



**Policy Name:** The Shipyards & Foot of Lonsdale Events Policy

**Policy Number:** C59B

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## **POLICY**

This policy prescribes the framework to support events located within The Shipyards (including Shipbuilders' Square, Wallace Mews, St. Roch Dock and the Burrard Dry Dock Pier) and the Foot of Lonsdale (the water feature plaza and Cates Deck).

It includes descriptions of the following:

- 1.0** Definitions
- 2.0** Location & Hours
- 3.0** Permitted Uses
- 4.0** Venue Restrictions
- 5.0** How to Apply
- 6.0** Event Approval & Priorities
- 7.0** Fees & Charges
- 8.0** Event Support Services
- 9.0** Conditions of Use

Schedule A: Event Fees

Schedule B: Insurance Requirements for Events

Schedule C: Map View of Shipbuilders' Square

Schedule D: Plan Views of The Shipyards & Foot of Lonsdale

- Shipbuilders' Square, St. Roch Dock & Wallace Mews
- Burrard Dry Dock Pier (showing utility locations)
- Foot of Lonsdale

## 1.0 DEFINITIONS

<b>Special Event</b>	Means any activity that intensifies the use of the venue and that can be assumed to have a greater impact on site infrastructure and surrounding neighbourhood than casual or normal use of the venue. Special events generally involve the attendance of over 200 people at a given time and require externally resourced infrastructure (tents, seating, signage, etc.) to support them.
<b>Festival</b>	Means any event that consist of multiple arts, cultural or recreational components and that often take place over consecutive days. Festivals typically combine a variety of performances, hands-on activities, demonstrations, visual displays, merchandise sales, and food and beverage services.
<b>Regional Events</b>	Draws participants from outside the City and provide economic and cultural benefits back to the community. They are large, complex events with typically more than 4,000 participants. Regional events are organized by community groups, but require significant coordination with City staff, and other external agencies such as the RCMP and Vancouver Coastal Health.
<b>Community Celebration</b>	Means those events organized by a non-profit or community organization, and are open and accessible to the general public to participate.
<b>Concerts</b>	May be free to the public or may be ticketed.
<b>Fundraising Events</b>	Those special events that have the primary purpose raise awareness and/or funds for specific social or health issues.
<b>Farmer's Markets</b>	Events that typically sell local produce, arts and crafts.
<b>Trade Exhibits</b>	Events organized by private business to exhibit products sold by the business.
<b>Public Rallies</b>	Outdoor events organized to provide information on and attention to a particular cause that is not contrary to the BC Human Rights Act.
<b>Community Group</b>	Means a non-incorporated group composed of individuals joined together or a non-profit organization incorporated under the Society Act of BC and /or the Canada Business

Corporations Act, Part II. The groups shall meet all the following criteria:

- At least 75% of the members are residents of North Vancouver or work at a business address in North Vancouver
- Membership of the group is open and available to any North Shore resident
- The purposes and practices of the group are not contrary to the BC Human Rights Code
- The purpose of the group will enrich the liveability of the North Vancouver community
- The group is not a registered political party

### **Commercial Group**

Any group which is not a community group or charity.

## **2.0 LOCATION & HOURS**

The policy covers the following areas within The Shipyards: Shipbuilders' Square, the Burrard Dry Dock Pier, St. Roch Dock and the Wallace Mews loop, see Schedule C.

Burrard Dry Dock Pier and St. Roch Dock and the upper deck are additionally governed by the Wharf Bylaw (#7665).

This policy covers the following areas within the Foot of Lonsdale: water feature plaza and Cates Deck.

### **Hours of Operation**

The Shipyards and Foot of Lonsdale may be booked for an event

Monday to Thursday: 7:00 am – 10:00 pm

Friday, Saturday: 9:00 am – 11:00 pm

Sunday – 9:00am - 10:00pm

Events that wish to operate outside of these hours require approval by the City's Business Services/Wharf Manager.

### **Shipbuilders' Square**

Shipbuilders' Square at The Shipyards occupies a key place in the City's Central Waterfront. Located on the site of the former Versatile Pacific Shipyards, it was designed specifically as an outdoor entertainment venue and was equipped with infrastructure to support a wide variety of special events and concerts.

### **Burrard Dry Dock Pier**

The 700 foot long pier has proved to be a popular location for events, either in conjunction with Shipbuilders' Square or as a standalone venue.

### **The Pipe Shop**

This unique venue is not operated by the City of North Vancouver and this policy applies to the public spaces outside the Pipe Shop.

### **Foot of Lonsdale Water Feature Plaza**

The Foot of Lonsdale public space connects the City's high street with the waterfront, and offers immediate views of Burrard Inlet and the Vancouver skyline. The water feature can be turned off and the plaza utilized as an area for events. There is no vehicular access permitted onto the water feature plaza area for events.

### **Cates Deck**

The 5,000 square foot deck, where Cates Tugs were historically maintained, can be booked for events. It is approximately 5,000 square feet (no vehicular access exists).

The adjacent Spirit Trail, waterfront walkway and Megabench are not bookable spaces.

### **Permitted Uses**

All events at The Shipyards and Foot of Lonsdale are required to be consistent with the City's principles of respect for the dignity and worth of all persons, and have to be suitable for all ages.

This policy does not attempt to anticipate all the different events, activities or other uses that may be proposed for The Shipyards or Foot of Lonsdale.

The following are the types of uses that may be considered for venues within The Shipyards:

▪ Special events	▪ Festivals
▪ Regional events	▪ Community Celebrations
▪ Arts Events	▪ Concerts
▪ Fundraising	▪ Ancillary gatherings or celebrations for sports events
▪ Farmers' Markets	▪ Car Shows
▪ Public Rallies	▪ Trade Shows

Events at the Foot of Lonsdale are envisaged to be smaller such as

▪ Special events	▪ Smaller Farmers' Markets
▪ Arts Events	▪ Community Celebrations
▪ Fundraising	▪ Recreational Classes

## **Eligible Event Organizers**

### **The City of North Vancouver / City-Produced Events:**

The City produces its own events. These are organized internally by various City departments. This category also includes events produced by City agencies such as the North Vancouver Recreation and Culture Commission. Contracts are not required for these events.

### **Community Groups and Non-Profits:**

Non-incorporated groups that have a recognized history in the community, service associations and non-profit organizations incorporated under the Society Act of BC that produce events, festivals or other activities that are consistent with the City's goals and objectives for the venue.

### **Commercial Event Promoters:**

Commercial event producers may be engaged by other eligible applicants to provide expertise and to produce their events. In addition, commercial event organizers are eligible to apply for events that are consistent with the City's goals and objectives for the venue. Such events may involve an admission fee or may be free to the public.

### **Commercial Businesses or groups that operate primarily for profit enterprises:**

This policy recognizes that commercial events (or events organized by commercial organizations) also serve to animate the waterfront, draw visitors to Lower Lonsdale or otherwise meet the City's goals and objectives for events at The Shipyards and Foot of Lonsdale. Such events may be open to the public or specific to an organization.

## **3.0 VENUE RESTRICTIONS**

### **Ineligible Venue Use/Event Types**

The following events or activities are not permitted in The Shipyards or the Foot of Lonsdale:

- Private/family celebrations such as wedding parties and family reunions.
- Events that endorse views and ideas that are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, gender, marital status, family status, sexual orientation, disability, political affiliation, economic status or level of literacy.
- Activities that exclude persons from participation in or enjoyment of the event on the basis of race, national or ethnic origin, citizenship, religion, gender, marital status, family status, sexual orientation, age, disability.
- If the participants or patrons have not been or will not be adequately safeguarded as deemed by City Staff, the RCMP, the Fire Department, etc.
- If regulatory approvals have not been obtained (e.g. gambling licence, liquor licence, etc.).

- The City will not accept event applications from any group or organization that endorses views or ideas that promote discrimination, contempt or hatred. The purposes, practices and event proposals of applicant groups must be consistent with the BC Human Rights.

### **Access to Adjacent Businesses and the Waterfront:**

Events cannot interfere with the public's access to and enjoyment of the waterfront and adjacent businesses.

Events must maintain access through the Foot of Lonsdale and the larger Shipyards site, whether to the public waterfront or to adjacent businesses/venues in the vicinity.

Events with perimeter fencing and controlled access points must submit a site plan for approval specifically outlining public access.

### **Amplified Sound Management Plan**

Event organizers that have an event using amplified sound are required to submit an amplified sound management plan that demonstrates to the satisfaction of City staff that sound spill into the surrounding neighbourhood will be kept to a minimum.

This sound management plan is to include specifications related to the size, output and positioning of speakers, such as to ensure that sound spill into neighbouring communities is kept to a minimum.

Amplified/live music to be no more than five (5) hours in duration during the event. The sound is to be kept to a maximum of 75dB.

City staff, the RCMP or Bylaw officers may monitor the noise levels. If the level is not reduced when directed by City staff or the RCMP or Bylaw officers, the event may be cancelled.

### **Notification to Neighbourhood**

For larger events, and for midweek amplified events, a mail out to local residents is required.

In the event of a street closure at Wallace Mews immediate businesses must be notified.

- The mail out is to include contact name and contact number that will work during the event (so event organisers can respond immediately to any neighbourhood concerns);
- Mail out to include a synopsis of what the event is about e.g., its purpose, is it not for profit, are there economic benefits, etc. This can be in the form of an advertising flyer, plus the date(s) and times including set up and take down; and
- Staff will advise of the addresses to which this mailing needs to be sent.

**Alcohol Sales & Service:**

Where alcohol service is proposed as part of a special event, the applicant must ensure that a special occasion or other appropriate liquor license is secured from the BC Liquor Control and Licensing Branch. A separate [Special Event Liquor Licence application](#) must be submitted to the City.

**Food Trucks and Food Carts:**

For events that include food trucks and food carts (mobile food vending) a list of approved vendors with valid City Business Licences will be provided. Food trucks and food carts without a valid City [Business Licence](#) are not permitted to operate at events at the Shipyards. No food trucks are permitted onto the Foot of Lonsdale but food carts are permitted.

Other food services that are associated with an approved event will require a [temporary food booth permit through Vancouver Coastal Health](#) and may require Fire Department review and approval.

For more information on food trucks and food carts (mobile food vending) visit this [link](#).

**Gambling:**

For profit gambling is not permitted as part of events at The Shipyards or Foot of Lonsdale. Gambling activities are similarly restricted, including: all casino-style gambling activities, bingos, games of chance, lotteries, and/or carnival style contests for toys.

Note: As fundraising events will be considered, a range of typical fundraising activities (auctions, silent auctions, etc.) may be considered at such events.

**Fireworks:**

As per the CNV Fireworks Bylaw No. 7677 Fireworks are not permitted to be discharged within the City of North Vancouver.. Any relaxation of this restriction will require the express approval the Fire Chief.

**Open Air Fire:**

As per Fire Bylaw No. 7709, no open air burning is permitted. This includes airborne fire holding devices that are not under the control of the user (i.e. wish lanterns).

**Fuel-fired appliances:**

Fuel fire appliances need to be at least 3 metres (10 feet) from the buildings including exit paths. As well, propane and generators must not be venting towards the public thoroughfare, exit path, or other fuel fired appliances. Please note: this is not permitted at the Foot of Lonsdale.

**Event Tenting:**

All tents, canopies, awnings and/or umbrellas shall be CAN/ULC S109 rated to ensure they are approved for use in BC.

**Closure of Wallace Mews:**

There will be occasions when it is advisable to close Wallace Mews to vehicular traffic, or utilise some of the pedestrian zone to the east side of the Pipe Shop. Applicants will need to complete the [Wallace Mews closure form](#), and have volunteers/event staff responsible for maintaining the Mews closure.

**Traffic Flaggers:**

For events that anticipate a large attendance City Staff may request that traffic flaggers are situated at the unit block of Lonsdale to control pedestrian traffic in such a way as not to impede transit movement from the SeaBus terminal.

**Attendee Transportation:**

Event organisers are encouraged to advertise transit and other sustainable transportation options for their event. These venues are a short walk, via the Spirit Trail from the SeaBus terminal.

**Electrical Event Permit:**

An [electrical permit for events](#) is required when electrical generators rated over 12 kW or over 240v are used or if the event would normally require an electrical permit as per section 66 of the 2015 Canadian Electrical Code.

**Use of Extension Cords:**

- All cords MUST be approved for outdoor use. (The use of indoor type power bars is acceptable as long as the power bars are installed under the tent or overhang away from water and off the ground).
- All cords must be in good condition. Damaged cords must not be used.
- Cord covers/cable mats are essential and must be used if cables are running through pedestrian areas.

**Event Evacuation Plan:**

Regardless of the size of the event, the organizer is responsible for planning the emergency needs of the attendees including emergency evacuation. If the event is for 750 or more attendees staff may require that an emergency evacuation plan be submitted for review and acceptance by the fire department.

**Occupant Load Certificate:**

For events of over 750 attendees, or that have a licenced beverage garden, the Fire Department may require Event Organizers to apply for an [Occupant Load Certificate](#). Please allow at least ten working days to obtain this from the Fire Department.

**Liability insurance:**

All bookings require a minimum of \$5 million Commercial General Liability insurance naming the City of North Vancouver as an additional insured.



Insurance is required for all events for the duration of the event set-up, the entire program of event activities and take-down. Refer to Schedule B for more information on insurance requirements.

The Event Organiser **must** inform the City of any injury, incident or circumstance that results in injury or damage to person, property, venue or the environment.

#### **4.0 HOW TO APPLY**

With the exception of City produced events, all event organizers are required to fill out a City venue Event Application form (available at [www.cnv.org/EventBookingForm](http://www.cnv.org/EventBookingForm)).

##### **Applications:**

To be included in the review and approval process, the event application form must be completed in full and submitted online.

Applications are required to identify all activities that are to be included as part of the proposed event.

As part of the application, an “Event Organizer” must be identified to act as the first point of contact on behalf of the applicant. This designated individual will subsequently be named on the Event Contract to promote effective communication between event participants, residents, RCMP, and City staff. All communication will be conducted with the identified event organizer.

##### **Timing of Applications:**

Applications must be submitted a minimum of four months in advance of the proposed event date.

Exceptions to the above may be granted, if in the sole opinion of the City, the anticipated event specifications are relatively straight-forward and the applicant can demonstrate the capacity to undertake all necessary preparations to ensure a successful event.

##### **Approval:**

The status of the event application will be communicated to the event applicant within five working days of receipt of the application.

##### **Event Contract:**

The City will issue an Event Contract if the applicant has satisfactorily met or addressed all the conditions of use identified in the preliminary event approval checklist.

The applicant shall be required to sign the rental contract confirming and finalizing conditions for use of the venue.

The applicant's designated Event Organizer shall be named on the rental contract to promote effective communication between event participants, residents, RCMP, and City staff.

No event may occur unless a signed contract has been returned. The event organiser must provide evidence of necessary applicable permits/licences and the signed Contract to operate the event.

The event organizer must keep the City informed of all changes to the event.

The event organizer must carry the event contract for the duration of the event and present it upon request.

If the event applicants are in breach of any laws, municipal by-laws, or conditions described in the event contract, or allow any such breaches to go uncorrected, the City is authorized to revoke, without payment of compensation or reimbursement, the event contract and – if necessary – to close down the event.

## **5.0 EVENT APPROVAL & PRIORITIES**

### **Impact on Surrounding Neighbourhood:**

The City reserves the right to decline any events that it considers will have an adverse impact on the surrounding neighbourhood.

### **Frequency of Venue Use:**

To ensure that residents in adjacent neighbourhoods are not adversely impacted by events at the venues, the City reserves the right to restrict the number and frequency of event bookings in The Shipyards and Foot of Lonsdale.

### **Repeat Bookings:**

In the event a special event is annually held on specific dates (e.g. first Sunday of July, second Saturday in September) the City will endeavour to hold those dates for the reoccurring annual events.

### **Site Suitability:**

A key part of the approval process is the evaluation of the suitability of an event for the site. The overall aim is to match the uses with the venue and minimizing disruption to neighbouring businesses and residences.

Evaluations take into consideration the following conditions:

- Compatibility of the event with the venue
- Other activities that may be occurring in the area
- Proposed event size in relation to carrying capacity of the venue
- Availability of amenities on site

City staff will be available for on-site meeting(s) at a mutually convenient time to walk through the venue and discuss logistics for the event(s).

### **Prioritization of Events:**

While every attempt will be made to accommodate all eligible requests, if there are conflicting requests to book The Shipyards or Foot of Lonsdale, or any component thereof for the same date, the following allocation priorities will be applied:

- First Priority:  
City produced, co-produced or sponsored events, including those events programmed or managed by City agencies such as the North Vancouver Recreation and Culture Commission .
- Second Priority:  
New or existing events produced by community groups, non-profit societies or commercial organizations that: contribute to the economic development objectives of the City; raise its profile in the region; and demonstrate cultural tourism benefits.
- Third Priority:  
Other events that attract audiences or participants to the waterfront, animate the public spaces and support local businesses.

## **6.0 FEES & CHARGES**

Schedule 'A' provides a detailed outline of all fees and charges.

The City will review the following fees annually and reserves the right to increase all fees by the inflation rate or consumer price index each year.

### **Administrative Fee:**

An administrative booking fee is payable within seven days of event approval.

### **Venue Rental Fee:**

The Venue Rental Fees are based on: the capacity and amenities at the site, as well as the type, scope and duration of the event being requested.

Differentiated rental rates will be established for:

- Non-profit community groups – free community events
- Non-profit community groups – ticketed events
- Commercial or for-profit organizations – free community events
- Commercial or for-profit organizations – ticketed events
- Commercial or for-profit organizations – private events

- Multiple events by the same group

Fees are payable 21 days before the event set-up date. A contract will be issued once all conditions have been met and payment has been received.

**Damage Deposits:**

Event organizers are required to pay a refundable damage deposit, ranging between \$250 - \$5,000 dependent upon event size, history, and nature of the event. The amount required for deposit will be determined by City staff.

Any property damage that occurs during the permitted event, set-up or take-down, is the responsibility of the event organizer and should be reported immediately. Damage to City property will be assessed by City Staff and repair costs will be billed to the event organizer.

**Additional Fees:**

Extra fees to cover additional services by Municipal staff may be charged where appropriate.

**Charitable Events:**

Events organised by a registered charity that is currently registered with the Canada Revenue agency will not be charged the venue booking fee.

**Commercial Events – Event Planner:**

For commercial and/or for profit events the event organiser or event planner must take out a [business licence](#) with the City of North Vancouver. In addition the event organiser shall ensure that their contractors are in good standing with WorkSafeBC BC and comply with all the safety regulations, codes, guidelines and standards associated with their work.

## 7.0 EVENT SUPPORT SERVICES

City staff will provide the following services as determined by the needs of the event:

- Venue orientation/information,
- Access to the washrooms and supplies, water/electrical connections (with special permission only),
- Marking utilities such as water and power,
- Site inspection before and after an event for damage deposit assessments.

City services provided to support the event are included in the venue booking fees to be paid by the event organizer. Refer to Schedule 'A' for detailed list of fees.

The provision of equipment such as tents, tables, chairs, zero waste stations, garbage containers, etc. is the responsibility of the event organizer. Tents, chairs and tables may be supplied by the City for community events only (this courtesy service is not

guaranteed). Zero Waste Stations may be supplied for events with 50+ attendees. Road Closure Barriers will be supplied for events that necessitate the closure of Wallace Mews

The City staff will not set up, or dismantle, equipment for events. For larger events the event organiser has to retain additional staff/volunteers for set up and take down activities.

## **8.0 CONDITIONS OF USE**

### **Applicable Bylaws:**

In addition to this Policy, all applicable municipal bylaws and guidelines must be followed by the event organizers.

### **Safety and Security Plan:**

All events anticipated to be over 750 attendees will be required to submit a safety and security plan as part of the application process that will address first aid, evacuation in the event of an emergency, security needs etc., the scope of which will vary by the nature and size of the event.

### **Waste Management:**

A zero waste management approach is required for all events. The goal for this approach is to minimize the generation of garbage in the Metro Vancouver Region and to maximize reuse, recycling and energy recovery from used material.

Every event organizer must provide a zero waste management plan for approval prior to issuance of an event Contract. This plan should include names of volunteers responsible for reducing and managing waste.

Zero Waste Stations can be supplied by the City for larger events upon request.

### **Post Event Evaluation:**

City staff will undertake a post event site evaluation to identify any damage and site condition which will be reported to the event organizer.

The event organizer is responsible for leaving the venue free from litter and in the same condition as prior to the event. City Operations staff will conduct site inspections with the event organizer before and as soon as possible after the take down of the event. Clean-up costs will be based upon these inspections.

No substance to be poured down the catch basins.

Any additional clean-up costs borne by the City will be deducted from the damage deposit. The event organizer will be invoiced for any additional costs for repairs that result from the event's operation.

Failure to pay an invoice will jeopardize future booking requests.

Approval date:	March 7, 2016	Approved by:	Council

**Schedule A**

**EVENT FEES (taxes excluded)**

**Not for Profit and Community Events**

	Event Size	Free Event	Ticketed Event
<b>Administrative Fee</b>		\$Waived	\$50.00
<b>Venue Rental Fee</b>	< 500	\$40.00/hr \$250.00/day *	\$75.00/hr \$500.00/day *
	> 500	\$65.00/hr \$350.00/day *	\$100.00/hr \$500.00/day *
Multiple events (continues for more than 1 month)		\$5,000	\$5,000
<b>Damage Deposit</b>	< 500	\$250.00	\$250.00
	> 500	\$500.00	\$500.00
<b>Street Closure</b>		\$waived	\$80
<b>Electrical Permit</b>		\$102	\$102

**Commercial for Profit Organizations**

	Event Size	Free Event	Ticketed Event	Corporate Ticketed Event
<b>Administrative Fee</b>		\$100.00	\$250.00	\$250.00
<b>Venue Rental Fee</b>	< 500	\$65.00/hr \$350.00/day*	\$135.00/hr \$725.00/day*	\$2,000
	> 500	\$75.00/hr \$425.00/day*	\$150.00/hr \$825.00/day*	\$4,000
Multiple events (continues for more than 1 month)		Negotiable	Negotiable	Not permitted
<b>Damage Deposit</b>	< 500	\$500.00	\$5,000.00	\$5,000
	> 500	\$1,000.00	\$5,000.00	\$10,000
Multiple events (continues for more than 1 month)		Negotiable	Negotiable	Not Permitted
<b>Street Closure</b>		\$80	\$80	\$80
<b>Electrical Permit</b>		\$102	\$102	\$102

\* Minimum 3 hour rental

**Insurance Requirements for Events**

<b>Minimum Liability Insurance</b>	
Commercial General Liability Insurance naming the City of North Vancouver as additional insured	<b>Minimum of \$5 million for all events</b>

- Liability insurance documentation must meet the liability insurance requirement above.
- All events require liability insurance.
- Where the event is deemed to require paid police or additional security presence, arrangements will be made and paid for by the event organizer.

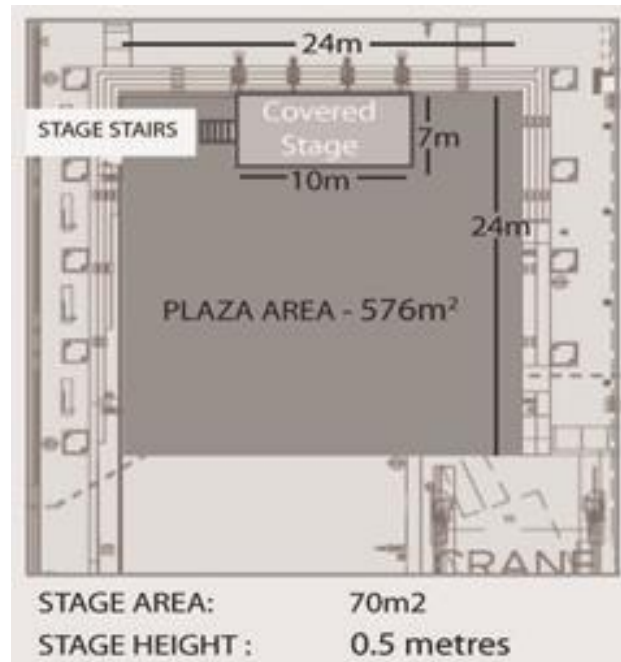
NOTE: Event Organizers may be able to purchase coverage through the City’s User Group Insurance Policy.

**Indemnity**

The event organizer will indemnify and hold harmless the City of North Vancouver, and their respective officials, officers, employees and agents, against all loss, damage, expenses, proceedings, claims, demands or actions suffered or incurred by any of them arising out of or in connection with the User's use of this Civic Space.



**Plan View of Shipbuilders' Square Showing Stage and Square Dimensions**

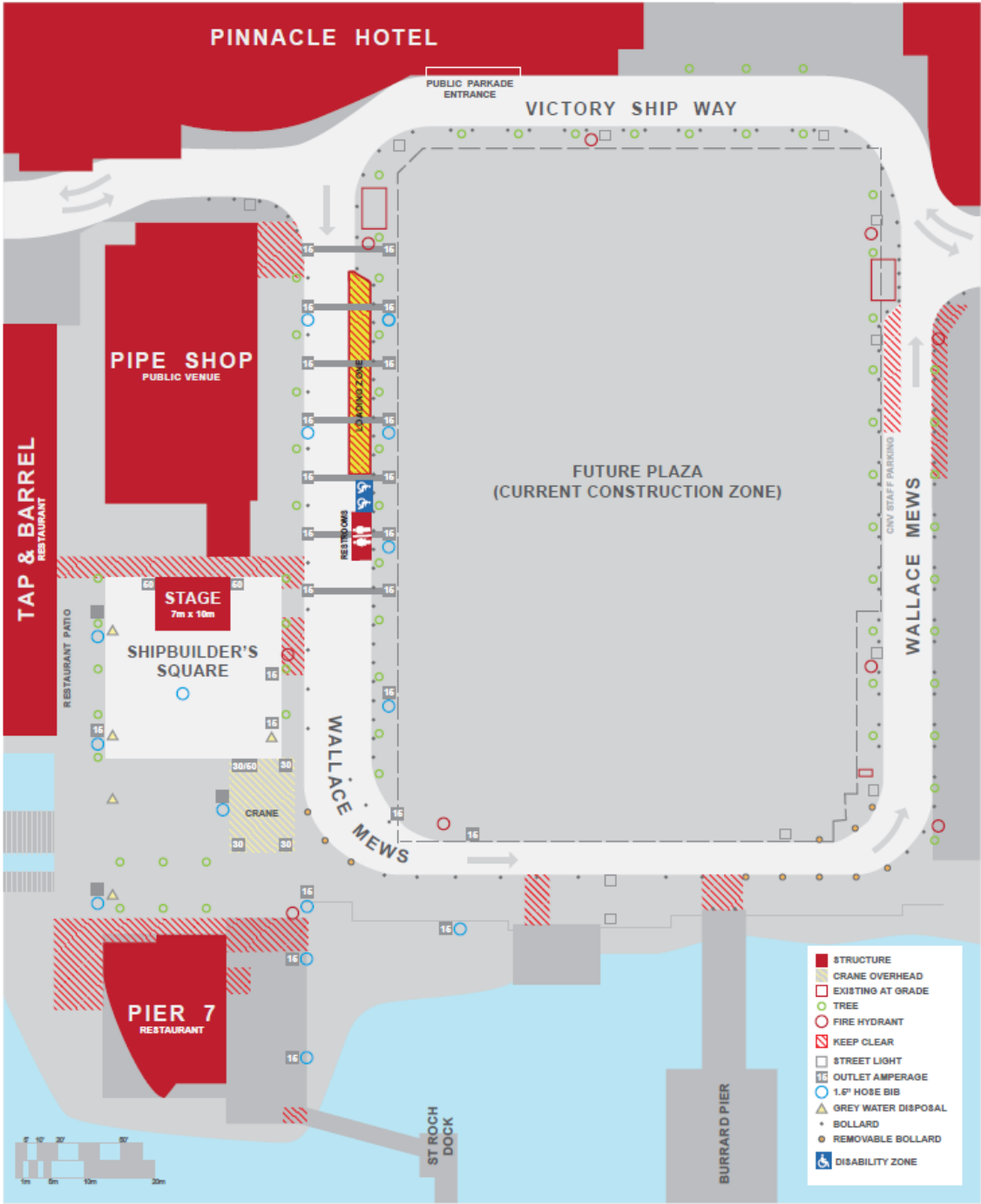


**Plaza area OCCUPANT CAPACITY is from 480 to over 1400 persons depending on the type of event and configuration.**

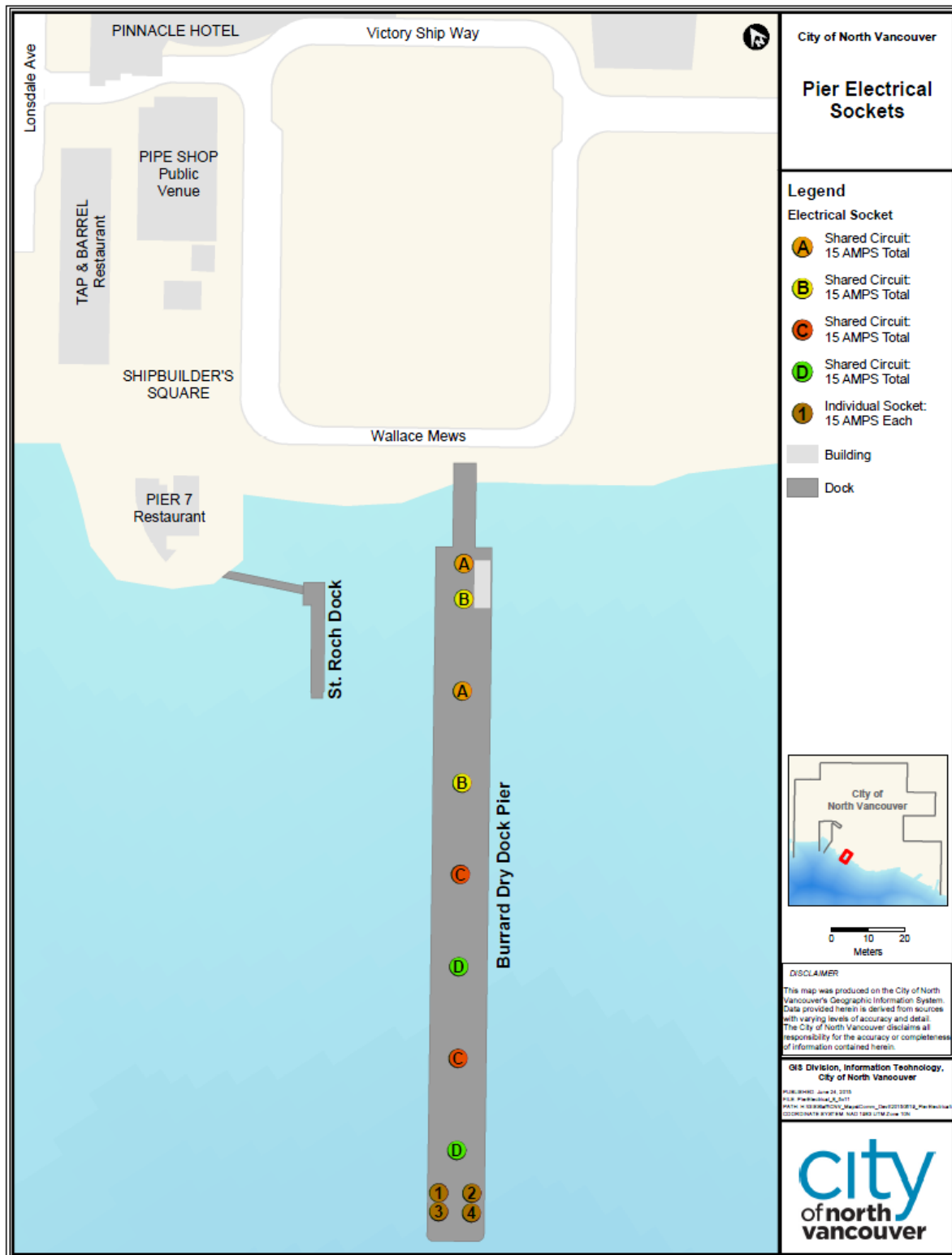
Plan View of The Shipyards Area (including Shipbuilders' Square & Wallace Mews) Showing Utilities



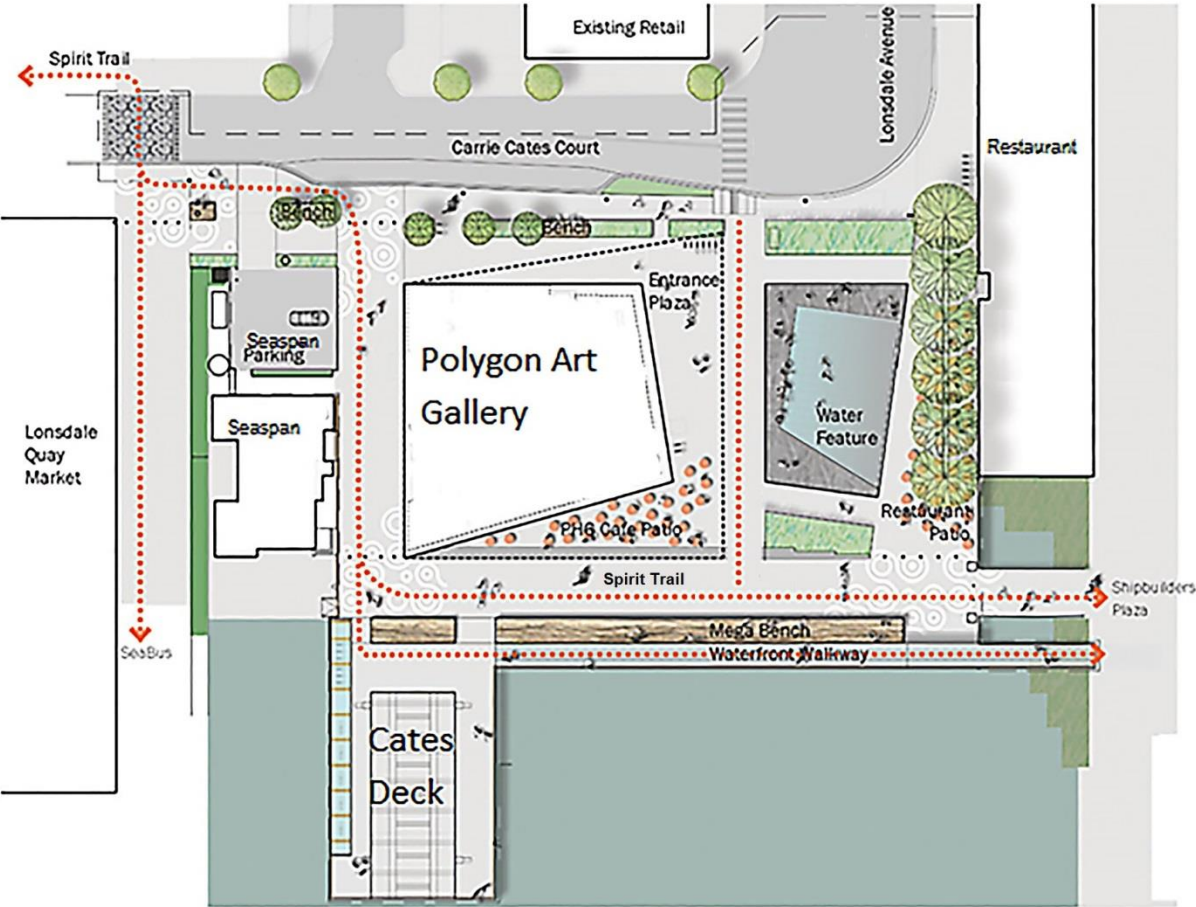
# THE SHIPYARDS



Plan View of The Shipyards Area Showing Utilities at the Burrard Dry Dock Pier



Plan View of The Foot of Lonsdale Showing Cates Deck and the Water Feature Zone



Plan View of the Foot of Lonsdale

