



Meet me on Bernard Pop-up Animation Application Form

Thank you for your interest in being a part of the Meet me on Bernard program!

Meet me on Bernard is an exciting initiative to create an urban park on Kelowna's 'main street' that will offer residents and visitors the opportunity to experience local shops and restaurants while enjoying other forms of animation and experiences in a family-friendly environment. The Neighbourhood Plaza on the 400 block and the Community Square on the 500 Block are ideal locations for community and business activations or demonstrations!

All proposed ideas should have the intent of enhancing the space with positive, family-oriented activities that contribute to our community's vibrancy. This is also a chance to promote your activity, sport, talent, culture, or business!

Program Outline

- Maximum activations are 2 per season per community group/business; however, exceptions may be made based on availability.
- Designated space will be approximately the size of a parking stall (10 ft x 20 ft). Infrastructure must fit within the space.
- Times available include Monday – Friday, 12 pm – 4 pm and/or 4 pm – 8 pm
- No vehicles permitted onsite. Exceptions for load in/out may be considered depending on request details
- No access to electrical onsite. Quiet generators may be permitted in coordination with the Event Services Office
- Infrastructure requirement should be minimal and will require approval from the Event Services Office

Application Requirements

1. Minimum 2 million Insurance with the City of Kelowna named as Additionally Insured and 400/500 Bernard Avenue listed as location
2. Valid City of Kelowna Business License **IF** any business operations or monies are to be exchanged onsite
3. Other requirements as identified by the Event Services Office
4. Although a Communicable Disease/Safety Plan is not required, a sanitization plan is strongly encouraged

If you are interested in applying for the Pop-up program, please complete the following application and submit to outdoorevents@kelowna.ca

If you wish to host a large scale, more formalized event on Bernard please apply for an Outdoor Event Permit at events.kelowna.ca.

Sponsorship and advertising opportunities are available to enhance initiatives like Meet me on Bernard, to learn more about sponsorship opportunities, visit kelowna.ca/sponsorships.



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Date of Application: _____

Organization/Business Name: _____

Nonprofit registration number (if applicable): _____

Mailing Address: _____

City: _____

Prov: _____

Postal Code: _____

Contact Name: _____

Phone: _____

Alternate Phone: _____

E-mail Address: _____

Requested Activity: Please provide information on what type of animation you would like to do including activities, infrastructure required and other pertinent information.

Location preference (see last page for site specific details):

Please note, location will be assigned based on availability, best fit and feasibility

- 400 Block
- 500 Block
- No preference

Preferred date/date(s): _____

Preferred time:

- 12 pm – 4 pm
- 4 pm – 8 pm
- 12 pm – 8 pm

Other information: _____

Onsite Name & Contact Info (if different than above): _____



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CONDITIONS OF PERMIT

SUBJECT TO AN APPLICATION FEE DEPENDENT ON SIZE OF EVENT (Refer to Fees & Charges Bylaw #9609)

Facility Rental Fees, Application Fee and Liquor Special Event Permit Fee as applicable. Rental deposit (non-refundable) is required and will be applied to final balance. Rental deposit is due at the time of booking. Permit rental fees (if any) & Damage Deposit due 14 days prior to event.

SECURITY/DAMAGE DEPOSIT: The City reserves the right to determine the amount of a damage deposit/performance bond. Payment must be made in advance of the event. The damage deposit will be refunded, less any costs incurred for damages to City facilities/infrastructure as well as any additional fees incurred during or after the event such as (but not limited to) additional RCMP, Transit, Bylaw etc. The permit holder will be responsible for costs due to any damage caused by their subcontractors.

PRIME CONTRACTOR: As mandated by WorkSafe BC, a designated Prime Contractor is required when there are two or more workers on the job/event site to ensure the health & safety of all workers. If necessary, the permit holder may be required to enter a Prime Contractor agreement

INSURANCE CLAUSE: The Permit Holder shall, without limiting its obligations or liabilities under this Permit/Contract, procure and maintain, at its own expense and cost, the insurance policies and fulfill the requirements attached hereto and made a part hereof. The insurance policies/ requirements shall be maintained continuously from commencement of the Permit, Contract or Event hereunder until total completion of the Permit, Contract or Event or such longer period.

HOLD HARMLESS AND INDEMNIFICATION: The Permit Holder shall be liable for all loss, costs, damages, and expenses whatsoever incurred or suffered by the City, its elected officials, officers, employees and agents (the Indemnities) including but not limited to damage to or loss of property and loss of use thereof, and injury to or death of a person or persons resulting from or in connection with the performance, purported performance, or non-performance of this permit/contract, excepting only where such loss, costs, damages and expenses are as a result of the sole negligence of the Indemnities.

The Permit Holder shall defend, indemnify and save harmless the Indemnities from and against all claims, demands, actions, proceedings, and liabilities whatsoever and all costs and expenses incurred in connection therewith and resulting from the performance, purported performance, or non-performance of this permit/contract, excepting only where such claim, demand, action, proceeding or liability is based on the sole negligence of the Indemnities.

USE OF CITY PARKS: NO GROUND PENETRATION (STAKES) OR STRUCTURES. In the event this agreement is for the use of a park or playing field, there shall be no play where the combination of excess moisture and player usage may cause damage.

FACILITY MODIFICATIONS: The Permit Holder shall not construct, erect, attach or cause or permit to be constructed, erected or attached any device, fixture, sign, fence or other thing of whatsoever nature to any part of a City facility without the prior written consent of the Director of Active Living & Culture or his designate, or Roadway by permission from City of Kelowna, Transportation Services.

CONCESSIONS: It is expressly understood that the City shall have the sole and exclusive right to operate or lease out all concessions in or on a City facility and shall have the sole and exclusive photography, radio, television and recording rights with respect to the use of a City facility by the Licensee.

LITTER CONTROL: Permit Holders are responsible for collection and **removal** of litter generated by their event. Charges will apply for any clean up done by City Staff.

SANITARY & STORM DRAINAGE PROTECTION: Permit Holders may be required to make arrangements for protection of sanitary and storm drains.

REMOVAL OF GOODS & CHATTELS: The Permit Holder undertakes and agrees to remove all the goods and chattels of the Permit Holder on or before the termination of this agreement. In the event that the Permit Holder shall fail to remove such goods and chattels as aforesaid, the City may remove and store goods and chattels at the expense of the Permit Holder and the City shall not be liable for any damage to or loss of the said goods and chattels during such removal or storage, or both. All equipment, displays, moneys and other goods and chattels of the Licensee brought onto or into the City facility shall be the sole responsibility of the Permit Holder and the City shall not be liable for any damage to or loss of such equipment, displays, moneys and other goods and chattels from any cause whatsoever.



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RIGHT OF ENTRY: The Permit Holder agrees that access to the facility/park must be granted to personnel required to conduct site inspections & can include but not limited to City staff, Kelowna Fire Dept, BC Ambulance, Interior Health Authority, BC Safety Authority & BC Liquor Control & Licensing. Personnel must provide adequate ID to access the site. Personnel will be entitled to enter upon and inspect the City facility/park and to make such alterations, repairs or additions as may be necessary for the safety and preservation of the facility/park and public.

ALCOHOL: Consumption of alcoholic beverages is strictly forbidden, with the exception of licensed functions. Licensed functions must be approved by the Director of Active Living & Culture or his designate before obtaining a liquor permit from the RCMP or any other permit issuing agency. Consumption restricted to designated area. Refer to "Permission to apply for a Special Event Permit" form (application can be obtained from the Parkinson Recreation Centre).

FOOD VENDORS: All food vendors are required to have a drop cloth covering their entire operation. It is the organizers responsibility to enforce these requirements or be charged the cost of power washing the brick. Grease or grey water disposal units must be provided for all food services on site. All food services must be informed that grease cannot be poured down sinks, toilets, storm drains. Disposal units must be easily available to all food service providers. All food service on site must have Interior Health Authority and mobile food trucks must also have Fire Department approval.

NOTIFICATION OF NEIGHBOURS: Permit Holders are required to notify affected neighbours (residents & businesses) who may be affected by the event, and provide verification to the City that this has been done.

POLICING COSTS: Events that require police resources can only be provided on an overtime basis. If extra police resources from other RCMP detachments are required, the permit holder must pay 100% of these additional costs which may include overtime, travel, meals, accommodation and other incidental costs.

TRAFFIC AND PARKING CONTROL: (per Traffic Control Special Events Policy #216)

- a. Permit Holders are required to provide sufficient certified Traffic Control Persons, Traffic Marshals and barriers to ensure that traffic safety is met as outlined by Transportation Services.
- b. Traffic Marshals and Traffic Control Persons are required to wear a retroreflective vest at all times. These vests must be supplied by the Permit Holders of the event. All marshals must be at least 16 years of age.
- c. Traffic direction within an intersection is only permitted to be done by a Peace Officer appointed under the provisions of the Provincial Motor Vehicle Act. No other person is permitted to direct traffic in a signalized intersection. All other stopping of traffic, re-routing of traffic and street closures may be done by certified traffic control persons. RCMP is required to control traffic at signalized intersections.
- d. Requests to use Highways 97 or 33 must be made to the Ministry of Transportation.

ADVERTISING: No person shall publicize or advertise an Outdoor Event before a permit for the event has been issued or without written permission.

COMPLIANCE WITH LAWS: Permit Holder must comply with all applicable Federal, Provincial and City of Kelowna laws, regulations and by-Laws including but not limited to: Outdoor Event Bylaw No. 8358, Parks and Public Spaces By-Law No. 10680; Traffic By-Law No. 8120, as amended; Fire & Life Safety By-Law No. 10760, as amended.

Notice of Collection of Personal Information: Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. It is collected under the authority of the Municipal Act and City By-Laws. If you have any questions about collection of this information, please contact City Clerks Department (250) 469-8645.

The Permit Holder has read, acknowledges, agrees, understands and will comply with the above noted Conditions of Permit.

Date: _____

Signature: _____

Signature of Signing Authority on behalf of Organization
(Must be the same name as appears on Page 2 of Application)

Print Name: _____