (the Saturday of Labour Day weekend): The World Festival is a free event that attracts over 25,000 people and features over 40 food trucks, six performance stages, more than 60 performances, an artisan market, kids world and numerous fun activities and activations.

Sport Hosting

Sport tourism is an emerging market on the international stage and one that has recently been identified as a key sector market for the City of Richmond. Richmond is well positioned to take advantage of this emerging market with its facility inventory, abundance of accommodations, excellent transportation network, strong history of sport hosting by community sport groups, active educational institutions, established sport council and engaged corporate community.

The City's Sport Hosting Office offers complimentary services to sport organizations and organizing committees in helping to bid for, plan and stage sport events in the City of Richmond. For more information, please contact:

Pam Lacroix
Manager, Sport Hosting
604-317-6782
placroix@richmondsporthosting.ca
https://richmondsporthosting.ca/

Sport events successfully hosted in Richmond include:

- Petro-Canada Sport Leadership sportif Conference – November 2016
- International Women's Flat Track Derby Association Div 1 Playoffs – September 2016
- Best of the West Gymnastics Fest – May 2016
- Canadian Weightlifting National Championship – May 2016
- Softball Canada International Blue Conference – Mar 2016
- Western Canadian Ringette Championship – February 2016
- Powerlifting Commonwealth Championship – December 2015
- Volleyball Canada National Team Challenge Cup – July 2015-2016
- 1st TAFISA World Martial Arts Games – September 2014
- Scotdance Canada International Championship – July 2014
- Pacific Rim Gymnastics Championship – April 2014

- Karate Canada National Championship – January 2014-2016
- Judo Canada National Championship – July 2013
- Men's Epee Fencing World Cup – February 2013-2016
- PGA of BC Buyers Trade Show – October 2012-2016
- Canada Cup International Wheelchair Rugby Tournament – June 2012, 2014, 2016
- Yonex Badminton Canada Open – July 2011-2013

Venues

Sport Venues

Richmond is also home to a number of outstanding sport facilities capable of hosting competition and training at all levels. For more information on the sport venues listed below, please refer to the following link: www.richmondsporthosting.ca

- Richmond Olympic Oval
- Watermania Aquatic Centre
- Richmond Ice Centre
- Minoru Arenas
- Richmond Curling Club
- Minoru Park Stadium and Sports Complex
- Hugh Boyd Soccer Development Centre
- John M.S. Lecky UBC Boathouse

Parks and Open Spaces

Richmond has many parks and open spaces that are available for events. A listing of the most commonly used parks in Richmond is below. A map, photos, and a listing of the parks amenities can be viewed by clicking on the name of each venue.

- Blundell Neighbourhood Park
- Britannia Heritage Shipyard Park
- Garden City Community Park
- Garry Point Park
- Hugh Boyd Community Park
- King George/Cambie Community Park
- London Neighbourhood Park
- Minoru Park
- Palmer/Garden City Neighbourhood Park
- Richmond Olympic Oval, Outdoor Plaza
- South Arm Park
- Steveston Community Park
- Terra Nova Rural Park
- Thompson/Burnett Community Park

Trails

Access to and around many interesting Richmond sights is provided by a series of perimeter dike trails and interconnecting routes. For more information on the over 80 kilometres of trails in Richmond, please refer to City of Richmond BC – Dyke Trails and Connecting Routes.

Note: City of Richmond Public Parks and School Grounds Regulation Bylaw No. 8771 prohibits the use of Unmanned Arial Vehicles (UAVs) in all city parks and trails, except in a marked area specifically designed by the City of Richmond for such activity. If you plan to use a UAV for photography at your event, special permission from the City of Richmond is required. Only applications that are consistent with Transport Canada regulations and guidelines will be considered. Visit the Transport Canada website for more information at - http://www.tc.gc.ca/.

Indoor Venues

The City also has many indoor venues that are available to rent for events, banquets or meetings. Information on the venues can be found by clicking on the name of each venue. For additional information or to make a reservation, please contact the venue directly.

Name and Link	Phone Number	Email
Branscombe House	604-233-3304	rentals@richmond.ca
Brighouse Park Meeting Rooms	604-233-3304	rentals@richmond.ca
Britannia Shipyards	604-238-8050	britannia@richmond.ca
Cambie Community Centre	604-233-8399	cambie@richmond.ca
City Centre Community Centre	604-233-8910	citycentre@richmond.ca
Gateway Theatre	604-270-6500	events@gatewaytheatre.com
Hamilton Community Centre	604-238-8055	hamilton@richmond.ca
Kinsmen Nature Pavilion	604-238-6188	nature@richmond.ca
Minoru Chapel	604-687-7068	minoru@thechapels.ca
Richmond Cultural Centre	604-247-8300	culturalcentre@richmond.ca
Sea Island Community Centre	604-238-8000	seaisland@richmond.ca
South Arm Community Centre	604-238-8060	southarm@richmond.ca
Steveston Community Centre	604-238-8080	stevestoncc@richmond.ca
Terra Nova Barn	604-233-3304	rentals@richmond.ca
Thompson Community Centre	604-238-8422	thompson@richmond.ca
West Richmond Community Centre	604-238-8400	westrich@richmond.ca

Picnic Sites

The picnic sites listed below are available to rent for and more information can be found by clicking on the name of each site. For additional information or to make a reservation, please contact the venue directly.

Name and Link	Phone Number	Email
London Heritage Farm	604-271-5220	londonhf@telus.net
Nature Park Picnic Area	604-238-6188	nature@richmond.ca
Woodwards Landing	604-241-1557	Darlene_Burns@telus.net

Wedding Ceremony Sites

The sites below are available to rent for wedding ceremonies. For additional information or to make a reservation, please contact the venue directly.

Name and Link	Phone Number	Email
Britannia Shipyards	604-238-8050	britannia@richmond.ca
John M.S. Lecky UBC Boathouse	604-247-2627	manager@ubcboathouse.com
Minoru Chapel	604-687-7068	minoru@thechapels.ca

Contacts

This Event Guide has been developed as a one stop resource and support for event organizers. If you cannot find the information you are looking for in this guide, please contact the Events/Rentals Office. The office also administers the event approval process and can be contacted at any time to discuss your event application.

Events/Rentals Office
5599 Lynas Lane, Richmond BC, V7C 5B2
Phone: 604-233-3304
Email: events@richmond.ca

If you have further questions, the following staff is also available to assist you:

Mandy Hadfield
Manager, Sports and Community Events
604-204-8550
gwheeler@richmond.ca

Ross Sakai
Coordinator, Sports and Community Events
604-233-3305
rsakai@richmond.ca

Pam Lacroix
Manager, Sport Hosting
604-317-6782
placroix@richmondsporthosting.ca

Section 2: Planning an Event

Managing Volunteers

For many events, volunteers play a major role in the success of the event. Selecting and developing a successful team depends on many steps that must be thoroughly planned and executed. These steps include planning, recruiting, interviewing and screening. Once the volunteers have been selected, a focus should be placed on orientation and training, as well as the motivation, communication and staff/volunteer relations. Below are suggested steps you may wish to follow when developing a team of volunteers:

1. Discuss and assign ONE committee member as the volunteer coordinator and other department/agency as supervisors for volunteers in each area of the event.
2. Discuss and determine volunteer needs for all sections of the event. For example, which areas need help and how many volunteers are needed?
3. Group and categorize volunteer needs by assigning job titles and their associated duties/responsibilities to meet the needs.
4. Determine a budget for volunteer (i.e. feeding volunteers, t-shirts, accreditation, recognition gifts, etc). Consider seeking sponsorship to cover these costs.
5. Review the event date and time and set up a schedule for each volunteer job.
6. Develop volunteer orientation and training.
7. Develop a recruitment message that includes the event date, brief volunteer duties, orientation dates, volunteer coordinator's contact (name, email, phone number, and event website, if possible), and incentives.
8. Recruit through advertising the recruitment message in local newspapers, community and sporting groups, etc.
9. Develop a volunteer application form.
10. Screen, interview and select successful candidates.
11. Confirm positions for each volunteer placement.
12. Carry out orientations and training for each volunteer job.
13. If necessary, develop and assign volunteer badges/accreditation.
14. Reward and recognize the volunteers during and/or after the event.

If you wish to seek assistance with recruitment of volunteers please contact Richmond Cares Richmond Gives through their website: www.rcrg.org/

For more information on recruiting the City of Richmond's special events volunteers, please contact the Events/Rentals Office via email or telephone.

Planning a Sustainable Event

Event planning has been adapting to incorporate sustainable standards. There are many ways to reduce the environmental impact of your event. It is important to plan ahead and to communicate your goals with everyone that is involved in your event, including vendors, sponsors and exhibitors.

The City of Richmond has developed a Sustainable Event Toolkit to assist event organizers make their event more sustainable. Follow these 7 steps and host a sustainable event that will benefit the local community, economy and environment:

1. Create a Commitment Statement
2. Reduce Waste and Recycle
3. Make Smart Water Choices
4. Establish a Positive Local Impact
5. Promote Public and Clean Transportation
6. Make Smart Food Choices
7. Support Sustainable Accommodation

For more information and resources on making your event sustainable, please see the Richmond Sustainable Event Toolkit.

Planning an Accessible Event

It is important to ensure that your event is accessible to everyone including persons with disabilities, parents with strollers, and seniors. Ensuring accessibility includes entrances, parking, washrooms, transportation, signage, vendors and booths, seating, and safety. Please take the following checklist* and questions into consideration while planning accessibility at your event:

Pre-Event Publicity and Promotion:

- ✓ All event publicity and promotion highlights the accessible features of the planned event.

Entrance and Exits:

- ✓ There is a designated entrance into the event that does not require attendees use stairs.
- ✓ Where there are stairs, there are railings to assist for support.
- ✓ There are unobstructed pathways in and outside of the event venue, including curb cuts on the sidewalk and, if needed, curb ramps within the event site.
- ✓ Everyone, including persons in wheelchairs or mobility aids can enter the main entrance of the event (entrance greater than 36” or more recommended). If not, is there clear signage directing to an accessible entrance.

Parking and Drop Off:

- ✓ There are designated accessible parking spaces close to the accessible entrance- including wider spots suitable for side loading vehicles.
- ✓ If no parking is provided, there are alternate accessible transportation arrangements.
- ✓ There is a suitable Handydart and taxi drop off and/or pick up area at the event

Washrooms

- ✓ There are accessible routes to washrooms.
- ✓ A minimum of 10% of all washrooms at the event are accessible.
- ✓ There are signs and site maps directing people to accessible washrooms

On Site

- ✓ Site maps that indicate accessibility features are available to staff, volunteers and the general public.
- ✓ Appropriate staff and volunteers on site are fully aware of event accessibility features and trained to meet the needs of members of the public living with physical disabilities.
- ✓ All ramps used on site are non-slip.
- ✓ The height of the tables for writing surfaces, registration, food, beverages etc., will accommodate people in wheelchairs. (minimum 29” knee clearance)
- ✓ There are wheelchair ramps to stage areas, if needed.
- ✓ If a person with a disability is presenting or performing, they can operate and adjust microphones, lecterns, or the position of the surface on which their computer or equipment rests.
- ✓ Consider providing an accessible, integrated and unobstructed event viewing area, which will allow wheelchair users and others living with physical disabilities to fully participle.
- ✓ There is adequate and appropriate signage on site to meet the needs of people with disabilities.
- ✓ Signs are clear and visible (free from glare and contrast is recommended)
- ✓ There is adequate scooter storage at the event (if needed).
- ✓ There are accessible back stage areas e.g.: greens rooms, changing areas, hospitality areas (if needed)

Safety

- ✓ All electrical cables and/or cords that cross any paths covered. The lips/edges of covers should be no more than 1/2" thick to prevent tripping and allow any mobility devices to traverse over them.
- ✓ Emergency exits and refuge areas are accessible and emergency plans incorporate the needs of those with disabilities.

Exhibits and Activations

- ✓ All pathways and vendors well lit to ensure safety of all attending, including seniors, young children, and persons in wheelchairs or who use mobility aids.
- ✓ Routes to vendors and booths are accessible and unobstructed.
- ✓ Vendors can assist persons in wheelchairs or mobility aids over the counter (at least a portion of the counter should be a maximum of 36” to allow service to person in a wheelchair or mobility aid)

***NOTE:** This checklist is designed as a starting point when planning an accessible event. You are still required to comply with all City, Federal, and Provincial Disability Access Requirements where applicable.

Online Event Calendar

Your event will be automatically advertised in the City Events Calendar if you answer “yes” to question 3.15 on your event application. Once the section is reviewed and approved by the system administrator your event will be posted on the online calendar. This calendar is featured on the homepage of the City of Richmond’s website and is a great, complimentary resource that you can use to advertise your upcoming event. The calendar can be viewed at City of Richmond BC – Events Calendar.

City Equipment Available to Rent

The City has several pieces of equipment that are available to rent for events. The details and associated fees are provided below. Please be advised the City does not rent tables, chairs or small tents. Event organizers must obtain this equipment from other suppliers.

Mobile Mega Stage

The stage is 24' X 20' or 24' X 40' with extension decks. It can be reserved up to one year in advance of the event date and rentals are granted on a first come first served basis. The fee to rent the stage is approximately $2,700.00, depending on the specifics of the event and the technical requirements. For more information and photos please refer to: http://www.richmond.ca/__shared/assets/stagemanual33989.pdf

If you would like to rent the stage for your event, please complete the Stage Rental Application form a minimum of 60 days prior to the set up date of the event. Detailed electrical, sound and lighting requirements must be submitted a minimum of 30 days prior to the set up date of the event.

Tap Water Stations

Two tap water stations are available to be booked for events. These are portable tap water units that connect straight to the City's water distribution system through an available connection point. There must be an appropriate water source within three meters of the water station. Each station has two water fountains and three individual taps to refill reusable water containers. The City of Richmond provides water stations free of charge, upon request, in the efforts to encourage the use of reusable water containers to promote sustainable practice.

To request one or both stations please contact the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca.

BBQ

The BBQ is a 3' X 8' BBQ. The cost to rent the BBQ is $200 plus tax and includes propane, delivery and pick up of the BBQ. Use of the BBQ is intended for non-profit Richmond based community groups and will be granted on a first come first served bases.

If you would like to rent the BBQ for your event, please complete the BBQ Rental Application form and submit to the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca a minimum of three weeks prior to the event.

Bleachers

There are various sized aluminum bleachers available to rent including: 15 ft. (four levels, ten bleachers available), 21 ft. (three levels, three bleachers available) and 26 ft. (three levels, two bleachers available). The cost to rent the bleachers is $1,500 for up to four sets of bleachers per week and includes delivery and pick up.

Use of the bleachers is intended for non-profit Richmond based community groups. If you would like to rent aluminum bleachers for your event please contact the City Events/Rentals Office at 604-233-3304 or rentals@richmond.ca.

Garbage and Recycling Bins

Recycling and garbage containers may be borrowed from the City on a deposit basis. If you wish to borrow from the City of Richmond, please contact Linh Huynh of Environmental Programs at 604-233-3346 or lhuynh@richmond.ca a minimum of seven working days prior to the event.

Fees and Charges

Rental Fees

Outdoor events taking place on grass or artificial turf sports fields and/or the Minoru Track are subject to rental fees. For a detailed fee schedule please see the Sport Facilities – Fees and Charges Schedule 2017. Any indoor facilities that are not listed in this document must be contacted directly for fee information.

City Services

If you require any services from the City, the fee associated is based on cost recovery for the services being provided. City services that are available for events include access to water and power, as well as garbage and recycling pickup. The fee for these services will be determined depending on the needs of the event.

Damage Deposits

A damage deposit may be required for events due to the increased potential for park damage. The amount requested will depend on the nature of the event, facility used, location, activities being planned, and previous event history. Damage deposits typically range from $200.00 to $5,000.00 and are to be paid 14 days prior to the set up date of the event.

Any damages caused as a result of the event are the responsibility of the event organizer. Any required repairs, clean up, or restoration will be charged to the event organizer. In the case where the damage deposit is insufficient to cover the costs associated, the event organizer will be invoiced for the balance.

The City will assess the site as soon as possible after the take down of the event. Deposits will be refunded upon completion of the event activities, inspection by City staff, and final approval by the Manager of Sports and Community Events.

Events on Private Property

Events taking place on private property must obey all laws and bylaws, and obtain all permits that are applicable to the event. If the event has any impact on City owned or managed property, an Event Application Form must be completed. City owned or managed property includes parks, trails, buildings, sidewalks and streets.

If you are not sure whether your event will impact City owned or managed property, please contact the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca.

Common City Permits and Bylaws that Apply to Events on Private Property

Event Aspect	Applicable Permit or Bylaw	Contact Information
Amplified Sound	Events must comply with the Noise Regulation Bylaw No. 8856.	Vancouver Coastal Health (Richmond) 604-233-3147
Fireworks	A permit must be obtained from the Richmond Fire-Rescue Department. As regulated in Bylaw No. 7917, a person may not ignite, explode, set off or detonate fireworks without a Display Permit.	Richmond Fire Department (Non-Emergency Line) 604-278-5131
Live Animals	Approval must be obtained from City of Richmond for any domestic animals. Exotic animals are prohibited. See Live Animals section for more information.	Vancouver Coastal Health (Richmond) 604-233-3147
Sale of Food or Merchandise Sold For Profit	A City of Richmond Business License is required if the event includes the sale of food or merchandise.	Business License Section 604-276-4328
Temporary Food Service	A Temporary Food Permit may be required if food/beverages will be prepared and served/dispensed with the intention immediate consumption by the public. See Selling or Serving Food or Beverages section for more information.	Vancouver Coastal Health (Richmond) 604-233-3147
Temporary Food Market	A Temporary Food Market Permit may be required for food market booths at events. See Selling or Serving Food or Beverages section for more information.	Vancouver Coastal Health (Richmond) 604-233-3147
Temporary Tents	A Temporary Tent Permit is required if a tent or a group of tents is 60 sq. m. (645 sq. ft.) or greater in area, or the occupant load of the tent exceeds 60 persons.	Building Approvals 604-276-4000

Personal Services

A *personal service* is defined in the BC Regulated Activities Regulation as a person who provides a service to or on the body of another person.

Offering and promoting these services at public events such as tradeshows, community fairs or other public events is increasing in popularity. *The Guidelines for Personal Services Offered at Tradeshows* apply to all personal services. This ranges from face painting, make up applications, relaxation massages, hair, skin and nails to tattooing and piercing.

Operators are responsible for ensuring that they are in compliance with legislation, health authority policies, municipal by-laws and for obtaining all licences and/or approvals required to operate from the appropriate licensing authorities.

Please contact Vancouver Coastal Health (Richmond) at 604-233-3147. Information can also be found at www.vch.ca/your_environment/ or send email to HealthProtectionRH@vch.ca.

Section 3: The Application Process

How to apply?

In order to obtain approval for hosting an event that includes City owned or managed property, the event organizer must complete an Event Application Form. The completed application form must be submitted to the Parks and Recreation Department a minimum of 90 days prior to the set up date of the event. Incomplete application forms will not be accepted.

Event Application Form

The Event Application Form can be found online at
https://www.richmond.ca/parksrec/services/eventapp.htm

If you do not have access to the internet, a paper application form is also available. To receive a copy, please phone the Events/Rentals office 604-233-3304 or rentals@richmond.ca.

Richmond Event Approval Coordination Team

The Richmond Event Approval Coordination Team (REACT) is a team that was formed to help coordinate the event approval process. The purpose of the committee is to review event applications, initiate event approvals by various departments and agencies, ensure coordination of City services, and provide a one-stop approval process for event organizers.

REACT reviews event applications require multi-departmental and multi-jurisdictional approvals. Different department/agencies will review and approve their portion of the online application and reserve the right to request an in-person meeting with the event organizer prior to approving the event. The following City divisions and external agencies are represented in REACT:

City of Richmond Divisions

- Building Approvals
- Business Licenses
- Community Bylaws
- Community Services
- Fire-Rescue
- Parks
- Recreation
- Transportation
- Richmond RCMP
- Emergency Programs
- Major Events
- Sport Hosting

Other Agencies

- BC Ambulance Services
- Canadian Coast Guard
- Coast Mountain Bus Company – Transit
- ICBC
- Steveston Harbour Authority
- Transit Police
- Vancouver Coastal Health

The Event Application Process

Completing and submitting the Event Application Form is the first step in the event application process. The application will then be reviewed and REACT will provide assistance to the event organizer to ensure that the event meets all requirements. The goal of the process is to ensure that events are safe and successful.

The amount of work involved in processing an event application varies considerably from event to event. The steps listed below outlines the approval process for an event, but the time between each step will vary depending on the size and complexity of the event as well as the time it takes to collect information for the application.

1. Event organizer completes and submits an online Event Application Form
2. Once the application is received a confirmation email is sent to the event organizer
3. The Events/Rentals office reviews the Event Application Form for completeness. Availability and suitability of requested location is reviewed.
4. If necessary, staff contacts the event organizer to obtain additional information and/or to discuss the venue.
5. If everything looks good, the status of the application is changed from “Submitted” to “Under Review.”
6. Various departments/agencies will review, provide comments or approve their section of the online application via messaging on the application.
7. All sections are approved by departments/agencies
8. The Events/Rentals Office will provide the event organizer with an emailed letter granting approval to host the event.
9. Event organizer proceeds with hosting their event.
10. Event organizer ensures that the site is cleaned up and repairs are arranged for any damages resulting from the events activities.
11. City Staff inspects the site for any damages and confirms whether or not is it cleaned and repaired to City standards.
12. If the site is satisfactory, the damage deposit is returned. If the site is not satisfactory, the event organizer is informed to rectify the damage and/or clean up the site. In the case where the damage has not been rectified or the site cleaned up within a reasonable amount of time, the City will invoice the event organizer for all costs not covered by the damage deposit.

Application Status Updates

There are two levels of approval:

1. **Overall Status**

   Draft: Your application has not yet been submitted.

   Submitted: You have submitted your application to the Events/Rentals Office for location and suitability review.

   More Information Needed: Areas of the application are not complete or the location and/or event are not suitable.

   Under Review: Preliminary review is complete and the application has been forwarded to the appropriate REACT member for individual approval.

   Conditional Approval: Application is approved pending insurance and/or payment – submit a certificate of insurance and/or payment as soon as possible.

   Approved: Everything is complete and approved – you may continue with the planning of the event.

   Declined: Event is unsuitable or does not comply with all laws, bylaws, and regulations of all lawful authorities, as well as the terms and conditions provided in the section below.

2. **REACT Statuses**

   There is a REACT status for each event detail and requirement question. The corresponding department/agency to each question is responsible for approving that element on the event. Please note, if an element is declined by a department/agency, the overall event status can still receive approval based on not including the declined elements in the event. Below are the different REACT statuses:

   Not Yet Reviewed: the approver has not reviewed the questions yet.

   Under Review: REACT has received your request and they will be in contact with you.

   More Info Needed: There is something missing for the section, a comment will likely be posted.

   Approved: The element is agreed upon by all parties – no action is required.

   Declined: The element does not comply with City policies and/or bylaws, or the request may not be suitable for the event and/or location.

Once your event is granted conditional approval and all required documents and payments are received, the Events/Rentals Office will send you an approval letter and/or contract.

If you have any questions or concerns regarding status updates please contact the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca.

Automatically Generated Emails

Throughout the event application process you will receive automatically generated emails produced by the system. Please do not reply to these emails, simply follow the steps provided in the email. You can expect to see emails in the following situations:

- Registering for an account

- Password is changed or reset
- Five failed attempts logging in
- Application is submitted
- Overall status is changed
- REACT agency makes a status change
- Comment has been posted

If you have any further questions about automatically generated emails, please contact the Events/Rentals Office.

Timeline for Forms and Fees

Event organizers are strongly encouraged to submit application forms as soon as possible to allow for extra time. The larger and more complex the event, the more time it will take to organize and satisfy the components required for approval.

Please use the following chart to assist you with your event planning. The number of days noted is the minimum requirement for each form and fee that may be required for your event. Final approval will not be given until all required documents are processed and fees are received. Delays in receiving these items will delay the approval process and may result in an event being declined.

Component	Minimum Time Required*
Event Application Form	90 Days
Outdoor Alcohol Sales and Services Application Form	90 Days
Building Approval Permit (if a tent or a group of tents is 60 sq. m. (645 sq. ft.) or greater in area, or the occupant load of the tent exceeds 60 persons).	30 Days
Copy of Insurance Certificate Submitted	30 Days
Food Truck: Richmond Fire Inspection	30 Days
Payment of Rental Fees	30 Days
Payment of all Fees for City Services	30 Days
Rental Forms for the City's Stage	30 Days
Road/Lane Closure Request Form	30 Days
Stage Rental Application	30 Days
Temporary Food Market	30 Days
Copy of BC Safety Authority Certificate for amusement devices	15 Days
Business Licences	15 Days
Temporary Food Service	15 Days
Vancouver Coastal Health Forms for Food and Beverage Sales or Services	15 Days
Payment of Damage Deposit	15 Days
Fireworks Display Permit Application Form	10 Days
Temporary Tent Permit Application Form (if a tent or a group of tents is 60 sq. m. (645 sq. ft.) or greater in area, or the occupant load of the tent exceeds 60 persons).	7 Days
Request for an on-site Ambulance	7 Days
Garbage and Recycling Bins Rental Application Form	7 Days

***Business days**

Section 4: Completing the Event Application Form

Account Management

Account Registration

Access the online application at www.richmond.ca/event-hosting/services/eventapp.htm. Enter your email, password (must be a minimum of eight characters), confirm password, first name and last name. Click register. You will then be given a user number that will be quoted in any email correspondence regarding your account.

Please note the email entered when creating your account will be the email used for correspondence and updates to the event applications submitted.

Logging On

You will be asked to enter the email address and password during account registration. You are permitted five attempts when logging in. If you are not successful within five attempts, you will be locked out and your password must be reset.

Changing Password

If you wish to change your password at any time, simply log into your account, select Change Password, you will then be prompted to verify your old password and then create a new one.

Resetting Password

If you have forgotten your password and wish to reset it, enter your email in the log in page and click Reset Password. A new random password will be generated and emailed to you.

General Applicant and Event Information

The first two sections of the form are designed to obtain general information about the applicant and event. Please review the definitions/description below when completing the application form.

Non-Profit Richmond Based Group

A Richmond not for profit community group. You may be requested to provide your non-profit number to confirm you are a registered non-profit group.

Non Profit Non-Residential Group

A not for profit community group. You may be requested to provide your non-profit number to confirm you are a registered non-profit group.

Commercial Group

A group that provides a service for profit.

Primary Contact

The primary contact is considered to be the event organizer and must be a representative of the host organization that has been authorized to apply for the event. This person must be available to work closely with the City throughout the event application process and be the main point of contact.

Secondary Contact

The secondary contact will only be contacted if the primary contact is not available or is not responding to requests in a timely manner. This person must be a representative of the host organization.

Non-Profit Event

An event where the main goal is non-profit and/or charitable in nature.

For Profit Event

An event with the goal of making money (a profit).

Description of Event

Describe the event including activities and purpose. The purpose of the event is the reason why you would like to hold the event. Common purposes include a fundraiser for a charity, promotion of a certain cause or a sport competition. If available, also include a program of the event.

Preferred Locations

This is your first choice of location. Please note, there is no guarantee that your first choice of location will be approved as locations are approved based on availability and suitability. Furthermore, it is strongly recommended that you receive conditional approval on a location for your event before submitting the application. For information on availability and suitability of a location or conditional approval, contact the City Events/Rentals Office at 604-233-3304 or rentals@richmond.ca prior to further planning.

Participants

These are people who take part in an event such as performers, staff, volunteers and those attending the event. This field is the total number of performer or people involved in the event.

Spectators

These are people who only watch or observe and do not partake in a performance, race, parade, competition, etc. If there are no spectators, please enter 0 in this field, this means everyone is considered a participant.

Event Details

This section contains a list of questions that can be answered *Yes, No*, or *Unsure*. If a question is answered *Yes*, you will be prompted to answering further questions. The option *Unsure*, allows you to proceed with the applications however, *Yes* or *No* must be selected as an answer to all the questions before submission is possible.

You may wish to include supporting documents. The following is a list of allowable formats for documents that can be uploaded:

PDF	GIF
DOC	TIFF
DOCX	PNG
JPEG	XLS
JPG	BMP

How to Upload a Document

To upload a document where application, follow these steps:

1. Click “Browse”
2. Select document from your computer files
3. Click “Add File”

The document uploaded will be listed below “Uploaded Files:” For assistance in uploading a file please contact the Events/Rentals Office.

Tents

Will there be any tents set up?

A tent is considered to be any structure constructed of fabric or pliable material supported in any manner except by air or its contents. A grouping of tents that are joined together in any way, including covered corridors, is considered to be one tent.

A permit is required if any tent meets the following criteria:

a) the tent is 60 sq. m. (645 sq. ft.) or greater in area, or

b) the occupant load of the tent exceeds 60 persons.

Your permit application must be submitted a minimum of two weeks prior to the set up date of your event. Please refer to the Tent Permit Bulletin and application for more information and a copy of the permit application form.

All tents, including those that do not require a permit must meet the following requirements:

General Requirements for all Tents:

- All tents must be secured with weights during the event as per manufacturers and/or rental company's standards.
- Staking tents into the ground is not permitted. Organizers are responsible for all damages caused to underground utilities by unapproved staking.
- The proposed use must comply with the current Zoning Bylaw.
- A minimum of 1.2 m to another temporary tent, 3 m from other buildings/structures or property lines, and 6 m from City roads. Line of sight at corner lots not to be obstructed.
- A minimum of two exits should be provided from the tent area.
- The tent/tents must be accessible to firefighting/emergency vehicles.
- Access to other buildings/structures on the site must be maintained.
- The structural integrity of the tent including anchoring must be addressed. Confirmation from a professional engineer will be required for tents larger than 60 sq. m. (645 sq. ft.) in area.
- The tent fabric meets the flame resistance requirements of Can/ULC-S-109-M87 or NFPA 701. Confirmation of certification should be obtained from the tent supplier.
- Open flame devices and smoking is not permitted in these structures.
- Any plumbing work will require the approval of the City’s Building Approvals Division, Plumbing Section. A backflow prevention device may be required.
- Approval from Vancouver Coastal Health will be required for all food handling areas.
- All electrical work and the use of propane for heating purposes, requires the approval of the appropriate Provincial Authority.

The approximate areas of some tents sizes are as follows:

Dimensions	Area
10’ by 10’	9.3 sq. m.
20’ by 20’	37.2 sq. m.
30’ by 30’	83.6 sq. m.

Temporary Structures

Will there be any temporary structures set up?

A temporary structure is any structure that can be readily and completely dismantled and removed from a site. Temporary structures that are often used at events include a stage, media tower, scaffolding, fencing, bleachers, bouncy castles and mechanical rides.

The use of pre-engineered temporary structures, such as renting a stage from the City or a rental company, is recommended. If you plan on using a structure that is not pre-engineered, the City may ask for an engineer’s drawing. The drawing must be signed and sealed by a professional engineer registered in British Columbia. Any temporary structures with moving parts may also require a safety evaluation.

Before submitting any requests, please contact the Supervisor, Permits at 604-276-4278.

If using a bouncy castle, a valid BC Safety Authority Certificate must be submitted two weeks before the event. While not required, we recommend you request a copy of insurance from the company providing the temporary structure and ensure it has a minimum liability of $5 million.

Use of City Streets

Will this event include the use of any City streets?

If your event impacts traffic (including on street parking) cyclists, or pedestrians, a Lane Closure Request form must be submitted to the City Traffic Operations Section. Please also submit a Traffic Management Plan (TMP).This should be a drawing showing where and how the traffic control will take place. Keep in mind, traffic control must always be performed by certified traffic control persons and must adhere to Richmond Traffic Bylaw, Pt V. Sect. 18.4. For more information on Traffic Control, refer to the Traffic Control and Training page.

Please note that submission of this request does not guarantee authorization will be granted. Application fees may apply.

Will road closures be required?

All road closure applications are subject to approval from the Engineering Department’s senior management and therefore must first be supported by traffic operations staff. This may include (but not be limited to) approved TMP’s, newspaper and radio ads, local resident and/or merchant support and transit and emergency services approval. Road closure applications shall be received a minimum of three weeks in advance of the proposed closure.

Will parking restrictions be required?

Please note that where parking restriction signage is a requirement, the cost for production, installation and removal shall be solely at the expense of the event applicant. All signage requests shall be submitted a minimum of two weeks prior to the event and shall include a funding source for the required work and materials

Using regular street parking should be mentioned in the Parking Plan section of your application form

Temporary Power Equipment

Will any temporary power equipment be brought on site?

Temporary power equipment is any piece of electrical equipment that temporarily distributes power. Temporary power equipment that is often used at events includes portable generators and transformers. If any temporary power equipment will be brought on site, a City electrician may be required to approve the use and supervise the connection.

The event organizer is also responsible for retaining control over sound levels. The use of all equipment must comply with the noise provisions in Noise Regulation Bylaw No. 8856. The bylaw regulates the hours and levels of sound within Richmond. For more information on the City's noise regulations, please refer to the Amplified Sound section.

Selling or Serving Food or Beverages

Do you plan on selling or serving any food or beverages to the public?

If your event includes **food or beverage sales or services to the public**, you and your vendors may be required to obtain a business licence from the City of Richmond and/or a temporary food service permit. Please fill out the Temporary Food Services application form and submit to Vancouver Coastal Health (VCH), a minimum of 14 days prior to your event.

To determine if a permit is required for your event, please contact Vancouver Coastal Health (Richmond) at 604-233-3147.

If an event will have more than one food/beverage booth, a VCH Temporary Event Coordinator's Application must also be submitted by the event organizer. It is the responsibility of the event organizer to collect completed booth/food truck applications from all of the proposed food booth/truck vendors for the event and to submit a coordinated package to VCH. Although health approvals (including Health Permits where applicable) are issued directly to the applicants, it is the responsibility of the event organizer to collect and upload copies of these approvals to their online event application.

Please note, although an existing mobile food premise, which is operating under a valid Health Permit and/or approval as outlined by the issuing Health Authority, does **not** need to apply for temporary health approval, the event coordinator must attach a copy of each of the mobile food premise approvals that will be attending their event along with their Coordinator's Application.

For a **temporary food market** at your event please review the information provided in the Guideline for the Sale of Foods at Temporary Food Markets. If applicable, please fill out the Application – For Sale of Higher Risk Food at Temporary Food Markets and submit to VCH no later than 30 days prior to your event. Refer to the Regional Health Protection Guideline for more information on construction and operation of temporary food booths and to Permits – Food Safety – Vancouver Coastal Health for more information on safe food preparation.

In addition to the above requirements, if alcoholic beverages are to be served, compliance with the Fetal Alcohol Syndrome Regulation of the Public Health Protection Bylaw No. 6989 is required.

All **food trucks** must have a Richmond business license, insurance with a minimum liability of $5 million which names the "City of Richmond" as additional insured and a valid Vancouver Coastal Health permit.

Please see the Sustainable Food Service Quick Guide below to help make environmentally viable choices in regards to the selling and serving of food, which will benefit both the community and the environment. Please note we strongly discourage the use of Styrofoam.

SUSTAINABLE FOOD SERVICE

QUICK GUIDE

Use this chart to help make choices that are good for the community and the environment – reusable, recycled, and/or compostable is the way to go!

I NEED TO USE...	MOST SUSTAINABLE	ALTERNATIVE GOOD PRACTICE	LEAST SUSTAINABLE
BAG	Encourage people to use their own bags	Compostable paper bags	Plastic bags
DISHWARE	Reusable dishware	Compostable paper or plant fibre dishware	Plastic, bio-plastic and Styrofoam dishware
CUTLERY	Reusable cutlery	Compostable wooden cutlery	Plastic and bio-plastic cutlery
STIR STICKS	Reusable spoons	Compostable wooden sticks	Plastic stir sticks
NAPKINS, TABLECLOTHS	Reusable cloth	Recycled and compostable paper	Made from unrecycled materials
TAKE-OUT CONTAINERS	Encourage people to bring their own containers	Compostable paper or fibre containers	Plastic, bio-plastic and styrofoam containers
WATER BOTTLE	Encourage people to bring their own water bottle		Single use water bottles

Richmond Fire-Rescue
General Fire Safety Requirements for Food Vendors Including Mobile Food Trucks

All vendors must meet requirements defined in NFPA 96* standards.

The following list outlines specific fire requirements for vendors and is provided to eliminate or reduce last minute delays to vendors applying for event approval.

1. All commercial cooking units (deep fryers, grills, etc) in trailers or trucks shall have an automatic suppression system (meeting ULC300) and at least one portable Class K wet chemical fire extinguisher.
2. All commercial deep fryers (no matter where they are located) are required to have a portable Class K wet chemical extinguisher.
3. Vendors using heating or cooking units shall provide for their own use at least one portable multi-purpose extinguisher (minimum 10 pound 4A-60B:C rated). Fire Extinguishers must be **visible, accessible,** and may not sit on the ground.
4. All commercial cooking units, other than approved self-contained units, require non-combustible hoods, filters, or trays for containing grease laden vapours—must have been cleaned and tagged by a certified Applied Science Technologist Technician (ASTT) or company within the past 6 months.
5. All Vendors and Mobile Food Trucks must have **BC Safety Authority Gas decal**
6. All Vendors and Mobile Food Trucks must have **BC Safety Authority Electrical decal**
7. All appliances are required to have appropriate certification and/or listing (e.g. CSA, ULC).
8. All tents and awnings with any heat sources and/or cooking units underneath must be fire treated and labelled to meet NFPA 705 (regardless of clearances - **no** exceptions).
9. All commercial cooking exhaust hoods must have required filters and trays installed at all times (mesh filters are not permitted). Tagged by a certified ASST within the past 6 months.
10. All extinguishers and automatic suppression systems must have current service completed by an ASTT, complete with stamped service tag.
11. Standalone stove or burners and self-contained cooking appliances shall be supported on an approved base or non-combustible surface and kept away from combustibles (do not place directly on the ground). No folding tables with oil cooking on top.
12. Propane cylinders and tanks shall be secured to a permanent surface to prevent tipping and located away from cooking and heat devices as per all applicable Gas Codes and Standards.
13. No unattached (spare) propane tanks are to be in the cooking area.
14. Temporary electrical power, generators, and any connections to vendors must be proper thickness, size and capacity (gauge) and properly rated (e.g. CSA, ULC), protected from weather and vehicle traffic and restricted from public access—do not use damaged power cords. **No household extension cords.**
15. Generators may require a noise cover or acceptable non-combustible housing depending on location. Do not place combustible items on generators in contact with hot surfaces (e.g. tarps).

*** National Fire Protection Association 96:** provides preventive and operative fire safety requirements intended to reduce the potential fire hazard of both public and private commercial cooking operations.

For further information or questions, please call Richmond Fire-Rescue at 604-278-5131, Monday to Friday, 8:15 a.m. to 5 p.m.

Information contained here is subject to change without notice.

Merchandise Sold for Profit

Will merchandise be sold for profit?

If your event includes the sale of merchandise with the purpose of making a profit, it is the responsibility of the event organizer to ensure that each vendor has obtained a City of Richmond Business License. For more information on Business Licences and a copy the application form refer to City of Richmond BC – Business Licences.

Please note, for a Farmer's Market a Business Licence to operate is required to be obtained by the Organizer of the market and must be approved and issued prior to operation. Regulations and definitions pertaining to the operation of a Farmer's Market and products that are permitted to be sold can be viewed in Business Licence Bylaw 7360.

For more information on business licensing please call the Business Licence Information Line at 604-276-4328 or visit the City of Richmond website at www.richmond.ca.

Food and Product Samples

Will any food or product samples be distributed?

Commercially packaged food and product samples may not be distributed at an event without the City's prior approval. All samples must not infringe on copyrights and must comply with the Canada Food and Drug Act and Regulations. For more information on samples please refer to Samples – Food – Canadian Food Inspection Agency.

Amplified Sound

Will there be amplified sound?

Amplified sound is defined as being any sound that is increased by the use of an amplifier such as a sound system, PA system, microphone, or speakers. An event with amplified sound must take measures to reduce the disturbance to other park users and residents living close to the park.

The City's Noise Regulation Bylaw No. 8865 regulates the hours and levels of sound within Richmond. The event organizer is responsible for retaining control over sound levels. Part 4 describes noise exemptions to this bylaw.

Will you be using any live or recorded music at the event?

If you are using live or recorded music at your event, Canadian copyright law requires that you obtain a performing rights license from the Society of Composers, Authors and Music Publishers of Canada (SOCAN). SOCAN is the Canadian copyright collective, which administers the performing rights and collects license fees for the public performance of music in Canada. The fees are then distributed to music creators around the world. The Copyright Board of Canada regulates SOCAN tariffs. For more information and to determine the applicable license and fee for your event please go to www.socan.ca or contact their office at 1-800-707-6226.

Access to Power

Will access to power be required?

The City may be able to supply electrical services at your event, but most park sites have limited power available. If you would like to request services from the City, the electrical needs of the event need to be identified on your event application. In your description, please include as much information as possible including the amperage needs for each vendor, voltage requirements, and the type of requirement (i.e. sound, lights, heat). The location of the areas

requiring access to power must also be clearly marked on your site plan. Depending on the level of service required by the City, a cost recovery labour charge may be applied.

If you plan on using a generator at your event, please note this on the application form under the question “do you plan on using any temporary power equipment?”

Please note that all installations must comply with the current applicable sections of the Canadian Electrical Code part (1) and any City of Richmond specifications pertaining to electrical installations. Depending on the size of the electrical component, the City may also require you to obtain an electrical permit from the BC Safety Authority. The permit must outline the type of event, the size (in electrical terms), and the location of the event. The permit is only available to a licensed electrical contractor in the Province of BC.

Access to Drinking (Potable) Water

Will access to drinking (potable) water be required?

Drinking (potable) water is high quality water that is safe to be consumed.

The City may be able to supply water services at your event, but most park sites have limited access to water. If you would like to request services from the City, the needs of the event need to be identified on your event application. In your description, please include as much information as possible including the number of lines required, the sizes of the supply lines, and the type of connection fitting required. The location of the areas requiring access to water must also be clearly marked on your site plan. Depending on the level of service provided by the City, a cost recovery labour charge may be applied.

Water-based Event

Will the event be water-based?

A water-based event is considered to be any event that includes an element on the water, such as boats or kayaks. Your description must show that a clear plan is in place that enables an immediate response to any issues that may arise on the water. Please include the following information in your description:

- Who/what are the on-water assets and how are they equipped?

  Ex. Home made canoes and rowboats, oar powered

- How will organizers and on-water responders communicate?

  Ex. 8 VHF marine radios will be in use. The event will work on channel 18 and will have the ability to make emergency calls to channel 16.

- What kind(s) of responders will be on scene and what types of capability will they have?

  Ex. Safety boat 1 will be a 16-foot Boston Whaler with First Aid Kit, WHF radio and 2 crews on board.

Approval from external agencies is required for all water-based events. Depending on the location of your event, the Canadian Coast Guard, Steveston Harbour Authority, and/or Port Metro Vancouver may need to review your application for approval. If you plan on using Port Metro Vancouver property, refer to Port Metro Vancouver – Filming & Special Events for more information and a copy of their Special Event Application Form.

Alcohol Sales or Services

Will alcohol be served?

Hosting a safe and successful event that includes alcohol sales or services takes careful planning and preparation. Requests to have alcohol sales or services at your event must be included on your initial event application. Please note a Serving It Right Certificate is mandatory for anyone serving or selling alcohol at an event. A Special Occasion License must also be filled out.

Outdoor Events

Approval to have alcohol sales or services at an outdoor event depends on many factors. A separate form requesting use of land to serve/sell alcohol must be completed and submitted with your Event Application Form. Both forms must be submitted a minimum of 90 days prior to the set up date of the event.

Requests will only be approved for bona fide non-profit community organizations based in Richmond. Please review the terms and conditions outlined on the application form. The REACT committee will review all applications to ensure that they comply with the terms and conditions.

Please fill out and submit the Rentals Special Occasion License Application for approval to host a licensed are on outdoor space. This form can be found at City of Richmond, BC – What is an Event? (under Outdoor Sport Tournaments) and includes information on the fencing, security requirements, etc.

Once approval by the landowner (i.e. the City of Richmond) has been granted, the event organizer must obtain a Special Occasion License from BC Liquor Control and Licensing Branch. An application form for a Special Occasion License can be found at BC Liquor Stores. Please refer to the BC Liquor Control and Licensing Branch website for more details on Special Occasion Licenses.

Indoor Events

The City of Richmond requires a letter granting approval for use of the facility from the facility manager. You are not required to fill out the Rentals Special Occasion License Application form; however, you are still required to obtain a Special Occasion License from BC Liquor Control and Licensing Branch. You must also check with the property owner regarding their requirements for serving alcohol at events.

ICBC Special Occasion Support Kit

Event organizers must promote designated driver program messages at the event. Organizers can do this by using ICBC Special Occasion Support Kit available through the ICBC Road Safety Coordinator at 604-871-2437 or joanne.bergman@icbc.com.

Insurance Coverage

Alcohol sales/services also require additional insurance coverage. Host liquor liability coverage must be added to your insurance policy. For additional insurance requirements, please refer to the Insurance section.

If an event will have more than one food/beverage booth, a VCH Temporary Event Coordinator's Application must also be submitted by the event organizer. It is the responsibility of the event organizer, as the coordinator, to collect completed booth/food truck applications from all of the proposed food booth/truck vendors for the event and to submit a coordinated package to VCH. Although health approvals (including Health Permits where applicable) are

issued directly to the applications, it is the responsibility of the event organizer to collect and upload copies of these approvals to their Online Event Application for their event.

Please note, although an existing mobile food premise, which is operating under a valid Health Permit and/or approval as outlined by the issuing Health Authority, does **not** need to apply for temporary health approval, the event coordinator must attach a copy of each of the mobile food premise approvals that will be attending their event along with their Coordinator's Application.

Please note, if alcoholic beverages are to be served, compliance with the Fetal Alcohol Syndrome Regulation of the Public Health Protection Bylaw No. 6989 is required.

Fireworks, Pyrotechnics, or Fire Performances

Will there be fireworks, pyrotechnics, or fire performances?

Anytime fireworks, pyrotechnics, or fire performances are part of an event a permit and approval must be obtained from the Richmond Fire-Rescue Department. As regulated in Bylaw 7917, a person may not ignite, explode, set off, or detonate fireworks without a Display Permit. Please refer to City of Richmond BC – Fireworks for more information on fireworks and a copy of the Display Permit application. The Display Permit application should be filled out and submitted a minimum of 10 days prior to the event.

Please note fireworks, pyrotechnics, and fire performances are illegal in Richmond without a permit. For more information on fireworks, pyrotechnics, fire performances, or applying for a Display permit, please call the Richmond Fire Department non-emergency line at 604-278-5131.

Live Animals

Will live animals be part of the event?

Activities involving animals, including live animal displays and petting zoos, must conform to the requirements of Vancouver Coastal Health, Environmental Health Protection and BC Centre for Disease Control (BCCDC). Approval for domestic animals can be requested and will be considered on a case-by-case basis when an application is submitted. If approval is granted for domestic animals, they must comply with all City bylaws, VCH and BCCDC requirements. For more information, please refer to the Animal Control Regulation – Bylaw 7932.

Training guide animals for the blind and visually impaired are always permitted. Exotic animals are not permitted under any circumstance. For a detailed list of animals that are prohibited, see Bylaw 7538 – Schedule B on p.45.

Requirements

This section contains elements that are required for all events, large or small. Please complete every question in this section. Feel free to include supporting documents in the same formats as listed under the Event Details section.

Site Plan

You need to create a site plan that identifies where everything will be located and the space that is designated for each part or area of the event. It is sufficient to be hand drawn, as long as all the required components are included and clearly labeled. If you have difficulties creating a site plan, please contact the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca.

The site plan must include the following:

- An arrow indicating the north direction
- An outline of the entire event site, including parking, the names of all streets or areas that are part of the event site and the surrounding area. If the event involves a moving route of any kind (such as a parade, walk, or run), indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades
- The provision of minimum twenty foot (20') emergency access lanes throughout the event site
- The location of emergency access, first aid facilities and/or ambulances
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable washrooms, booths, bouncy castles, alcohol sales or services, garbage and recycling containers, dumpsters and any other temporary structures
- The location of any food booths/trucks or cooking areas, noting any vendors that are cooking with flammable gases or barbecue grills
- The location of any signs or banners
- Generator locations and/or sources of electricity
- Placement of vehicles and/or trailers
- Exit locations for outdoor events that are fenced
- Exit locations within tents or other temporary structures
- Identification of all disabled access parking and washrooms
- Other related event components not listed above

For aerial maps of specific parks in Richmond, you may wish to use the Parks Database. For maps of other areas in Richmond visit www.google.ca/maps and enter your desired area.

See Appendix for examples of site map and route map.

If you have any questions or concerns regarding site and route maps, please contact the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca.

Sustainability

To lessen the impact your event has on the environment and improve the sustainability of our community, please either agree with the provided sustainability commitment statement “our event is committed to fostering a positive environmental, social and economic impact for current and future generations within the local community” or provide a description of your own.

For tools on how to make your event more sustainable please visit www.richmondsustainableevent.ca.

Parking Plan

When you are outlining your parking plan, please respond to the following:

- Do you require on-site parking? If yes, how many parking stalls will be required?
- Do you require VIP parking? If yes, how many VIP parking stalls will be required?
- Will off-site parking be available? Please identify the location(s) and the estimated number of off-site parking stalls that will be provided for your event.
- Please provide the name and contact information for the property owner or authorized representative that gave permission for the off-site parking.

Washroom Requirements

You are required to provide adequate washroom facilities at your event. If the on-site washroom facilities are inadequate or not available, you will be required to provide portable washrooms to meet your participants’ needs.

The following are the minimum standards for all events:

- 1 washroom per 140 people – Family Event
- 1 washroom per 180 people – Adult Audience
- 1 accessible washroom to 280 people

Portable Washrooms

The event organizer is responsible for the cleaning and security of the portable washrooms. The event organizer must also provide all supplies. All portable washrooms must be serviced a minimum of once daily.

Existing Washrooms

If you plan on using existing washroom facilities, arrangements must be made in advance. Many parks have an adjoining community centre, school or building attached to them, but it cannot be assumed that the existing washroom facilities will be available for your event. The facility must be contacted in advance of your event and approval to use the existing washroom facilities must be received.

First Aid Plan and Safety Plan

As an event organizer, you are required to provide both a first aid plan outlining the plans for medical services and first aid for your event as well as a safety plan. In your first aid plan please provide details including the name and contact information of the first aid staff, the number of first aid staff and their level of training. For long walk, run or bike events, your first aid plan should include first aid along the route. Safety plans should include details on lost person procedures and site evacuation procedures.

BC Ambulance Service Contracted Resources

For large-scale gatherings or events that may impact local ambulance deployment and delay access, you may be required to contract BC Ambulance Services. To request a contracted Paramedic/Ambulance at your event or for more information of whether or not it is needed, please contact the BC Ambulance Special Operations Office at 604-930-6537 or by email at bcas.specialoperations@bcas.ca. You may also refer to the Special Operations page for more information.

Recycling and Waste Management Plan

The City requires recycling and waste management at all events. To meet regional waste reduction targets, a minimum of 80% of the waste generated at the event should be recycled. Common materials to recycle include:

Materials	Description
Refundable Bottles & Cans	Beverage containers – glass, aluminum and plastic containers from soft drinks, water and beer. These containers maybe returned at a Bottle & Return-It Depot for deposit fee.
Mixed Containers	Coffee cups, drink cups, cartons, aluminium foil and plate, plastic packaging containers.
Mixed paper & newspaper	Promotional flyers, food menus, newsletters, maps and other marketing materials.
Corrugated Cardboard	Cardboard boxes often are generated by vendors at the beginning of the event for holding supplies and setting up booths.
Food Scraps & Soiled Paper	Food scraps, food soiled paper plates and napkins and plant debris.
Grease and Cooking Oil	Food vendors preparing and selling fried food such as french fries, onion rings and doughnuts generate grease and cooking oil that should be properly disposed.

Organizers have six key responsibilities associated with recycling and waste management at events:

1. Complete and submit a recycling and waste management plan, either by using the Litter and Recycling Management Planning found on the City of Richmond BC – Recycling at Community Events, or developing your own.
2. Provide an adequate number of containers for the recycling of materials banned from disposal in regular garbage. Materials banned from the garbage include: corrugated cardboard, recyclable paper and newsprint, beverage containers (except milk cartons), including containers made of glass, metal and recyclable plastics (1, 2, 4 and 5), green waste and more. Please visit http://www.metrovancouver.org/services/solid-waste/bylaws-regulations/banned-materials/Pages/default.aspx for details of bans and alternative disposal options.
3. Provide an adequate number of containers for garbage disposal.
4. Make arrangements for removal and proper disposal of garbage and recyclables collected.
5. Make arrangements for litter collection.
6. Minimize waste at events by working together with event/venue staff and vendors.

Contact Linh Huynh of Environmental Programs at 604-233-3346 or lhuynh@richmond.ca for step by step instructions on how to put together a practical recycling and waste management plan, tips and resources on waste reduction and prevention.

Insurance

Insurance protects the event organizer, property owners, individuals and participants**.** A qualified insurance broker can review the activities and provide risk management recommendations, determine exposures and ensure that coverage is in place. As a condition of being granted permission to hold an event, applicants are required to provide a copy of their "Certificate of Insurance" a minimum of 30 days in advance of the planned event. This portion of the online application may be left blank until conditional approval has been granted. In order to be granted full approval, you must submit a certificate of insurance and make all payments to the Events/Rentals Office.

Insurance dates must include set-up and take-down dates. The City reserves the right to cancel all events that do not meet the City's insurance requirements.

The liability insurance coverage must meet the following requirements:

a) Minimum limit of $5 million against third party bodily injury and property damage loses.

b) Cross liability clause.

c) The "City of Richmond" must be listed as additional insured for liability which arises out of the activities of the named insured. "School District #38 (Richmond)" may also be required. Please contact the Rentals Office at 604-233-3304 or rentals@richmond.ca if you unsure what is needed for your event.

d) Events involving the sale or consumption of liquor also require host liquor liability insurance coverage.

Please note that insurance requirements depend upon the risk level of the event. The City may require a higher minimum limit of liability insurance.

Mechanical Rides and Fireworks

Mechanical rides and fireworks also introduce additional liability exposures. Neither the City of Richmond nor the special event insurer will accept these additional liability exposures. All mechanical ride and fireworks providers must carry their own liability insurance with a $5 million limit and provide a certificate of insurance showing the sponsoring Association and the City of Richmond named as additional insured. Adherence to Fireworks Regulation Bylaw No. 7917 is required.

Terms and Conditions

Before an Event Application Form is reviewed, the event organizer must agree to the Event Terms and Conditions. Please review the Terms and Conditions and Privacy Policy carefully before applying for your event, which can be found at City of Richmond BC – Sport & Event Hosting Services.

Section 5: Frequently Asked Questions

What is an event?

How do we book a venue for our event?

It is strongly recommended that you contact the Events/Rentals Office to discuss the location suitability and availability before beginning the application process. The Events/Rentals Office may be able to tentatively hold a site or venue until final approval is granted.

How much will it cost to have our event at a City venue?

The cost of an event is made up by several items including, but not limited to: equipment rental fees, cost of services provided, cost of venue and type of event.

Can we have liquor at our event?

How do we arrange for a road closure?

Where can we have our wedding ceremony?

Three venues suitable for weddings in Richmond are London Heritage Farm, Minoru Chapel, Britannia Shipyards and John M.S. Lecky UBC Boathouse. (See the Venues section of this guide for contact information for these venues.) At this time we do not issue permits for weddings in any additional parks. For more information on this please contact the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca.

What indoor venues are available?

Can we set up tents, structures and stages at our event?

Are power and water available at our venue?

Power and water are available at some venues. For information on specific venue please contact the Events/Rentals Office at 604-233-3304.or rentals@richmond.ca

Do we need permission for amplified sound?

What happens after we submit our event application?

If an event is on private property, do we need to complete an application form?

If your event requires approval and/or permits from more than one City department or approving agency, it is strongly recommended that you submit an event application. This purpose of the application is to streamline the application process and provide a one stop shop for communication with the different parties involved in approving events. If you have specific questions related to your event on private property, please contact the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca

Do we need a permit for a neighbourhood block party?

If you will be using a road for your block party (i.e. lane or road closure), you will need to submit an event application. If your block party will be on your own property, there is no need for you to submit an event application.

Who can we talk to about organizing an event in Richmond?

How much does it cost to put on an event in Richmond?

Cost is dependent on services and equipment provided and based on cost recovery.

Is there a cost associated with any City services at the venue(s) we requested?

Please contact the Events/Rentals Office (604-233-3304 or rentals@richmond.ca) for a limited list of resources available. Costs are based on a cost recovery basis.

How long does the review process take?/How soon will we find out if our event is approved?

The length of the review process is dependent on several factors including: how complete the application is when submitted, how promptly the event organizer provides us with information required and the time of years (i.e. spring/summer is a busy time of year for events in Richmond). The city event administrator will ensure that the review process continues to move forward if there are any delays.

Do we need to complete the application form before our event is considered?

It is strongly recommended that you contact the Events/Rentals Office (604-233-3304 or rentals@richmond.ca) to discuss the location suitability and availability before beginning the application process. The city event administrator will then suggest whether or not to complete the application form.

What happens if you miss a deadline?

The answer to this question depends on the situation. City staff will often do our best to accommodate for situations, however, if you miss a deadline we cannot guarantee that there will be sufficient time to review and approve applications.

When will you be contacted during the process?

You should expect to receive automatically generated emails from the system throughout the review process. Also, representatives from different departments/agencies within the City and/or external agencies may be in contact with you throughout the review process by posting a comment on the system, phoning and/or sending an email.

How will you be notified of approval?

You will receive an automatically generated email from the system when approval is granted.

How do you find out the status of your application?

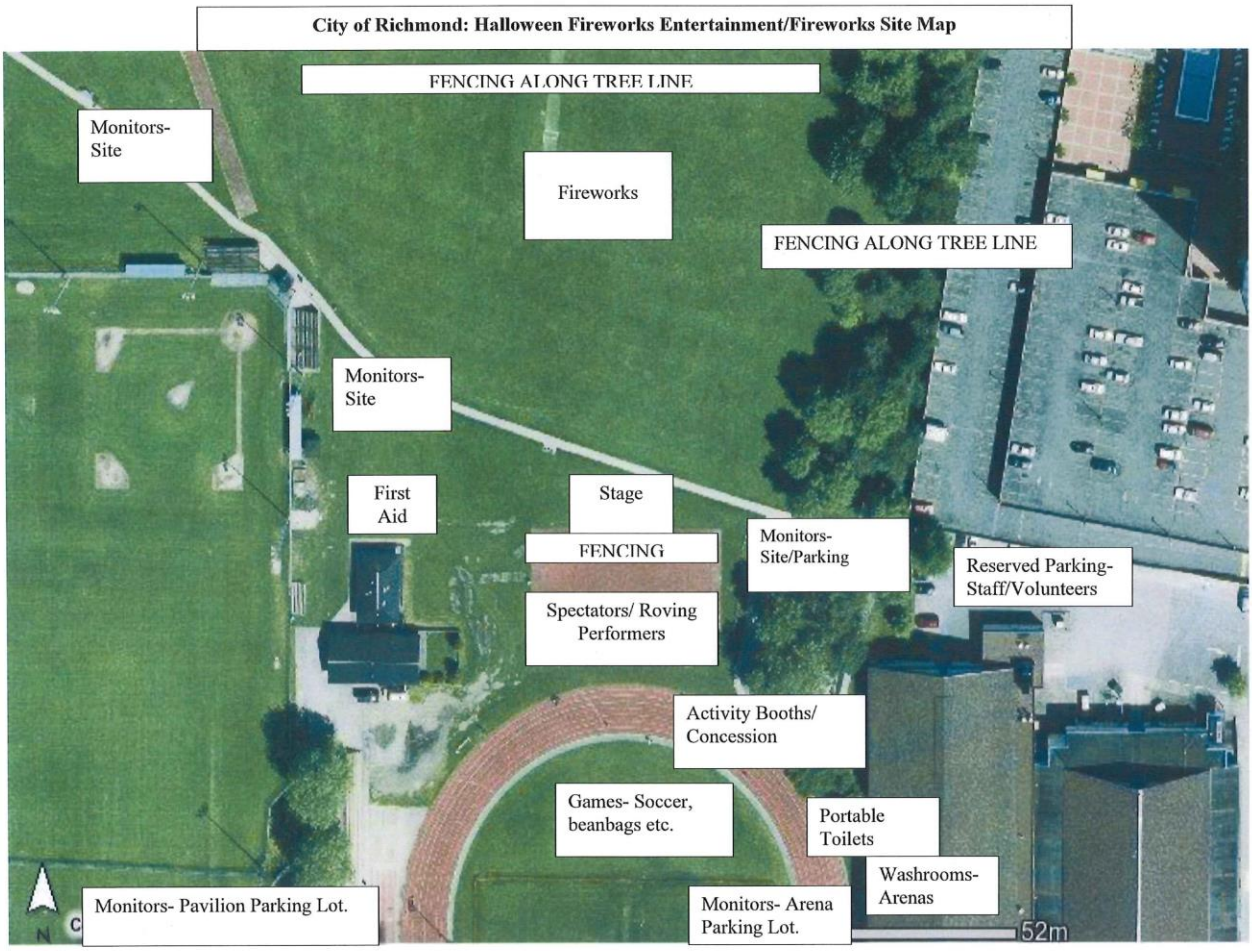
In addition to receiving automatically generated emails from the system to notify you of status changes, you may log into the system at any point to check the status.

How far in advance can I submit my Event Application Form?

You may begin the application process at any anytime; however, applications will not be reviewed prior to one year before the event start date. If you have a major event that requires more advanced planning, please contact the Events/Rentals Office at 604-233-3304 or rentals@richmond.ca to discuss.

Appendix

Example Site Map



Example Route Map

Horse Carriage Route - Google Maps Page 1 of 1

Christmas in Steveston

Google maps

Get Google Maps on your phone
Text the word "GMAPS" to 466453

Horse Carriage Route

Public · 0 views
Created on Sep 6 · By Palla Media · Updated 2 minutes ago

Horse Carriage Route

Same route as previous years

① Route: Starts on Bayview beside Tourism Kiosk
② West on Bayview St
③ North on Third Ave
④ East on Moncton St
⑤ South on No. 1 Rd
⑥ West on Bayview

http://maps.google.com/maps/ms?msa=0&msid=207530456866280972340.0004ac44b32... 06/09/2011