



Resort Municipality of Whistler
Whistler Village Event Permit Application
 4325 Blackcomb Way Whistler B.C. V0N 1B4

Permit # _____

Contact Name: _____ Event Date(s): _____
 Event Name: _____ Mailing Address: _____
 Contact Number: _____ City/Province: _____
 Email Address: _____ Postal Code: _____
 Event Website: _____

Resort Municipality of Whistler (RMOW) Whistler Village Event Permit Process

1. Please complete permit application, sign and email back to the Village Animation Supervisor.
2. Provide a site layout drawn to scale and route map (if applicable) and attach with Permit Application.
3. A Certificate of Insurance is required - see last page.

Other

1. Do you require a **Health Permit**? http://www.vch.ca/your_environment/food_safety/permits/
2. Do you require a **Special Occasion License**? <http://www.pssg.gov.bc.ca/lclb/apply/special/>
3. Do you require a **business license**? <http://www.whistler.ca/business/business-licences>
4. Any **unmanned aircraft** use (filming/photography) will require a permit: <https://www.whistler.ca/filming>
5. Any **electrical** connections over 15A 120V require a permit: <https://www.technicalafetybc.ca/>

Event Information

Notification

How and when will effected businesses and residents be notified?

First Aid & Safety

What first aid previsions have been identified?

Waste Management

Will event waste be generated onsite?

Yes – application appendix form required
 No

Any sampling of food, beverage or merchandise?

Please provide exhibitor names, products & locations.

Yes – application appendix form required
 No
 Exhibitors onsite will not be sampling

Event Category	Event Type	Event Schedule	Event Information
<input type="checkbox"/> Free Public Event	<input type="checkbox"/> One day	Set up start time _____	Expected Attendees _____
<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Multi- day event	Event start time _____	
<input type="checkbox"/> Private Event	<input type="checkbox"/> Walk, Run or Bike	Event Finish time _____	Expected Participants _____
<input type="checkbox"/> Street Entertainment	<input type="checkbox"/> Corporate Function/Promotion	Take-down completed _____	
		Multi-day schedule info _____	

Event Description

Please let us know what the purpose of your event is and the benefits to our visitors and residents.

Outdoor Village Facility Locations (Please check)

- Village Square
- Village Common
- Town Plaza Gazebo
- Mountain Square
- Town Plaza
- Whistler Olympic Plaza Stroll Area
- Skate Park
- Bike Jump Park

Event Details

Please be as descriptive as you can.

Tents on site?	Size of tents? Number of tents? How will they be weighted down?	
Any Temporary Structures? Please provide details.	Location, installation & strike schedule Engineers letter of approval is required	
Power Required?	Generator use is not permitted. Electrical details required: Amperage, voltage, phase information	Yes - regular outlet Yes - more than 15A 120V - Provide Technical Safety BC No Permit Number _____
Amplified Sound?	Please describe. (Live music, recorded music, speeches, announcing)?	
Banners, signage on site?	Size of banners? Number of banners? Please provide artwork for approval	
Security Details (overnight &/or crowd security)	Provide security plan and onsite contact details for security company	
Merchandise sales?	Will event specific merchandise be sold onsite? A business license may be required.	

Certificate of Insurance Information (Note: there are additional requirements for Day Lot and Village Common use)

Resort Municipality of Whistler Insurance Requirements:

- A. Inclusive liability of \$2 million minimum in Canadian funds (certain events will require higher coverage)
- B. Document must include a cross liability clause.
- C. The following must be **additional insured** included in the coverage:
 1. Resort Municipality of Whistler
 2. Whistler Village Land Co. Ltd.

Signed By

Date

I HEREBY submit under this Special Events Permit in accordance with the particulars stated above and declare that these statements are true and correct and further, I understand if a Permit is granted I will comply with all bylaws and regulations of the Resort Municipality of Whistler. I also agree to hereby release and forever hold harmless the Resort Municipality of Whistler from all manner of actions including damage to property or personal injury in any third party resulting from participation in this event.