



CITY OF REVELSTOKE

APPLICATION FOR SPECIAL OCCASION
EVENT PERMIT (FOR CAPE)

To Be Filled in By Applicant

EVENT NAME: _____ DATE: _____

LOCATION OF EVENT: _____

Charitable Group(s) that the profit will be donated to: _____

NAME OF GROUP: _____

CONTACT PERSON: _____ PHONE NO.: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

NATURE OF EVENT: _____

CHECK THE EXEMPTIONS FOR WHICH YOU ARE APPLYING:

___ SELL HARD LIQUOR AT A PUBLIC SPECIAL EVENT

SECURITY CONTROL PLAN
DETAILS:

___ EXTEND THE HRS FOR YOUR EVENT BEYOND 10:00 P.M.
FOR OUTDOOR EVENTS OR 2:00 A.M. FOR INDOOR
EVENTS.

PROPOSED TIMES FOR PERMIT: _____

ANTICIPATED ATTENDANCE: _____
SERVING IT RIGHT CERTIFICATE# _____

LIABILITY INSURANCE COVERAGE: _____

\$3 MILLION LIABILITY INSURANCE NAMING CITY OF REVELSTOKE ADDITIONAL INSURED

ATTACHED: ___ YES ___ NO IF NO, REASON WHY: _____

SIGNATURE

DATE SUBMITTED

INTERNAL USE ONLY

DATE REVIEWED BY CAPE: _____

STIPULATIONS OR CONDITIONS:

RECOMMENDATION TO COUNCIL: _____

DATE APPROVED BY COUNCIL: _____

FEE PAID? Yes No



CITY OF REVELSTOKE
REVELSTOKE COMMITTEE TO APPROVE PUBLIC EVENTS

TERMS OF REFERENCE

INTRODUCTION

This Committee has been formed to assess and recommend Public Special Occasion Events within the City of Revelstoke and to regulate and monitor each approved event to ensure it is operated in a responsible manner with all laws and regulations adhered to. This Committee was established by City Council and reports to them for final authorization.

RESPONSIBILITIES

- Committee will assure that applicants conform with standard regulations set out by the committee.
- Committee will establish and maintain regulations to govern Public Special Occasion Events.
- Committee will schedule meetings to discuss applications and feedback on past events.
- Committee will notify applicants of the approval or rejection of their applications.
- Committee members who are unable to attend a scheduled meeting will delegate their approval authority to another member of the committee.

REGULATIONS

- Applicant organizations must apply in writing to the committee each year, outlining full details of the event and the charitable or public purpose the proceeds from the sale of beer are intended for.
- Approval will not be given to a person or group for personal gain.
- The site where beer will be dispersed and consumed must comply with required standards and receive approval from the committee (Appendix A lists requirements)
- Successful applicants must comply with Municipal By-Laws, Provincial Legislation, Health and Fire Regulations.



CITY OF REVELSTOKE

APPENDIX "A" BEER GARDEN REQUIREMENTS

1. Area where consumption and sales take place must be adequately fenced. (Snow fencing or other multiple stand fencing of a minimum of four feet)
2. Entry and Exit must be responsibly controlled during hours of operation.
3. Area must be well illuminated during hours of operation.
4. Beverages are to be served in paper or plastic cups, unless otherwise approved.
5. Adequate washroom facilities must be available.
6. Sufficient personnel to provide adequate security to police the event must be supplied by the applicant.
7. Maximum hours of operation – 11am – Midnight
8. Workers must be identified as such.
9. Any event held on City land or streets requires the User Group to fill in a Special Use Permit.
10. The City of Revelstoke also requires all User Groups to purchase a \$3,000,000 Public Liability Insurance naming the City as additional insured.