

## RODEO GROUNDS EVENT APPLICATION FORM

Please submit completed application to District of Summerland Community Services Department  
by email [events@summerland.ca](mailto:events@summerland.ca).

Completion of this form does not guarantee a booking.

### EVENT CONTACT INFORMATION

Application date:	Application received (office use only):
Contact name:	Mailing address:
Organization name (if applicable):	City:
Phone:	Province:
Email:	Postal Code:

### EVENT INFORMATION

Event name:					
Event description:					
Estimated number of guests:					
<b>Onsite set-up</b>					
Date:		Start time:		Finish time:	
<b>Event</b>					
Date:		Start time:		Finish time:	
<b>Onsite take-down</b>					
Date:		Start time:		Finish time:	
<b>Check all that apply:</b>					
<input type="checkbox"/> Clubhouse			<input type="checkbox"/> Main Riding Ring (Horses only)		
<input type="checkbox"/> Clubhouse Kitchen (access to potable water)			<input type="checkbox"/> Riding Ring (small/warm-up)		
<input type="checkbox"/> Outdoor Washroom Building					

Please use this space to list any additional important details:

## RG EVENT SITE DETAILS

Please answer the following checklist questions "yes or no" to determine the additional Provincial agencies or regulations with which you will be required to work.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will access to electrical power be required?</b> If yes, what will you be plugging in?
If yes, a Temporary Electrical Operating Permit <a href="#">Technical Safety Authority may be required.</a>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will alcohol be served at the event?</b>
If yes, please review & to apply for a <a href="#">Special Event Permit. Beer gardens will require council approval.</a>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will food be offered at the event?</b>
If yes, please check the <a href="#">Interior Health Authority Temporary Food Services</a> site		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will the event include commercial food vendors?</b>
If yes, please check the <a href="#">Interior Health Authority Temporary Food Services</a> site		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will there be inflatable play structures at the event?</b>
If yes, please provide company's <a href="#">Technical Safety BC Amusement Devices Licenses</a>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will there be pop-up tents at the event?</b>
If yes, please ensure all pop-up tents are staked or weighted down (if tent stakes are beyond 2ft, a BC 1 call is required).		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will a stage be brought in for the event?</b>
If yes, mobile stages with awnings will require full height to be listed in additional information below.		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will access to water be required?</b> (Potable water is only accessible in the Clubhouse)
If a boil water restrictions is in effect, the District of Summerland will post a notice at the facility.		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will there be a need for organizer to provide portable toilets?</b>
If yes, please read <a href="#">BC Major event Guidelines for Sanitation</a>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will this be strictly a youth ONLY event?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will music be played at the event?</b>
If yes, for licensing information please check the <a href="#">resound.ca</a> website		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will amplified sound systems be at the event?</b> If yes, what equipment will you be using?
If yes, please review the District of Summerland <a href="#">Good Neighbour Bylaw No. 2021-023</a>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Will people be camping onsite?</b> (Camping fees will be collected each night by the caretaker unless otherwise arranged with the Community Services Department)
If yes, how many units?		

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Please list all additional equipment that you may require (requests will be considered on a case by case basis):

<b>Office use only:</b>	
<input type="checkbox"/> Deposit received/ date & receipt#	<input type="checkbox"/> Contract signed / contract #
<input type="checkbox"/> Insurance received	<input type="checkbox"/> Invoice paid in full - date & receipt #
<input type="checkbox"/> Notified caretaker	<input type="checkbox"/> Keys picked up
<input type="checkbox"/> Notified parks staff	<input type="checkbox"/> Notified janitor to clean prior to event
<b>Post event:</b>	
<input type="checkbox"/> Keys returned	<input type="checkbox"/> Damage deposit returned to client
<input type="checkbox"/> Notified janitor to clean post event	