



THE CORPORATION OF THE CITY OF COURTENAY

Parade and event permit application

All submissions must be provided a minimum of 20 working days in advance of event

For the attached parade and event permit application, the following information is required:

- ☐ Event permit application completed and signed
- ☐ Map of proposed route and/or road closures
- ☐ Insurance in the amount of \$5,000,000 that indemnifies the City of Courtenay and includes a 30-day written notice of cancellation clause.
- ☐ Traffic Control Plan
- ☐ DCBIA letter of support (if event is in the downtown core – see attached map) **
- ☐ Notification of emergency services
- ☐ Signage approval request to post temporary event signage
- ☐ Electrical use approval form completed and signed
- ☐ Items on loan – Traffic control (approved by road's foreman for items)



Event information

Please return to Operational Services in person at 1000 Piercy Avenue or by email at operations@courtenay.ca

Applicant information

Name of applicant (or contact person): _____

Mailing address: _____

Phone no: _____ Fax no: _____ Email: _____

Event details

Name of event, group, etc: _____

Date(s): _____ Time(s): _____

Set-up time(s): _____ Take-down time(s): _____

No. of vehicles (if applicable): _____ No. of participants: _____

No. of spectators (if applicable): _____

Describe proposed route (attach copy of map)

Road closure required? Yes ☐ No ☐ If yes, fill out "traffic control arrangements"

Road closures are required when an event will be occupying a roadway at some point during the event

Traffic control arrangements

Company: _____

Contact name: _____ Phone: _____ Email: _____

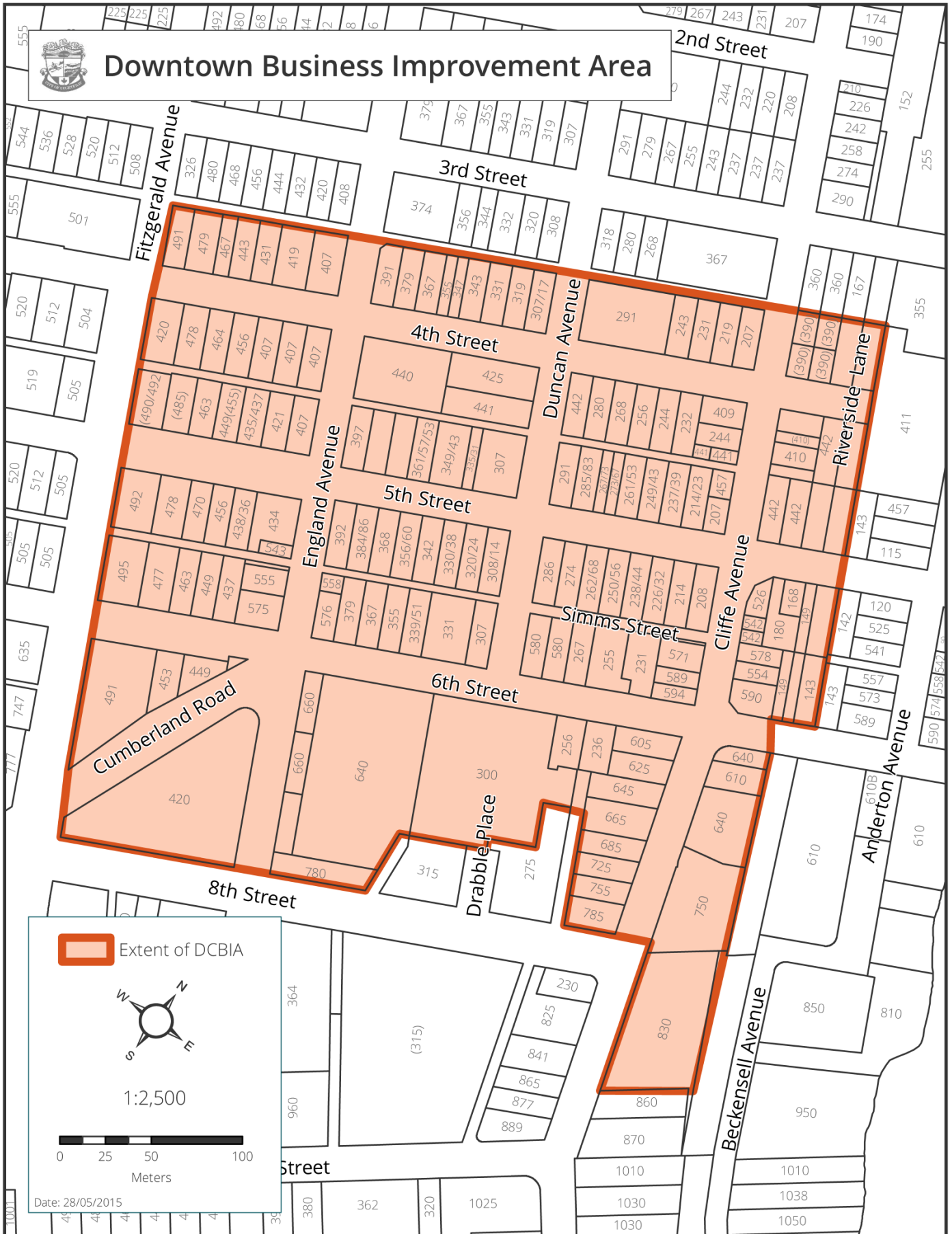
Number of signs and/or barricades required:*

**Traffic control equipment can be borrowed from Operational Services if available*

Will pavement marking occur?* Yes ☐ No ☐

**No permanent markings are permitted. All markings must be removed immediately upon completion of the event.*

Will access to power be required? Yes ☐ No ☐ If Yes, fill out attached Electrical Use Approval Form



City of Courtenay Outdoor Electrical Use Approval for Additional Electrical Requirements

Please complete this form and return it to the Courtenay Recreation Office with your Park Use Application, no later than two weeks prior to the date of the event. The form is required as an inspection of the site will be completed by the City of Courtenay Electrician. A separate form will be required from each applicant requiring power use.

DO I NEED TO COMPLETE THIS FORM?

Will I/vendor/entertainment provider:

- | | |
|--|--|
| 1. Be using three or more electrical cords for this event? | ☐ Yes ☐ No |
| 2. Be using a generator that is 8000 watts or higher? | ☐ Yes ☐ No |
| 3. Require electrical subpanels? | ☐ Yes ☐ No |
| 4. Be installing sound and/or lighting systems? | ☐ Yes ☐ No |

If the answer to any of the above questions is Yes, please submit the following information:

Name of Event and Organization:

Applicant (Organization/Vendor/Entertainment Provider):

Mailing Address:

Contact Person:

Email:

Phone #:

Fax #:

Cell #:

Alternate contact & phone #:

Date(s) of event:

Start & end time:

Location please check one: ☐ Simm's Park ☐ Lewis Park ☐ Other location _____

Description of electrical activities (additional info may be recorded on a separate page):

What voltage does my unit use?

☐ 120 VOLT (includes 120 – 240 volt: most common) ☐ 3 PHASE (347 – 600 volt: only available at Lewis Park)

How many amps does my unit use? ☐ 15 ☐ 20 ☐ 30 ☐ 50 ☐ 60 AMPS

What type of receptacle does my unit need? PLEASE CIRCLE IMAGE ON REVERSE SIDE THAT MATCHES YOUR CORD END

By signing below the applicant confirms the following:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. All electrical equipment/electrical cords/appliances are CSA or ULC approved*, in good condition, and with a gauge suitable for the equipment and appliances they are supplying. <i>To find gauge, look for markings stamped or printed on outside sheath of cord, i.e. 12/3 means it is a 12 gauge wire with three conducting wires inside.</i> 2. All CSA or UL approved extension cords must be set aside or secured down to prevent trip hazards to the public. Tapering off (plugging an extension cord into another extension cord) will not be carried out. 3. If I am using a mobile food booth: <ol style="list-style-type: none"> a. It has been inspected by the BC Safety Authority and bear a current Equipment Approval Label*. <div style="display: flex; justify-content: space-between;"> ☐ Yes (If Yes, answer b.) ☐ No ☐ N/A No mobile food booths </div> b. I confirm that all Mobile Food Booths have a current Equipment Approval Label* from the BC Safety Authority to operate in our event and confirm all grease generating Mobile Food Booths are NFPA 96 compliant. Please contact the Courtenay Fire Department for more information (250) 334-2513. <div style="display: flex; justify-content: space-between;"> ☐ Yes ☐ No </div> | <p>What gauge do I need?</p> <p>15 AMP: 14 gauge</p> <p>20 AMP: 10 – 12 gauge</p> <p>30 AMP: 8 – 10 gauge</p> <p>50 AMP: 8 gauge</p> <p>60 AMP : 6 gauge</p> |
|--|---|

* For information on Approved Certification Marks in the Province of BC contact the Safety Authority: 1-866-566-7233 or www.safetyauthority.ca

Applicant Signature:		Date:	
Office Use Only: Authorized City of Courtenay Approval	Name:	Signature:	Date:

Description of electrical activities (continued):

Description			15 A	20 A	30 A	50 A	60 A
			Receptacle	Receptacle	Receptacle	Receptacle	Receptacle
2-pole 3-wire grounding	125 V	5	5-15R	5-20R	5-30R	5-50R	
	125 V	5A		5-20RA ALTERNATE			
	*250 V	6	6-15R	6-20R	6-30R	6-50R	
	*250 V	6A		6-20RA ALTERNATE			
	125 V	L5	L5-15R	L5-20R	L5-30R	L5-50R	L5-60R
	250 V	L6	L6-15R	L6-20R	L6-30R	L6-50R	L6-60R
3-pole 4-wire grounding	125/250 V	14	14-15R	14-20R	14-30R	14-50R	14-60R
	125 V	7	7-15R	7-20R	7-30R	7-50R	
3-pole 4-wire grounding	125/250 V	L14		L14-20R	L14-30R	L14-50R	L14-60R
	3 ϕ 250 V	L15		L15-20R	L15-30R	L15-50R	L15-60R
	3 ϕ 480 V	L16		L16-20R	L16-30R	L16-50R	L16-60R
	3 ϕ 600 V	L17			L17-30R	L17-50R	L17-60R