



Active Living & Culture
 1800 Parkinson Way
 Kelowna, BC V1Y 4P9
 250-469-8800
 kelowna.ca

PERMISSION TO APPLY FOR A *SPECIAL EVENT PERMIT (SEP)* ON CITY PROPERTY

Application

PUBLIC EVENT/RENTAL CONTRACT # _____

A public event is a community, sporting, cultural or other type of unique activity, occurring for a limited or fixed duration (i.e. one-time/annual) available to the public. Public events are held in locations such as parks, sport fields, open rooms in a community centre, etc.

PRIVATE EVENT/RENTAL CONTRACT # _____

A private event must be limited to invited guests, members and staff of an organization, or persons to whom advance tickets have been given or sold. Private events include, but not limited to: Weddings, birthdays, tastings, bar mitzvahs, or other social, cultural, recreational, religious, sporting or community event

INSTRUCTIONS

Complete and return this permission form to the Event Services office. Once permission has been granted, apply for your Special Event Permit online at [BC Liquor Special Events Permit](#). The RCMP will contact you upon approval. A 'Serving it Right' certificate and security plan may be required.

It is the host's responsibility to apply for a Special Event Permit. This can be an individual or representative from a club, business or group. The applicant must be at least 19 years old. The liquor license holder must comply with general guidelines and designated driver awareness program. For more information, please contact the Liquor Control & Licensing Branch at 1-888-209-2111 or visit [BCLCB](#).

CHECK LOCATION - ALL PERMITS ARE TO 10:00PM

Apple Bowl Stadium	Gyro Park	Parkinson Recreation Park	Rutland Recreation Park
City Park	Knox Mountain Park	Rotary Centre Arts Common	Waterfront Park
East Kelowna Ball Diamonds	Mission Recreation Park	Rutland Centennial Park	Other:

APPLICANT/EVENT INFORMATION

Organization Name: _____ Applicant Name: _____ Onsite Contact: _____
 Address: _____ Primary Phone: _____ Secondary Phone: _____
 Event Name: _____ Event Date: _____ Time Liquor Served: From _____ To _____
 Event Description: _____ License Type: 19+ _____ All Ages _____
 Event Attendance: _____ SEP Capacity: _____ Whole Site Licensing: Yes _____ No _____
 Applicant Signature: _____ Date: _____

INTERNAL USE ONLY	
Approved by (name): _____	Signature: _____
Position: _____	Phone: _____
Parkinson Recreation Centre, 1800 Parkinson Way, Kelowna, BC, V1Y 4P9, Fax: 250-862-3326	