

Neighbourhood Events

Mini Event Toolkit Application



Introduction

One of the ways Strong Neighbourhoods supports neighbours in connecting to each other is through the Neighbourhood Events program. This program is for residents of Kelowna who want to host a get-together with their neighbours and would like a little help along the way. The Mini Event Toolkit includes games and equipment to support neighbourhood gatherings.

Eligibility

Any resident, informal group of neighbours, or non-profit organization wanting to put on a neighbourhood event is eligible. Experience in organizing an event is not necessary as the Community Development Coordinators are available to support you along the way. In order to be eligible to use the Mini Event Toolkit, the applicant must:

- live in the City of Kelowna,
- live within the neighbourhood of the proposed event, and
- ensure event is free, inclusive and focuses on enhancing connections among neighbours.

Non-Supported Event Types:

An event cannot be supported if:

- it is a fundraiser or ticketed event,
- it involves political or religious activity,
- involves presence, sale, or consumption of alcohol,
- it violates any City of Kelowna bylaws,
- attendance is expected to exceed 350 people,
- it is a private or closed function, e.g., a birthday party, or
- if it is hosted by a for-profit business or group.

Assessment Criteria

- Clearly outlines details of the event,
- Clearly identifies opportunities for recreation and/or neighbourhood connections in event description, and
- Availability of equipment.

Application Process

- Applications are accepted on an ongoing basis
- Complete applications can be emailed or dropped off in person at:
kelowna.ca/neighbourhoods | 101-1360 Ellis St., Kelowna, BC, V1Y 2A2
- A Community Development Coordinator will contact applicant to confirm booking.
- Booking will be finalized upon receipt of \$25 refundable deposit and proof of general liability insurance.

Other Considerations

- **General Liability Insurance** – all events on public property require general liability insurance. The City of Kelowna can forward a request and payment directly to All Sport Insurance Marketing Ltd. as a service to the applicant.
- **Deposit:** a **\$25 refundable deposit** is required for applicants to use the toolkit.

Depending on the event, other considerations may need to be taken into account or required, such as:

- **Road closures:** if a street closure is required, a Road Usage Permit from Strong Neighbourhoods is required.
- **Food service:** if the event involves serving food, a permit from Interior Health may be required.
- **Promotions:** must be neighbourhood based.

***Note:** Permits, insurance, and permissions do not need to be in place prior to applying, a Community Development Coordinator will assist applicants in obtaining the necessary requirements.

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Contact Information & Event Details

Contact Information	
Name/Organization:	
Address:	
Primary Phone:	Email:

***Applicants must be residents of Kelowna**

Event Details	
Event Date:	Event Time:
Event Location:	Number of people you are expecting:
Briefly describe your event:	

***Availability is not guaranteed. Mini Event Toolkit is available on a first come first serve basis.**

Event Eligibility	Yes	No
Is the event a fundraiser or ticketed event?		
Does the event involve political or religious promotion or activity?		
Is the event a private or closed function (i.e., birthday party, work party)?		
Does the event involve presence of alcohol?		

The Mini Event Toolkit includes the following games and equipment:

- Bean Bag Toss (1)
 - Bocce
 - Bubbles
 - Chalk
 - Disc Slam (1)
 - Face Paint Set (1)
 - Foam Football (1)
 - Frisbee (2)
 - Giant Connect 4
 - Giant Snakes and Ladders
 - Giant Stacking Cups
 - Ladder Ball
 - Parachute (1)
 - Potato Sacs (6)
 - Ring Toss
 - Soccer Ball
 - Neighbour connection cards
- Additional items available*
6' folding table

**Thank you for completing the Mini Event Toolkit application form.
A Community Development Coordinator will be in contact to confirm the booking.**

Submit the completed application to:

City of Kelowna Active Living and Culture | 101-1360 Ellis St, Kelowna, BC, V1Y 2A2 | P: 250-469-8811 | E: neighbourhoods@kelowna.ca