



**CITY OF TERRACE  
SPECIAL EVENT PERMIT APPLICATION**

**Application Type:**

**Fee:**

Special Event Permit

\$25.00/per event

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Event(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Description of Event(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Owner(s): \_\_\_\_\_  
(if different from applicant)

Address: \_\_\_\_\_

\_\_\_\_\_

Legal Description of Subject Property: \_\_\_\_\_

Civic Address of Subject Property: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Present Use: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

Letter of Authorization Attached (if Applicant is not the Owner)

**TO COMPLETE THIS APPLICATION SUBMIT TO DEVELOPMENT SERVICES:**

1. *Appropriate Application fee.*
2. *Signed Letter of Authorization from the Owner \_\_\_\_\_  
(applies only if the applicant is not the owner)*
3. *A copy of the completed application form provided by the BC Liquor Store.*

LIQUOR LICENSE AMENDMENT PROCEDURE

1. *The application is processed and reviewed by the Terrace Committee to Approve Public Events (TCAPE).*
2. *The Committee will review the application and specify any conditions of approval.*
3. *After considering the application the Committee may:*
  - (i) *deny the application, giving reasons as to the denial in written form;*
  - (ii) *approve the application and issue a Letter of Approval to the applicant.*

**Note: If the event is held on City property, liability insurance (with the City named as an additional insured) in the amount of \$5M will be required.**

*If you require additional information or assistance please contact the City of Terrace Planning Department at (250) 615-4022.*

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose for which it was collected. If you have any questions about the collection and use of this information, contact the City's Freedom of Information Co-ordinator at 250-638-4722.*

**CITY OF TERRACE**  
**Special Occasion Licence Application**  
**Security Plan Guideline**

1. How many people (approximately) do you expect to attend the event?

2. How will people gain admission to the event? (check all that apply).

- Pre-sold tickets  
 Purchase tickets at the door  
 Free Admission  
 Other

3. Is the event "all ages" or 19 and over only?     all ages     19 and over only

4. If the event is "all ages" explain in detail the provisions that will be in place to prevent underage individuals from obtaining alcohol at the event.

5. How many door staff are scheduled for the event?

6. What physical control barriers (i.e. fencing, barricading, walls, locked or limited access doors) will be in place to control and limit access to and from areas where alcohol is being sold or served?

7. Attach a drawing to this Guideline providing a detailed diagram of the event site, showing control measures limiting access to and from areas where liquor will be sold.