

SPECIAL EVENT EQUIPMENT POLICY
Council Policy No. 111/10

PURPOSE:

The City of Fort St. John Special Event Equipment Policy establishes the principles by which equipment shall be used outside the organization.

The City of Fort St. John is committed to integrity. An effective operation requires that all elected officials and staff maintain their independence and impartiality. These guidelines are intended to assist the Mayor and Council, City Manager, and staff.

EQUIPMENT:

The Special Event Equipment covered in the policy includes any and all City owned equipment that may be used in the planning, implementation or follow up for a special event. Specifically, this could include:

- Tent
- Barricades
- Garbage Can
- Bleachers
- Picnic Table
- Stage
- Tables & Chairs
- Sandwich boards
- Road signage
- Drapery
- Tradeshow booth
- Electronic Sign
- Use of Public Works equipment such as Sweeper, Truck, Bobcat, Pallet Jack or other motorized equipment operated by City staff.

GENERAL USE OF EQUIPMENT:

No City owned equipment shall be provided for use outside the organization.

CITY STAGE:

The City's stage, if available, may be rented by non-profit organizations who are renting either the North Peace Arena, Fort St. John Curling Club, Fort St. John Kid's Arena or the Enerplex only. The stage will not be supplied to non-profit organizations who are hosting events in Centennial Park or any other location other than the approved locations indicated above.

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CITY STAGE: (continued)

The stage set up and rental fee costs will not be waived and consist of:

- A rental fee of \$300.00 per day plus a setup fee of \$480.00 for 20 x 24 stage with one set of stairs (\$40.00 per hour, 12 man hours to set up)
- A rental fee of \$300.00 per day plus a setup fee of \$960.00 for 40 x 40 stage with one set of stairs (\$40.00 per hour, 24 man hours to set up)

The stage rental agreement will include a clause that the non-profit organization is responsible to pay for any damage done to the stage during the event and that the actual repair costs will be billed to the organization for payment

Due to the arrangement between the City, School District No. 60 and private schools within City limits to provide facilities at no charge to each other, School District No. 60 and private schools within City limits will be exempt from the stage rental fee.”

ELECTRONIC SIGN MESSAGING:

All local not for profit organizations are eligible to submit to have a major public special event promoted on the City owned electronic sign located at Centennial Park at no charge.

Message text must be received in writing by the Community Services Department 48 hours in advance of posting. Messages will run for a 7 day period. No alcohol or cigarette advertising will be permitted, and the City reserves the right to edit or refuse a message.

Absolutely no commercial advertising is permitted on the sign.