



CULTUS LAKE PARK

Special Event Administrative Policy

Section:		
Sub-Section:		
Title:	Special Event Administrative Policy	

APPROVALS

Approval Date: March 20, 2024	Approved by: Cultus Lake Park Board
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for Staff, Applicants, and Permittees regarding the Special Event permitting process.

DEFINITIONS

“Applicant” means the Person, Leaseholder or Organization that is applying for a Special Event Permit.

“Beverage Garden” means an area within a Special Event site where liquor may be sold, served, and/or consumed.

“Block Party” means an event, organized by a Leaseholder, in which many members of a single community congregate in the street to observe an occasion of some importance. The event must be hosted on the Highway the Leaseholder’s lease is addressed to.

“Board” means the elected Board for Cultus Lake Park.

“BC Liquor and Cannabis Licensing Special Event Permit” (BCLCLSEP) means the special event permit required by the Province of British Columbia when liquor is to be sold or served in a location that is not a private residence, private place, or licensed establishment.

“CAO” means the Chief Administrative Officer; a position appointed by the Board.

“Community Event” means an event for the benefit of the residents of Cultus Lake Park and/or the local community. Examples include, but are not limited to community garage sales, art shows, and Cultus Lake Community School and Cultus Lake Memorial Church events held on Park property.

“Designate” means a Person appointed by the CAO.

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples include, but are not limited to, natural disasters, environmental hazards, or pandemics.

“Food Vendor” means food distributed or sold, by a food stand, cart, truck, or by any other means, for immediate consumption. Cultus Lake Park Commercial Leaseholders are not considered to be “Food Vendors” under this definition.

“Foreshore” means the area under the Lease Agreement from the Ministry of Forests, Lands and Natural Resource Operations and Rural Development within Cultus Lake Park along the lakeshore and 100 meters or 328 feet into the lake from the high-water mark.

“Highway” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“Leaseholder” means a Person(s) having a current and valid lease with Cultus Lake Park.

“Organization” means an organized body of people with a particular purpose. Examples include, but are not limited to a group, society, association, club, league, or business.

“Park” means the area within the Cultus Lake Park boundaries and the Foreshore assigned to the Cultus Lake Park by the Province of British Columbia.

“Park Staff” means any Person employed by Cultus Lake Park.

“Permittee” means the Person or Organization who has obtained and holds a valid Special Event Permit from Cultus Lake Park.

“Person” has the same meaning as in the *Interpretation Act* (British Columbia).

“Special Event” means an organized event, public or private, including but not limited to parades, races, walks, performances, concerts, festivals, group celebrations, receptions, weddings, and filming projects, held within the boundaries of Cultus Lake Park, including the Foreshore. For the purpose of this policy Special Event includes Block Party and Community Event.

“Special Event Permit” means a valid permit for a Special Event issued pursuant to the provisions of the current Cultus Lake Park Special Event Bylaw, all amendments, and the Cultus Lake Park Special Event Policy.

“Special Request” means any waiver, exemption or allowance not outlined in current Cultus Lake Park Bylaws and all amendments, and Administrative Policies, that requires consideration by the Board.

“Swim Line” means a floating partition that separates different areas within the Cultus Lake Park Foreshore.

1 GENERAL RULES

- 1.1 Every Person, Leaseholder or Organization operating a Special Event within the Park must have a valid Special Event Permit.
- 1.2 Application will not be accepted for long weekends without approval from the CAO.
- 1.3 All Applicants and Permittees are subject to the fees in accordance with Schedule A of the current Cultus Lake Park Special Event Bylaw.
- 1.4 The Applicant will be responsible for participant conduct, which may result in future application being denied.
- 1.5 This Policy is subject to applicable laws and regulations of the Province of British Columbia, and it is the Permittee’s responsibility to ensure compliance with such applicable laws and regulations.

2 APPLICATION PROCEDURES AND REQUIREMENTS

- 2.1 Only the current Application Form for a Special Event permit will be accepted. This application form is available at the Cultus Lake Park office or on the Cultus Lake Park website.
- 2.2 At the time of application, the Applicant must;
 - (a) submit a completed application form, 90 days prior to the proposed Special Event;
 - (b) submit an event map, including any tents, booths, stands, vendors, Beverage Gardens, race routes, or any other items relevant to the event; and;

(c) pay the non-refundable application fee.

- 2.3 If the proposed Special Event is a Block Party, or Community Event, Applicants must follow Section 2.2 (a) and 2.2 (b) of this policy.
- 2.4 Once the application is approved, amended, or denied, the Applicant will receive a letter outlining the decision of the CAO or Designate.
- 2.5 If the application is approved, the Applicant will pay all relevant fees within five (5) business days of approval, in accordance with Schedule A of the current Cultus Lake Park Special Event Bylaw and as outlined in the letter sent from the CAO or Designate.
- 2.6 A Special Event Permit will be issued to the Applicant upon completion of the Special Event requirements and the Permittee must keep the Special Event Permit on site for the duration of the event.

3 EVENT REQUIREMENTS

Security Deposit

- 3.1 Permittees must provide Cultus Lake Park with a refundable security deposit, a minimum of five (5) business days prior to the event date, to cover any loss or damage resulting from the event. Such amount may be increased or decreased for any event if deemed necessary by the CAO or Designate. Nonpayment of the security deposit will result in the event being cancelled.

Cultus Lake Park Staff will inspect the site following an approved event.

To receive a full refund of the security deposit the Permittee must return Cultus Lake Park property and infrastructure to an equal or better condition than that which existed prior to the event, and any clean up, or repairs must be carried out, to the satisfaction of the CAO or Designate, no later than 48 hours after the Special Event has concluded.

If the Permittee does not comply, all costs of any clean up, or repairs, of Park property and infrastructure, done by Park Staff will be charged to the Permittee. Should the cost of clean up, or repairs exceed the security deposit, the balance will be billed directly to the Permittee.

Insurance

- 3.2 Permittees of approved Special Events held are required to obtain and maintain, during the term of the event, a Comprehensive General Liability Insurance policy providing coverage of not less than \$5,000,000.00, naming Cultus Lake Park as an additional insured. A copy of the policy must be received by the Cultus Lake Park office a minimum of five (5) business days prior to the event date. Failure to provide proof of insurance will result in the event being cancelled.

On Site Meeting

- 3.3 The Permittee must set up a pre-event on site meeting with Park Staff prior to the event date.

4 ADDITIONAL REQUESTS

Swim Lines

- 4.1 Seasonally, Cultus Lake Park installs Swim Lines. Should the Special Event require removal, and or alterations of any or all swim lines, this must be requested during the application process.

Garbage Receptacles

- 4.2 Garbage receptacles are located throughout the Park for public use during Special Events. A Permittee may request a commercial bin to be made available for a fee, as charged by the current Cultus Lake Park contracted waste management service provider. Some Special Events will be required to have additional garbage receptacles, depending on the type and size of event which will be determined by the CAO or Designate.

Washroom Facilities

- 4.3 Washroom facilities are located throughout the Park for public use during Special Events. A Permittee may request portable washrooms to be made available for a fee, as charged by the current Cultus Lake Park contracted waste management service provider. Some Special Events will be required to have additional washroom facilities, depending on the type and size of event which will be determined by the CAO or Designate.

Generators

- 4.4 Any use of generators must be approved by the CAO or Designate prior to the Special Event.

Parking

- 4.5 Any vehicle parking in Cultus Lake Park must comply with the current Cultus Lake Park Parking and Traffic Regulations Bylaw, and all Cultus Lake Park Policies regarding parking. Pay parking is in effect 365 days a year.

First Aid

- 4.6 Should the Special Event be any type of physical sporting event or require the use of boats, first aid services must be on site. The Permittee must confirm first aid services to the Park office and provide a copy of all first aid certifications at least five (5) business days prior to the event.

Roads/Emergency Access

- 4.7 The Permittee will ensure appropriate access is maintained to all roads, and adjacent facilities to the satisfaction of the Park and will provide emergency access acceptable to the RCMP, the Fire Department and Ambulance Services.
- 4.8 Depending on the location of the event, Cultus Lake Park may request a detailed traffic management plan.

Should a road closure be required within the Park, the Permittee must follow the Cultus Lake Park Highway Closure process and pay the relevant fee.

- 4.9** Should portions of the Special Event take place on Highways outside of Cultus Lake Park's jurisdiction, the Permittee must provide a copy of the approval from the applicable governing body, (ex. Ministry of Transportation), to the Park office at least five (5) business days prior to the event.

Beverage Gardens

- 4.10** A Beverage Garden is a Special Request and must include the following details: security, fencing, set up/location and hours. If approved by the Board, a copy of the BCLCLSEP and a Special Event Server Certificate or a Serving it Right Certificate must be provided to the Park office no later than five (5) business days prior to the event. If copies of the permit and certificate are not received by the required deadline, the Beverage Garden will be cancelled.

Food/Food Vendors

- 4.11** A Special Event that includes a Food Vendor is a Special Request and must include the following details: company name, types of food being served and hours of service.

If the permit is not received, the Food Vendor will be cancelled. If the Food Vendor is solely for private use, written confirmation that the Food Vendor will not be serving the public must be provided from the event organizer.

If approved by the Board, a copy of the food permit from Fraser Health must be forwarded to the Park office no later than five (5) business days prior to the event.

Filming

- 4.12** Filming within Cultus Lake Park is permitted upon approval of the CAO or Designate. A detailed plan regarding the filming project is to be submitted with the application.

- 4.13** Filming application fees are to be determined by the CAO or designate.

Wedding

- 4.14** Wedding ceremonies are permitted within Public Areas of the Park upon approval from the CAO or Designate. Examples include, but are not limited to, wharves, gazebos, and the Community Hall. If the ceremony will be in a public place, it must not interfere with the public using the area at the same time.

Other/Additional Requests or Services

- 4.15** Any use of bouncy castles, sound systems or DJs must be approved by the CAO or Designate. Any requests must be received in writing with the application.

- 4.16** Tent rentals are available through Cultus Lake Park, depending on availability, and if requested during the application process and relevant fees are paid.

- 4.17** Applicants requiring additional services from Park staff will be billed at the hourly rate plus 25% overhead which will be deducted from the security deposit and if the cost is greater, the balance will be billed directly to the event organizer(s).

5 CANCELLATION OF SPECIAL EVENT

- 5.1** Cancelled Special Events will be issued a refund, less any costs incurred by Cultus Lake Park.
- 5.2** If all requirements, as outlined in Sections 2 and 3 are not received by the deadlines set in this policy, the CAO may cancel the event, and all event fees paid will be forfeited.
- 5.3** All Special Event Permits can be suspended in the case of an Emergency. This is at the discretion of the CAO, in consultation with the Board.
- 5.4** If a Special Event is cancelled due to an Emergency, the Permittee will have the option to reschedule or receive a full refund.