

**GUIDELINES FOR OUTDOOR EVENTS  
ON CITY PROPERTY**

**WHEN PLANNING YOUR EVENT ENSURE THE FOLLOWING CONDITIONS ARE IMPLEMENTED:**

- Dogs are permitted on walkways only in city parks.
- Any vehicle in the parks must be driven in a safe and appropriate manner. If a vehicle has to be moved during an event, there should be a minimum of two guides to avoid pedestrian/vehicle conflicts.
- Staking / ground penetration is NOT permitted in any city park (with the exception of City Park, North Field )
- Liquor service requires approval of the City and must meet City/RCMP/ BC LCLB requirements.
- Drop cloths are required for any vehicles, generator or food service on site in a park.
- Contact City Parks at **469-8955** at least two weeks prior to your event to discuss event requirements (electrical, water, keys, and garbage cans). Not all parks have these services.
- Site plans must be submitted with your application for approval. A site walk may be required to finalize details prior to your event; this may include a load in/out schedule. A post event site walk may be required for larger events to access and possibly eliminate any potential charges.
- **PARK SERVICES DOES NOT PROVIDE WASTE REMOVAL SERVICES FOR YOUR EVENT:**
- All garbage / recyclables generated by your event must be removed from the event site. Any garbage/recycling left in receptacles or on the site (after the last day of your event) will be removed by City of Kelowna Park Services & an additional charge of \$40 per un-emptied receptacle will be applied to the damage deposit on file. In addition, a penalty of \$100 (per Parks Bylaw #10222 part 3.2) will be applied to the damage deposit for failure to remove any garbage/recyclables generated by your event.
- ALL containers must be returned to the ORIGINAL DROP OFF LOCATION, emptied of all contents. If containers are not returned to the original drop site an additional charge of \$20 per can.
- Food services/vendors must submit the 'Application for Temporary Food Service Permit' directly to the Outdoor Event Coordinator and will be forwarded to Interior Health Authority receives it for approval.
- Operating Entertainment Permit is a requirement under the BC Safety Act and Electrical Safety Regulations, therefore a permit is required for events on City property that uses electrical power (utility or generator). Contact **BC Safety Authority** to obtain more information on electrical permit requirements **(250) 861-7322**.
- All inflatable play structures at public events are required to have a valid operating permit and operators must be registered with **BC Safety Authority** & obtain a valid operating permit. If an inflatable is on site for your event it is the responsibility of the event organizer to ensure the play structure has been permitted.
- Concrete brick or other surfaces are not to be marked with paint, chalk or other substances.
- Vendors are not permitted to dump grease, grey water or ice onto the turf areas, bricks, toilets, sinks or into garbage containers. Grease containment & grey water disposal units must be provided.

**EVENTS HELD IN WATERFRONT PARK:** in addition to the above the following conditions must be implemented.

- Vehicles are not permitted on Rhapsody Plaza, Pioneer Garden or wooden boardwalk (Simpson Walk).
- Traffic control through Rotary Marsh is required for load in/out (with 2 way radios). This is a highly sensitive environmental area and any movement through this area must be coordinated with the Parks Services.
- Large vehicles using Rotary Marsh as an access to Waterfront are limited to 26 feet in length. Tractor trailer units are limited to one single axle tractor pulling one single axle reefer trailer axle. Arrangements must be made in advance for any large vehicles on site.
- Access to the Rotary Marsh will not be permitted during large events. This includes structures or equipment.
- Irrigation shut down is limited to 48 hours.

**EVENTS USING CITY ROADWAYS:**

- Impacted Residents/businesses & churches must be notified in writing at least one week prior to event.
- Traffic impact signage can only be erected/posted on City Roadways with the approval of the City and must adhere to sign placement regulations.
- Barricades must be manned at all times. Course marshals must be a minimum 18 years of age and are required to wear safety vests.
- 6 metre emergency access lane must be maintained at all times during a road closure.
- Organizers of special events are required to provide sufficient certified flag people, marshals, and traffic control as determined by the City for each special event.