



Event Application Manual



THE VILLAGE OF
CUMBERLAND

250.336.2231
recreation@cumberland.ca
cumberland.ca

2665 Dunsmuir Avenue
Cumberland, BC
V0R 1S0

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INTRODUCTION

The Village of Cumberland’s recreation & culture section of the Parks and Recreation Department facilitates third-party events that utilize municipal facilities, parks, trails and other municipal properties. The purpose of the community event policy is to balance community use and special event use of Village amenities, to coordinate between special events, and to manage special event impacts on the natural environment, users, operations and facilities.

Governing Bylaws

Bylaws governing special events include the latest version of the [Parks & Recreation Fees Bylaw](#) and the [Parks Regulation Bylaw](#) or equivalent. Events and bookings are also guided by the [Community Events & Bookings Policy](#).

Application Requirements and Process

An event application is required for the following:

- ✓ Anyone who requires exclusive use of a Village of Cumberland park, facility, or section thereof. This includes, but is not limited to, a festival, competition, race, tournament, show, meeting, private event, ceremony, guided use or training.
- ✓ Anyone who intends to provide a commercial service within a Village park or facility (including guided operations or trainers).
- ✓ Anyone who intends to carry on, with the intent of monetary return, commercial filming using still or motion photography within a Village park or facility, or to use a park or facility for another commercial purpose.

Timelines for application submission

Special event applications take time to process and may require additional approvals from other departments and/or permitting authorities, and referrals to other agencies (i.e. for street closures). In order to give your application the greatest chance of being approved, and to avoid conflicts with scheduled recreation & culture programming, we recommend you submit your application by the following dates:

Date of Proposed Event	Submit Application by
January 1 – March 31	September 30
April 1 – Aug 31	January 31
September 1 – December 31	June 31

Note: *Though the dates above are not hard deadlines, they could significantly increase the likelihood of your event being approved.*

Annual recurring events:

If you are applying for an annual event that has happened in past years, you may benefit from priority access to parks or facilities (see “Facility and Park Use Priority” below for details). In order to benefit from any priority, however, your application must be submitted at least nine months prior to your event date; if no application has been received, your desired event date will not be held for you after that time.

Fees, Insurance & Damage Deposits

The Village of Cumberland charges fees for the use of its parks and facilities in accordance with the [Village of Cumberland Parks & Recreation Fees Bylaw](#). All fees are due two weeks before the proposed event date (see “Payment & Cancellations” below) or at time of permit issuance. Many events also require a security deposit and/or proof of sufficient liability insurance. The online event application form will calculate these requirements for you based on the details of your event. Refer to the bylaw for details.

If you require third-party liability coverage for your event, a convenient option is the [MIABC EventPolicy portal](#) (click “Get a Quote” and then enter “Village of Cumberland” when prompted to enter an event space owner). When you book a policy through that portal, Cumberland Recreation will automatically receive your certificate of insurance with all Additional Insureds listed. Please note that while the [MIABC EventPolicy portal](#) is provided as a convenient resource, you are free to purchase your insurance from any provider you choose. *Please note that liability coverage for inflatable bounce houses is not available through the MIABC EventPolicy Portal.*

Event Types

The Village of Cumberland’s [Parks & Recreation Fees Bylaw](#) distinguishes between three types of events: Commercial, Not-For-Profit and Private. Generally speaking, public events organized by a for-profit organization or individual are Commercial, public events organized by a nonprofit organization are Not-For-Profit and most non-public events are Private. The recreation manager has the final say on event type classification.

Approval Process

A special event permit will be issued when:

- ✓ A complete [Event Application Form](#) has been submitted in its entirety to the Village of Cumberland’s Recreation & Culture section (please note that applications are typically processed Monday to Friday except holidays)
- ✓ A satisfactory comprehensive general liability insurance policy or certificate has been received by the Village
- ✓ All required additional documentation has been submitted
- ✓ The Village of Cumberland has approved the application, including all required additional documentation
- ✓ The Village of Cumberland’s Fire Department has approved the event from an emergency planning perspective (for events of 100 or more attendees)
- ✓ The permit fee and refundable damage deposit (if applicable) have been received

The Village of Cumberland may provide preliminary approval upon submission of a completed event application in order to “hold a date,” but **a permit will not be issued until all required documentation has been reviewed and approved, and fees are paid.** Event organizers must not advertise their event or make financial commitments before signing and submitting the release and indemnification form and receiving preliminary approval from the Village of Cumberland.

Facility and Park Use Priority

Preferred booking for events and activities are given in the following order:

1. Federal and provincial elections
2. Village of Cumberland internal programs, special events, and municipal elections
3. Events sponsored by the Village of Cumberland
4. Previously permitted public events on or about the same day as past year(s)
5. Previously permitted public events on a different day than past year(s)
6. New non-profit public events with demonstrable community benefit
7. Other public events
8. All other events

As noted in "Application Timelines" above, applications must be received at least nine months before a proposed event in order to benefit from priority access to parks or facilities.

Event Application Process

Please submit your [Event Application Form](#) with the required documentation to the Village of Cumberland Recreation Department. Applications can be submitted online, via email to recreation@cumberland.ca or in person at the Cumberland Recreation Centre, 2665 Dunsmuir Avenue. If you have any questions, please feel free to connect with Cumberland Recreation staff at 250.336.2231 or recreation@cumberland.ca.

Applicants must fully disclose the event's purpose, associated activities and expected number of participants, as well as any other special activities such as alcohol, food preparation, sales, structures and amplified sound.

CHARGE-OUTS

Any Village of Cumberland staff time required to manage, prepare for, clean up after, or otherwise facilitate a special event that goes beyond the scope of routine operations will be invoiced at a cost recovery rate in accordance with section 12 (Additional Charges) of the [Parks & Recreation Fees Bylaw](#).

Payment of any costs required to repair or replace Village property that result from a special event shall be the responsibility of the permit holder. In such a case, a detailed billing will be provided by the Village.

A Village employee is required to be on shift at all times when the public is using our buildings. Therefore, any indoor bookings that take place outside of regular staff hours are subject to the availability of staff. If we're able to accommodate your request, all hours outside of the regular staff hours below will be charged at a cost-recovery rate of \$39.60 for 2025 events. These rates are doubled on statutory holidays, and on Mondays following a statutory holiday that falls on a weekend.

Typical Staff Hours for Indoor Events

Summer (Victoria Day weekend through Labour Day)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:45am to 12:30am	6:45am to 11:30pm	6:45am to 12:30am	6:45am to 11:30pm	6:45am to 11:00pm	No staff scheduled	12:00pm to 4:30pm

Fall/Winter/Spring (Labour Day to Victoria Day weekend)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:45am to 12:30am	6:45am to 12:30am	6:45am to 12:30am	6:45am to 1:00am	6:45am to 12:30am	8:45am to 11:00pm	8:45am to 9:30pm

EVENT AND ACTIVITY RESPONSIBILITIES

General

- An event should incorporate provisions for members of the public to benefit as spectators and/or participants whenever feasible. Please see “Accessibility & Inclusion” below.
- When applicable, event organizers are responsible for obtaining an Island Health Food Permit, Special Event Liquor Permit, and/or any other permits or permissions required for their event.
- In the spirit of reconciliation, event organizers are encouraged to acknowledge that their event is taking place on the Unceded Traditional Territory of the K’ómoks First Nation, the traditional keepers of this land.

Safety & Security

Event organizers are responsible for ensuring their event is conducted in a safe, orderly manner and is restricted to the park(s) or facility(ies) to which access has been granted. This includes providing adequate personnel to safeguard participants, spectators, and the public. Further, event organizers shall have total responsibility for creating the event’s site plan and shall take all necessary steps to ensure the event is properly supervised to prevent injury to participants, spectators and the public.

If your event is expected to attract 100 or more people, your event’s site plan and emergency contingencies must be approved by the Village of Cumberland’s Fire Department. You may be required to participate in a fire/emergency inspection with a member of the Fire Department to ensure adequate emergency procedures are in place. ***If your event is expected to attract 100 or more attendees, you must email firedepartment@cumberland.ca or call 250.400.9200 to schedule an appointment with the Deputy Fire Chief.***

Condition of Parks, Facilities and Public Spaces

Event organizers are responsible for inspecting the requested park(s) or facility(ies) prior to use to confirm its suitability for their purpose. They agree to accept the permitted area(s) “as is” and to use the space at their own risk. For details on each venue, including equipment/amenities that are available, please see our [Parks, Recreation & Cultural Event Venues page](#).

Event organizers must leave all Village of Cumberland parks and facilities in the same condition as before they were rented. All evidence of the event, including but not limited to signs, decorations, and temporary structures, must be removed immediately following the event and within the permitted date/time. Any damage to walls, floors, turf, vegetation and/or equipment, including any items that are missing or left in an unclean state, will be the financial responsibility of the permit holder. Any additional cleaning or maintenance that is required due to an event and that goes beyond routine post-event tasks will be invoiced to the permit holder on a cost-recovery basis (see “Charge-Outs”).

Event organizers must notify the Village of any condition that may render a park, facility or equipment unsafe for use. At the request of the Village, they may be asked to join Village staff in inspecting the permitted area(s) before and/or after an event.

Events in parks or trails must be conducted in a manner and location such that they minimize the impact on the natural environment, park users, park operations, and facilities.

No Smoke Machines or Open Flames

Smoke machines and open flames can trigger our fire alarm when used in the Cultural Centre or Recreation Centre. Because a fire alarm being triggered would be hugely disruptive to your event, ***we do not allow open flames or the use of smoke machines in our facilities.*** If an alarm is triggered due to a smoke machine or open flame, you may incur additional fees to cover emergency response call-outs and/or resetting of the alarm system(s).

Vehicle Access in Parks

Any park access required for vehicles, other than in designated parking/driving areas, must be noted in the event application. Vehicles are not allowed to enter Village of Cumberland parks without express approval from the Village of Cumberland.

Notifications

Any non-participants of your event who may nonetheless be affected by it should be notified and any such adverse impacts kept to a minimum. Written notification must be provided to businesses and residents likely to be affected by sound, parking or park/trail/street closures associated with your event. Notifications must include phone numbers and/or email addresses for contacts before, during and after your event.

If your event is expected to attract 100 or more attendees, you must also call 250.400.9200 to schedule an appointment with the Deputy Fire Chief (see Safety & Security” above).

Accessibility & Inclusion

In order to be truly inclusive, events must be accessible to everyone. To the extent possible, your event plan should include access provisions for people of all abilities, including seniors, families with strollers, and people with cognitive and/or physical impairments. The Village will not permit events that exclude or otherwise discriminate against people based on grounds of discrimination listed in the Canadian Human

Rights Act. This includes but is not restricted to age, ethnicity, religion, physical ability, sexual orientation, and gender identity/expression.

Provisions to ensure accessibility are included throughout this document. For outdoor events, we recommend your plan include reserved spectator seating for people with disabilities, well-lit entrance(s) with a firm, level surface on a defined path and a shaded place of refuge with access to water near your accessible toilet(s).

For guidance on making your event as inclusive and accessible as possible, please refer to our [Checklist for Accessible and Inclusive Events](#).

Point of Contact for Indoor Events

A Village employee will be available during all events for safety purposes and to be the event organizer's main point of contact in the case of an emergency.

Numbers to call if assistance is required:

When recreation centre is open: 250.336.2231

When recreation centre is closed: 250.897.5792 or 250.650.4197

Please note that it is not the responsibility of Village staff to wash dishes, support caterers or otherwise assist with the operation of special events.

SITE AND SERVICE REQUIREMENTS

Utilities and Staking of Structures in Parks

Village Park, Village Square, and No. 6 Mine Heritage Park have limited 120 V power and water service available. Additionally, Village Park has access to 240 V power at the Concession building. For park maps showing the locations of these services, visit our [Recreation & Culture Event Venues page](#).

Village Park and Village Square also have underground irrigation and electrical lines, so the staking of tents or other structures is discouraged within these parks. Any damage caused to underground utilities as a result of event activities will be the financial responsibility of the permit holder.

Waste Disposal

Event organizers are responsible for the removal of all waste and recyclables immediately following their event, and the Village strongly encourages all applicants to include recycling stations as part of their event planning. Village dumpsters are not available for public use; if you require additional solid waste disposal capacity, there are several commercial providers of rental dumpsters that serve our region.

Additional clean-up required by Village staff and/or dumpster tipping fees may be invoiced to the permit holder on a cost-recovery basis (see "Charge-Outs" above).

Please note that there are no waste management or wastewater disposal services available for special events. If your event requires the disposal of sewage waste, please use the [Comox Valley Water Pollution Control Centre](#), located at 445 Brentwood Road in Comox.

Traffic Management, Street Closures & Equipment Borrowing

All event organizers are required to identify the traffic management impact of their event. Traffic management refers to pedestrian as well as motorized vehicle traffic, and it includes ensuring adequate and appropriate parking, including temporary on- or off-street parking near the venue for people with disabilities. Designated Accessible parking is required for events expecting public attendance of 100 or more.

A [Traffic Management Plan](#) is required for any and all events, other than block parties, that require the full or partial closure of any road, bike lane, alleyway, or sidewalk, and one may be required for other events at the discretion of Village staff. (Organizers of block parties should use our simplified [Application to Host a Block Party](#).)

If a Traffic Management Plan is required, it should be submitted at least six weeks prior to your target date to allow adequate time for the review and approval process. For further details, please also see “Temporary Street Closures” below and view our [Sample Traffic Management Plan](#).

If required by the Village, event organizers are responsible for providing, at their own expense, temporary markers and/or personnel (e.g. signs, barricades, cones, and traffic marshals) for traffic control. Equipment may be available for loan from the Village of Cumberland upon submission of an [Equipment Request Form](#).

The Village attempts to balance the social and economic benefits of street closure applications with impacts on residents and businesses. For street closures longer than three hours, you must demonstrate the economic and social benefits to the community and notify nearby residents and businesses in advance of your event (See the [Street Closures for Special Events Policy](#) for details).

Please note that emergency vehicle access may stop, delay, or otherwise disrupt your event at any time.

Toilet Facilities

Organizers of outdoor events that are expected to draw 100 attendees or more are required to have at least one Accessible toilet on site, and to ensure that there is at least one toilet available for every 100 expected attendees. For larger events, at least one in five toilets should be Accessible. Toilet location(s) should be indicated on your site plan.

Site Plans & Course Maps

If you are requesting the use of a park, you are required to submit a site plan as part of your event application. Your plan should provide an overview of your park use footprint, including tents, toilets and other structures, plus any infrastructure requirements such as water and power. Site plan templates can be found on our [Parks, Recreation & Cultural Event Venues page](#).

If you are organizing a trail-based special event using the Cumberland Community Forest Park trail network (e.g. mountain bike and trail running races), you must also submit a course route depicting the roads and trails you intend to use. Please note that additional permits will be required if you intend to use the trail network on private lands beyond Cumberland Community Forest Park. Please also see “Trail-Based Events” below.

ADDITIONAL CONSIDERATIONS

Mobile Food Vendors

For complete information about where and when food trucks and other mobile food vendors are permitted, please refer to [Cumberland’s Zoning Bylaw](#) (see section 4.9 - Mobile Vending).

In general, food trucks and other mobile food vendors are:

- not permitted to operate in public spaces within 30m of an existing food business without written consent of the business(es);
- permitted to operate on private, non-residential lands within the Village, with permission from the property owner;
- permitted to operate as part of a larger permitted event within a Village of Cumberland park or facility, as long as they are located within the permitted area;
- required to have a valid Village of Cumberland business license to operate in Cumberland, unless operating under a valid, permitted event as described above; and
- not permitted to operate in the parking lot of the Cumberland Recreation Centre at any time.

If a mobile food vendor is part of your proposed event, include it in your event permit application. For standalone mobile food vendor applications (i.e. those that are not part of a larger permitted event), please contact the Village of Cumberland municipal office at info@cumberland.ca or 250.336.2291.

Block Parties

The Village of Cumberland is pleased to offer a simplified application process for neighbourhood block parties. Once you have determined the date, time, location and nature of your block party, as well as an on-site liaison who will be present during the party, please submit an Application to Host a Block Party, available on our [Neighbourhood Block Parties page](#). A separate Event Application Form is not required.

Events Serving Alcohol

If alcohol will be sold or served at your event, a valid [Special Event Permit](#) is required from the Province of British Columbia. Applications may be obtained online or at any government liquor store. Your proof of insurance must indicate that liquor liability is included with your coverage. Please also note that events with alcohol often require additional cleaning that may be invoiced on a cost-recovery basis.

Noise Bylaw Exemption Requests

If your event will generate noise that may disturb residents and the public, such as concerts, festivals and fairs, the [Village of Cumberland Noise Control Bylaw](#) stipulates the permitted hours of such activities on weekdays, weekends and holidays.

If your proposed event will generate such noise outside of those hours, you will need to submit a Noise Bylaw Exemption Request as part of your event application. These applications may take several weeks to process, so we recommend you submit your request well in advance of your proposed event. A non-refundable fee of \$50 is required for a noise bylaw exemption request, except to non-profit applicants.

Please note that the Noise Control Bylaw does not apply to dances, concerts and other musical events held wholly indoors at the Cumberland Recreation Centre and/or Cumberland Cultural Centre. Organizers of such events do not need to apply for an exemption.

Trail-Based Events

Organizers of trail-based events should note that the Village of Cumberland is only able to grant permits for access to the trails within Cumberland Community Forest Park and other Village-owned properties in the Perseverance Creek Watershed Community Drinking Water Supply Area. If your event requires the use of trails on private lands beyond park boundaries, additional permits from the landowners will likely be required. For additional details and access to landowner maps, please visit cumberland.ca/trail-based-events.

Due to the implications of climate change and the increasing risk of wildfire to our forest and our community, and in coordination with the owners of adjacent forest lands, **the Village of Cumberland will NOT approve permits for trail-based events between July 15 and August 31 of each year.**

Organizers of trail-based events must practice good trail etiquette, consider other trail users and, if necessary, make special provisions in the interest of watershed protection. They should also ensure that appropriate “event in progress” style signage is placed at all major access points by which other users may interact with event participants. This signage should clearly indicate which trails and areas are being used by the event.

Many of Cumberland’s popular trails are within the Village of Cumberland’s drinking water supply area (Perseverance and Cumberland Creek Watersheds), which is ultimately part of the Comox Lake Watershed and the drinking water source for most of the Comox Valley. Swimming, boating and fishing are prohibited in Village reservoirs and no permits will be issued for events that propose these activities in any of the Village’s reservoirs (Allen, Hamilton, Stevens, Henderson Lakes or No. 2 Reservoir).

VENUES MANAGED BY OTHER PARTIES

Coal Hills BMX Track

Coal Hills BMX Society is a non-profit club that operates, maintains and manages the BMX track at Village Park through a lease agreement with the Village of Cumberland. Any permits issued by the Village for the use of Village Park do not provide access to the Coal Hills BMX track, its concession or its washrooms. For information about use of the track or any other related topics, please contact Coal Hills BMX through its website at www.bmxcanada.org/tracks/1538.

Please note that the lease of the BMX track does not include the main parking lot off Dunsmuir Avenue on the northwest side of Village Park, which remains open to the public at all times.

Cumberland Lake Park

Cumberland Lake Park, a Village-owned park on the shores of Comox Lake, is operated and managed by Lake Park Society (LPS) under contract with the Village. Applicants interested in hosting a special event in the park or campground are required to seek approvals and permissions from LPS. For information, please visit www.cumberlandlakepark.ca.

For clarity, no permits for special events in Cumberland Lake Park are issued by the Village.

Trails on Private Forest Lands

Only a small portion of Cumberland's vast trail network is owned by the Village. If you plan to use trails on privately owned land for your event, you will likely require additional permits from the landowner(s). For more information and access to maps, see cumberland.ca/trail-based-events.

PAYMENT & CANCELLATIONS

Payment in full is required at least two weeks prior to the event or at time of permit issuance. A full refund will be issued for events that are cancelled, in writing, at least two weeks prior to the proposed event date. Events cancelled with fewer than two weeks' written notice are not eligible for a refund of fees. This includes events that are cancelled due to weather or other natural events.

The Village of Cumberland retains the right to revoke an event permit up to and including the day of the event, or at any time during the event in the case of an emergency, if the applicant does not adhere to the conditions of the permit.

RELEASE OF LIABILITY, WAIVER OF CLAIMS, AND ASSUMPTION OF RISKS

All park and facility rentals and bookings with the Village of Cumberland are subject to the Village of Cumberland's [Release of Liability, Waiver of Claims, and Assumption of Risks for Park and Facility Use](#). All applicants will be required to sign this document before a permit will be issued.