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# Community Special Events Resource Manual

Please note this manual is currently under review. For the latest information regarding special events, please contact [events@abbotsford.ca](mailto:events@abbotsford.ca).



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# Introduction.

Welcome organizers of special events, sporting events, tournaments and festivals!

Community events are an essential component of our City, helping us to be a complete community by driving community spirit and a sense of community identity; as well as fostering a vibrant economy through community involvement and economic benefit.

The City of Abbotsford assists organizers of special events, tournaments and festivals in staging safe and successful events in our community.

Our mission with the Community Events Resource Manual is to help make the organizing of an event as smooth as possible. We offer many services, resources and suggestions to make life easier for you, the organizer.


The purpose of this manual is to outline these themes. This is meant to be a “working manual” that provides you guidance to stage your event, as well as leaving room for you to insert materials specific to your event.

Please call or email with any of your questions. We are happy to assist!

## CITY OF ABBOTSFORD CONTACTS

The City’s Special Events Coordinator can provide helpful tools and advice you need to host a safe and successful event.

 Special Events Coordinator

 604-864-5586

 [econdev@abbotsford.ca](mailto:econdev@abbotsford.ca)

## SPECIAL EVENT PERMIT

When do I need to contact the Special Events Coordinator? If you are planning an event which is:

- Open to the public or to which the public has been invited to attend;
- Held outdoors either in whole or in part; and
- Likely to be attended, or which may reasonably be expected to be attended by 200 or more.
- Has a beverage garden.
- Taking place on Agricultural Land Reserve (ALR).
- May pose a level of risk not normally expected with the use of the property.



 Special Event Permit Application



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# Event Planning Process.

Here is a list of things to consider when planning your event:

**EVENT GOALS**

**PURPOSE OF  
THE EVENT**

**SITE MAP/  
EVENT LAYOUT**

**FUNDING/BUDGET**

**BYLAW  
COMPLIANCE**

**REQUIRED PERMITS**

**PARKING/TRAFFIC  
PLAN**

**REQUIRED  
EQUIPMENT**

**VOLUNTEERS  
(AS NEEDED)**

**EMERGENCY PLAN**

**INSURANCE**

**MARKETING PLAN**



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# Special Events Checklist.

When planning a special event there are considerations that must be taken. Use the checklist below as a guide to planning your event. Based on your checklist selections use the guide as a resource to assist you in the planning and coordination of your event.

## FACILITY/LOCATION

### Parks:

- Will the park be closed to the general public?
- Will keys be needed to access parks gates and other facilities?
- Will sprinkler systems be required to be turned off?

### General:

- Will extra washrooms be required?
- Will extra garbage and recycling cans be needed? How will Disposal of garbage/recycling/compost, be handled?
- Will electrical services be required?
- Will tables, chairs or bleachers be required?
- Will water be required?
- Will tents or overnight structures be required?
- Will fencing be required?
- Is there adequate lighting?
- Will you be providing a clean-up crew for post event clean up?
- Will vehicle access be required for set up or display purposes?
- Is your event accessible and inclusive to all guests in attendance?

## ACTIVITIES

- Will there be music/entertainment?
- Will there be food served?
- Will there be food trucks?
- Will you be cooking food?
- Will there be retail booths or display booths?
- Will there be animals on site?
- Will there be fireworks?
- Will there be inflatable bouncers (i.e. bouncy castle)?

## ALCOHOL

- What are the hours of operation for this service?
- What type of alcohol will be served (beer, wine, other)?
- Will the alcohol be sold or will it be complementary?

Checklist continued on Page 6

CLEAR



## SECURITY AND MEDICAL SERVICES

- Will there be security personnel on site?
  - ▶ Responsibility is on the event organizer to obtain appropriate security, if required
- Are overnight security personnel needed?
  - ▶ Responsibility is on the event organizer to obtain appropriate security, if required
- Do you need first aid on site?
  - ▶ <https://www.sja.ca/English/Pages/default.aspx>
- Do you have an emergency plan?

## PARKING

- Will parking lot closures be required?
- Will overnight parking be required?
- Will keys be required for gate access?
- Do you require extra parking for your event?

## INSURANCE AND PERMITS

- What will be required to insure your event?
- What type of insurance will be required?
- Will vendors/ others need to be insured?
- What permits will you need for the event (Temporary Food Service, Road/Sidewalk Use, Sign Permits, Liquor Service, Music Licensing)?

CLEAR



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# Permits and Booking.

## **INSURANCE**

Insurance is required for events held in the City of Abbotsford. A minimum of two million (\$2,000,000) listing City of Abbotsford as additional insurer. For events held on Parks, Recreation & Culture (PRC) property, the City of Abbotsford and School District #34 must be named as an additional insurer.

## **INSURANCE FOR EVENTS THAT REQUIRE STREET CLOSURES**

Applicants are required to show proof of liability insurance coverage that meets the following indemnity requirements:

- The event organizer must obtain and provide proof of comprehensive general liability insurance in an amount of five million (\$5,000,000) dollars or greater.
- The event organizer's comprehensive and general liability insurance policy shall be endorsed with a provision naming the City of Abbotsford as an additional insured for all liabilities arising out of the insured's activities on, or use of, City property.

## **INSURANCE FOR EVENTS THAT ARE HAVING LIQUOR SERVICE**

- Host Liability coverage must be added to the event organizers insurance when there is liquor service at an event.

## **SPECIAL EVENTS ON ROADS AND SIDEWALKS**

A road event is any event that utilizes roads or sidewalks for the majority of an event. Examples are parades, running or cycling events, and street festivals. Where an event includes the use/encroachment of City property, including streets, sidewalks and other public space, as per Street and Traffic Bylaw, 1536-2006, a Highway Use Permit must be obtained from the Engineering Department.

For more information on the City of Abbotsford street closures, please contact the Engineering Department at [highwaypermits@abbotsford.ca](mailto:highwaypermits@abbotsford.ca).

Approval for use of private property is the sole responsibility of the organizer.

## **BOOKING FACILITIES AND PARKS**

The City of Abbotsford has many facilities to choose from when planning your special event. There are also many other organizations that offer rental facilities. It is important to know what the capacity and seating availability is for whatever building you are wanting to rent, as well as what the facility offers in terms of additional amenities (i.e. kitchen, washroom, etc.).

If you are hosting your event in an Abbotsford Park, there are some parks that have covered picnic shelters with power and water options. These rentals require a key which can be signed out from the PRC office. There are also parks that are attached to schools and permission may be required from the School District #34 office to rent these facilities. Please contact the PRC office at 604-859-3134 or [prcoffice@abbotsford.ca](mailto:prcoffice@abbotsford.ca).



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# Licensing.

## FOOD SERVICES

If you are planning to hold an event where food is served or where vendors will be selling food, you will need to make sure that all permits or licensing is approved prior to your event.

Please contact Fraser Health to enquire about what health licensing may be required for your event.

## CONCESSION AT PARKS

If food is being sold on a park venue then permission will need to be obtained from the Parks, Recreation & Culture. Abbotsford Exhibition Park has a concession on site so events that wish to sell food at this site will need special permission.

## MOBILE FOOD VENDORS

Business licenses are required for Mobile Food Vendors. For more information on Mobile Food Trucks, please review the Mobile Vendor Requirements.

### Mobile Vendor Requirements





## LIQUOR LICENSING

If you are planning to serve or sell alcohol at your event, you will need a Special Occasion License. Separate Special Occasion Licenses are required for Public Special Occasions vs. Private Special Occasions. For more information visit: <https://specialevents.bcldb.com>.

### Private:

If your event is identified as a Private Special Occasion, you will be required to make an application for a Special Occasion License through the BC Liquor and Cannabis Distribution Branch.

- **Step One:** Pickup an application form. These can be found at any Provincial Government Liquor Store.
- **Step Two:** Obtain approval from the Abbotsford Police Department regarding your application.
- **Step Three:** Obtain a Serving-It-Right certificate.
- **Step Four:** Upon completion of Steps 1-3, obtain your special events license from a local liquor store manager.

### Public:

If your event is identified as a Public Special Event and held in or at a City of Abbotsford facility or park, a Special Event Permit Application must also be submitted for approval to the Special Events Department <https://www.abbotsford.ca/community-events/events-abbotsford/special-events-permit/special-events-permit-application>

- **Step One:** Pickup an application form. These can be found at any Provincial Government Liquor Store.
- **Step Two:** Obtain approval from the Abbotsford Police Department regarding your application.
- **Step Three:** Obtain a Serving-It-Right certificate.
- **Step Four:** Upon completion of Steps 1-3, obtain your special events license from a local liquor store manager.

## MUSIC LICENSING

Licenses allow you to use music (live and prerecorded) in public for your customers and guests legally, ethically, and responsibly.

For more information on music licensing for your event, please visit: <https://www.entandemlicensing.com/>




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## Other Resources.

### VOLUNTEERS

Volunteers play an important role in the success of your event. The City of Abbotsford has a large bank of volunteers who are willing to help out at many different events throughout our community. Please contact the City's Volunteer Coordinator for more information:

#### Volunteer Coordinator

 Chrissy Borseth    604-557-7050 ext. 7050    [cborseth@abbotsford.ca](mailto:cborseth@abbotsford.ca)

 More information available online at [abbotsford.ca/volunteer](http://abbotsford.ca/volunteer)

### FUNDRAISING AND SPONSORSHIP

Sponsorship and fundraising are an integral component to any event. With limited resources to host events, it is essential to acquire local sponsors, suppliers, patrons and friends who can support the initiative and offset budgeted expenditures.

### FUNDING OPTIONS

- BC Gaming Grant: [www.viasport.ca/grants](http://www.viasport.ca/grants)
- Ministry of Community, Sport and Culture Development: <http://www.cscd.gov.bc.ca/lgd/finance/grants.htm>
- Ministry of Finance: [www.gaming.gov.bc.ca/grants/community-gaming.htm](http://www.gaming.gov.bc.ca/grants/community-gaming.htm)
- BC Hydro Community Grant program: <http://www.bchydro.com/community/community-giving.html>
- City of Abbotsford Special Event Grants: <https://www.abbotsford.ca/form/special-events-grant-application>

### MARKETING AND PROMOTION

Marketing your event is an important aspect to success. The City offers the following opportunities for marketing community events:

- Advertising on the Go Abbotsford Community Events calendar
  - Submit your event: [www.goabbotsford.ca](http://www.goabbotsford.ca)
- Promoting your event through distributing events posters, registration packages, etc. at our facilities and through our social media platforms
- Special Event Signage locations can be booked through PRC office at [prcoffice@abbotsford.ca](mailto:prcoffice@abbotsford.ca)

## MEDIA CONTACTS

Other local advertising avenues that you might want to explore are:

### PUNJABI PATRIKA


 1481 Tracey Street

 604-852-2288

 patrika.ca

### ABBOTSFORD NEWS


 34375 Gladys Avenue

 604-853-1144

 abbynews.ca

### STAR 98.3 RADIO

 46167 Yale Road

 604-795-5711

 starfm.ca

## EVENT WASTE MANAGEMENT

Please visit the City of Abbotsford's website for helpful tips on how event organizers can reduce waste during the planning, execution, and cleanup of events.

A limited number of waste sorting stations are available for use at public events. Each waste station consists of four folding bins that allow for the separate collection of refundable beverage containers, recycling, compost, and garbage.

 [abbotsford.ca/waste](https://abbotsford.ca/waste)


## ACCOMMODATION

If you require lodging for your event, we have many local hotels that offer group rates. Tourism Abbotsford can assist you with information on lodging and restaurants. The City of Abbotsford is home to the Abbotsford International Airport. Making travel easy and convenient.

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### Tourism Abbotsford

 [tourismabbotsford.ca](https://tourismabbotsford.ca)

 604-859-1721

### Abbotsford International Airport

 [abbotsfordairport.ca](https://abbotsfordairport.ca)

 604-855-1001

 30403 Liberator Avenue



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## Community Event Resources.


- Liquor and Cannabis Regulation Branch | Special Event Permit  
<https://specialevents.bcldb.com/>
- Fraser Health | Temporary Food Permits  
<https://www.fraserhealth.ca/health-topics-a-to-z/food-safety/requirements-for-food-businesses#.YAIFwuiQG70>
- City of Abbotsford | Event Volunteers  
<https://www.abbotsford.ca/community-events/volunteering>
- City of Abbotsford | Business Licenses  
<https://www.abbotsford.ca/business-development/business-licences>
- City of Abbotsford | Highway Use Permits  
<https://www.abbotsford.ca/city-services/permits-licences/highways-use-excavation-permit>
- City of Abbotsford | Pyro / Fire Permits  
<https://www.abbotsford.ca/public-safety/fire-rescue-service/fire-permits>
- Technical Safety BC | Generator and Inflatable Use  
<https://www.technicalafetybc.ca/connect-us/contact-us>
- City of Abbotsford | Park, Picnic Shelter, and Field Rentals  
<https://www.abbotsford.ca/parks-recreation-culture/bookings-rentals>
- Go Abbotsford Community Events Calendar  
<https://www.goabbotsford.ca>
- City of Abbotsford | Grant Applications  
[https://www.abbotsford.ca/leisure/events\\_in\\_abbotsford/special\\_event\\_permit/special\\_events\\_grant\\_application.htm](https://www.abbotsford.ca/leisure/events_in_abbotsford/special_event_permit/special_events_grant_application.htm)

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# Stay Connected

CITY OF ABBOTSFORD **ECONOMIC DEVELOPMENT**

 [abbotsford.ca](https://www.abbotsford.ca)

 604-864-5586

 [econdev@abbotsford.ca](mailto:econdev@abbotsford.ca) 