



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.