

**STEVESTON HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 22
SPECIAL EVENTS**

I. INTRODUCTION

A. PURPOSE

To ensure that all special events, performances or information displays / booths at Steveston Harbour are carried out in a safe and efficient manner.

B. APPLICATION

This directive applies to all individuals, groups, companies or organizations who wish to hold a special event within the boundaries of Steveston Harbour.

II. PROCEDURES

A. SPECIAL EVENT LICENSE APPLICATION

1. Each applicant must complete a Special Event License Application (see Appendix A) which is to be returned to the Harbour Authority at least ten (10) days prior to the commencement of the event. This Application will outline complete details of the proposed special event and which areas of the harbour are to be utilized.
2. Once returned, the complete License will either be approved or denied by the General Manager or his delegate.
3. If approved, one signed copy of the Special Event License Application is to be returned to the applicant, and another stored in the corresponding Operations File.

B. INSURANCE

1. Each applicant shall provide the Steveston Harbour Authority with proof of comprehensive general liability insurance of no less than \$2 million or more if the SHA deems it necessary.
2. Copies of the insurance must be provided to the SHA prior to the commencement date of the license agreement.
3. All such insurance policies must name the Steveston Harbour Authority as an additional insured.

C. RATES

1. Rates for event itself (if applicable) will be established by the SHA based upon the following criteria:
 - a. Location within the harbour.
 - b. Size of area required.
 - c. Duration of the event.
 - d. Degree to which the event could potentially disrupt or impede the operation of the harbour or the commercial fishing fleet.
 - e. Degree to which the event could potentially benefit or provide a service to the commercial fishing fleet.
 - f. Whether or not the event is a revenue-generating endeavour.
 - g. Any other event-specific factors as identified by the SHA.
2. Any site preparation or labour required by the Licensee that will be conducted by SHA employees will be charged to the Licensee at a rate defined in the current SHA Rates Directive. Any such fees will be in addition to the base rate of the license agreement.
3. The Steveston Harbour Authority reserves the right to waive licensing fees for charities or community groups who have made application to host a public display or informative demonstration.

Approved by the Board of Directors on December 10, 2014.

Board Chairman
Steveston Harbour Authority

General Manager
Steveston Harbour Authority

Appendix A

Steveston Harbour Authority
Special Event License Application

Name of Licensee: _____
(The "Licensee")

Address: _____

Contact Name: _____

Telephone: _____ **Email:** _____

THIS LICENSE BETWEEN:

THE **STEVESTON HARBOUR AUTHORITY**, (the "Licensor")
12740 Trites Road
Richmond, BC V7E 3R8
Ph: 604-272-5539 Fax: 604-271-6142

AND

_____ (The "Licensee")

who has inspected the Facility managed by the Licensor and finds it suitable,
hereby applies and requests the Licensor to provide the privilege to the Licensee
to: _____

at a rate and under the conditions set out herein:

1. TERM

The License granted herein shall commence at _____
hours, on (day) _____, (date) _____,
(month) _____, 20____ and shall last for a period
of _____ hours thereafter to be fully complete and ended by
_____ hours, on (day) _____
(date) _____, (month) _____, 20_____.

2. FEE

The Licensee shall pay the Licensor the sum of _____
dollars, (\$_____) (plus applicable taxes) to include
beginning of setup to completion of cleanup, payable in advance for use of
the requested facility.

3. LOCATION

This license is for the privilege to occupy the portion of property known as
“ _____ ”
as set out in the attached map in order to hold a special event.

4. REFERENCES

Please include the names and phone numbers of three (3) trade
references below.

1. Name _____ Phone _____

2. Name _____ Phone _____

3. Name _____ Phone _____

5. ASSIGNMENT

The Licensee shall not assign or transfer this license or any of the privileges granted hereunder.

6. ACCESS

The employees, agents and nominees of the Steveston Harbour Authority shall, at all times and for all purposes have full and free access to the area(s) used by the Licensee pursuant to this License.

Any keys issued to the Licensee must be returned to the SHA main office or on-duty Operations Patrol personnel when the special event is complete and the site is returned to its original clean condition.

Limited access as follows: _____

7. CONDITIONS

1. The event shall not impede the operation of the harbour in any way, nor interfere with harbour users or tenants.
2. The Licensee will supply all labour, material and power supplies needed to effectively complete the event.
3. The Licensee will provide a contact person to enable direct contact with the Licensor for the duration of the event.
4. The Licensee agrees to absolve the Licensor for any and all claims for damage to persons or property which may result from the granting of this license.
5. This license is subject to immediate cancellation by the General Manager or appointed delegate.
6. Upon termination of the event, the Licensee will provide any equipment and / or manpower necessary to restore the property to the condition and cleanliness in which it was found before the event began.
7. All vehicles and equipment belonging to those directly involved in the event must be clearly identified as such. Equipment must be

tagged with the individual's or organization's name and vehicles must have notes on their dash identifying them as part of the event.

8. LIABILITY

The Steveston Harbour Authority shall not be under any liability to

_____ (The Licensee), its members,

employees or guests, either in contract or in tort or otherwise, whether loss or damage is occasioned by negligence or otherwise and the Licensee agrees to notify its members and guests of this provision by posting this paragraph in a conspicuous location on the premises of the event (see Appendix B). The certificates of insurance in effect are attached.

The right and privilege hereby granted is subject to the conditions outlined above and in the attached appendices.

IN WITNESS WHEREOF the parties hereto have executed this application and license on the date set out below.

Signature of Licensee

Date

Per:

Steveston Harbour Authority

Date

In the event of an emergency, the following representative of the SHA is to be contacted immediately:

Primary contact person: _____

Contact Number(s): _____

PUBLIC NOTICE

The Steveston Harbour Authority (SHA) hereby grants permission for _____ to hold an event here on SHA property. SHA shall not be under any liability to _____, its members, employees or guests, either in contract or in tort or otherwise, whether loss or damage is occasioned by negligence or otherwise, and _____ agrees to notify its members and guests of this provision by posting this paragraph in a conspicuous location on the premises of the event.

Signature of Licensee

Date

Per:

Steveston Harbour Authority

Date