



EVENT PERMIT APPLICATION

The Village of Carmacks
PO BOX 113, Carmacks, YT Y0B1C0
P.867-863-6271
E. CAO@Carmacks.ca

Date of Application:

Date of Application Accepted:

Business License Number:

Application Minimum Requirements Check list:

- Submit application a minimum of thirty (30) days prior to event start date for
- review Village of Carmacks Business License (if applicable)
- Submit Traffic Accommodation Plan
- Submit Emergency Response Plan
- Submit Detailed Site Map
- Submit Proof of Insurance

Applicant

Company/Organization name:

Main Contact Name:

Alternate Contact Name:

Email:

Email:

Phone #:

Phone #:

Address:

EVENT INFORMATION

Locations:

Start Date (Month/Day/Year):

Start Time

End Date (Month/Day/Year):

Start Time

Load-In/Set up Date (Month/Day/Year):

Load-In/Set up Time

Load-Out/Strike Date (Month/Day/Year):

Load-Out/Strike Time

Event Type:

Anticipated Attendance

Detailed Description (include schedule of events. Attach additional page if needed).

Operational Assistance/Resource from Municipal Depts

- | | |
|--|--|
| <input type="checkbox"/> Recreation Services | <input type="checkbox"/> Washroom Access |
| <input type="checkbox"/> Traffic Control Signage/Equipment | <input type="checkbox"/> Potable Water |
| <input type="checkbox"/> Power | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Garbage Bins | |

Note: The Village of Carmacks cannot guarantee the requested resources/assistance. The Municipality will charge a fee to the Applicant for any resources/assistance provided.

Event Components and Requirements

Activities	Applicable? (Yes/No)	Additional Documents Required if "Yes"
Insurance(required for all events)	YES	Proof of Insurance naming the Village of Carmacks as additional insured(minimum \$2,000,000)
Food Concession		Waste Management Plan Environmental Health Permit
Alcoholic Beverages		VoC Liquor Event Permission YLC Liquor License Alcohol Management Plan
Raffles (or similar)		Within Yukon Lotteries permitted activities
Fireworks		Relevant Fireworks Handling Permit Carmacks Village Fire Department Permission
Amplified Sound		Review the Village's Parks and Public Open Space Bylaw
Erecting Tents or Other Temporary Structures		Public Works - General Manager Approval
Road Closure or Interruption		Traffic Accommodation Plan Parking Plan Public Notice Relevant Neighbour Letter

Event Permit Definitions and Terms & Conditions

1. Event Information:

- 1.1. **Full description of the event** – a detailed site map is required.
- 1.2. **Event Clean Up** -The applicant is required to organize clean-up of the area during and after the event. In the event that clean-up is not completed, an hourly fee will be charged for VoC staff time spent completing clean-up tasks. Failure to carry out an event clean-up may result in future applications being denied.
2. **Insurance:** The Village of Carmacks insurance requirements must be met and a copy of your insurance certificate must be provided. The certificate must indicate a minimum of \$2 million (2,000,000.00) in General liability insurance and must list "Village of Carmacks" as additionally insured. Other organizations may need to be included as additional insured depending upon the event or facility used. \$2 million of insurance is a minimum requirement, this may increase dependent on the type and scope of the Event.
3. **Providing Food Service:** All special events that include selling or providing food must obtain approval from Environmental Health Services. A copy of your approved permit/license must be submitted to the CAO
4. **Alcoholic Beverages** – Village of Carmacks requires that the applicant has liquor license at a special event if alcoholic beverages are available for purchase. Please visit Yukon Liquor Corporation website for more information and review the requirements for your type of event: A copy of your approved permit/license must be submitted to the CAO
 - 4.1.1. If serving alcohol, an Alcohol Management Plan will also be required.
5. **Raffle:** If you are hosting a raffle/draw as part of your event, you are required to ensure your lottery activity is allowed by Yukon Lotteries with a permit or license. Any permits required by Yukon Lotteries are the responsibility of the applicant.
6. **Fireworks:** If the Applicant wishes to hold a fireworks display during the Event:
 - 6.1. The Applicant must provide proof of safe fireworks handling certification for all persons associated with fireworks displays
 - 6.2. Written permission from the Carmacks Village Fire Department.
 - 6.3. Personnel organizing the display must provide proof that they are qualified to do so.
7. **Amplified Sound** – The use of Amplified Sound must comply with the Village of Carmacks "Parks and Public Open Space Bylaw"
8. **Sale of Goods:** Vendors wishing to sell goods at the Event must receive written permission from the CAO
9. **Erecting Tents or Other Temporary Structures:** Applicants wishing to use tents or temporary structures at their Event must ensure that they comply with the Village of Carmacks "Parks and Public Open Space Bylaw" and receive written permission from the Public Works General Manager.
10. **Road Closures** – To temporarily close all or a portion of a street, lane / alley or sidewalk for activity associated with the Event, Applicants must:
 - 10.1. provide a traffic accommodation plan/diagram of proposed interruption or closure of trail, road, sidewalk, parking
 - 10.2. If road closures are approved:
 - 10.2.1. **Public Notice** – Required for any event with a road closure or interruption. This is an advertisement in community social media and bulletins for 2 consecutive weeks prior to the event, notifying the public of the event, date(s), road closure/interruption and detour options, along with the event organizer's contact information.
 - 10.2.2. **Neighbourhood/Business Notice** – a letter that must be printed and distributed 2 weeks prior to the event to places of residents or businesses affected by the road closure or interruption. Notifying them of the Event, date(s), road closure/interruption and detour options.
11. **Emergency Response Plan:** – The Applicant is required to provide an Emergency Response Plan. This Emergency Response Plan:
 - 11.1. Assists in identifying risks or potential risks.
 - 11.2. Identifies what measures need to be put in place for the safety and well-being of the public and participants who will be attending the Event.
 - 11.3. Reduces the risk of loss of life and property damage resulting from an emergency.

- 12. Site Map:** A detailed site map indicating all structures that will be on site: i.e. tents, PA system, start & finish for races, etc
- 13.** The Applicant is responsible for ensuring that:
 - 13.1. the requested area is appropriate for the Event;
 - 13.2. the Event is conducted in a safe, orderly manner;
 - 13.3. the Event is restricted to the assigned area.
- 14.** The Applicant shall assume all costs associated with any repair or damage that may be caused to public or private property as a result of the Event and if the Applicant fails to do so the Village of Carmacks may undertake such work and bill all costs of such work to the Applicant and collect such costs in the same manner as fees and taxes
- 15.** The Applicant shall assume all costs and liabilities associated with the cleaning of affected areas after the Event is completed, this includes and is not limited to the removal of any paper, cans or any other garbage that is deposited as a result of the Event and if the Applicant fails to do so the Village of Carmacks may undertake such work and bill all costs of such work to the Permit Holder and collect such costs in the same manner as fees and taxes.
- 16.** The Village of Carmacks reserves the right to cancel any or all booked time should any portion of the Event be rendered unsafe/unusable due to mechanical/electrical or structural failure.
- 17.** The Applicant assumes all liability and responsibility for the Event in its entirety, including but not limited to any and all financial or legal liability or obligation that may arise as a result of said Event, and such liability or obligation is not limited solely to physical damage for either public or private property and may include punitive damages requested by an affected third party. The Applicant shall be responsible for the orderly behavior of all persons participating in the Event.
- 18.** The Applicant agrees that neither the Village of Carmacks nor any employee, representative, or agent of the Village of Carmacks shall be held liable for the accuracy of data or information relating to the Event or for participation in any portion of the Event, and the Applicant shall assume all liability and responsibility for the Event and shall be held solely responsible in any legal action that may arise as a result of the Event.
- 19.** The Applicant must ensure that any signs, placards, postings, pictures, flags, banners, or such similar things that may be displayed by the Permit Holder or the Event’s participants are appropriate and in good taste.
- 20.** The Applicant must ensure that the Event must be conducted in accordance with governing Occupational Health and Safety Regulations, and any and all applicable Municipal, Territorial and Federal bylaws, guidelines, acts, regulations and/or laws.
- 21.** The Applicant understands that the Village of Carmacks or its authorized agent or employee may at any time and without prior notice or compensation, order that the Event be stopped and/or delayed or revoke this permit and any person who fails to immediately comply with this discontinuance order may be charged for failing to comply and/or charged under any other applicable Municipal, Territorial or Federal legislation.
- 22.** Permits will be revoked without payment of any compensation in the event of a breach of the Terms & Conditions herein. Non-compliance may also result in fines, penalties, and additional charges.

Submission

By signing this application for an Event Permit, the Applicant submits that they have read and agree to all of the terms and conditions related to an Event Permit and will abide by them.

 Applicant Signature

 Date