



THE CITY OF NORTH VANCOUVER

EXPRESSION OF INTEREST

FOR

MAJOR, HOLIDAY OR REOCCURRING
EVENTS IN CITY PUBLIC SPACES 2026

TABLE OF CONTENTS

1.0	INTRODUCTION	3
2.0	TERMS AND CONDITIONS	4
3.0	BACKGROUND	6
4.0	SUBMISSION REQUIREMENTS	11
5.0	SELECTION PROCESS.....	14

Appendix 1 – City of North Vancouver Special Event Safety and Security Plan

Appendix 2 – City of North Vancouver Shipyards Rental License Agreement

1.0 INTRODUCTION

The City of North Vancouver (CNV) is seeking Expressions of Interest (EOI) from event or festival producers, artists, performers, entertainers, community groups, or market organisers (defined as proponents herein) interested in producing a major, holiday, reoccurring, tourism-driven or corporate event or festival at The Shipyards and Waterfront and/or City's Public Spaces as listed within.

Examples include, but are not limited to:

- Live music festivals, performances
- Theatre or dance performances
- Cultural experiences and festivals
- Immersive or interactive multimedia exhibitions or installations
- Participatory fitness/physical activity challenges, sport, recreation, fun runs/walks, races

CNV is seeking submissions from proponents for creative and innovative high-quality, celebrations, events and festivals to engage and activate the City's award-winning waterfront destination - The Shipyards.

This EOI is intended to support planning of large, multi-faceted, complex or unique events and for those seeking to reserve special dates (e.g. holidays and long weekends), bookings for multiple days (consecutive or not) and agreements for the next season with an option to renew for up to an additional three (3) years. Any renewal would be at the sole discretion of CNV.

This EOI is posted annually in advance of the year's annual events calendar. Event organizers should submit their interest to CNV as per the instructions below.

CNV has designed this EOI process for major, reoccurring or holiday events to:

- Ensure high-quality, creative, innovative programming
- Facilitate fair and equitable use of public spaces
- Set clear expectations of safety, security and event plans, timelines and costs
- Provide structure, clarity and transparency around the process for proponents, especially for important dates (such as statutory holidays) and space requests that involve areas with on-going seasonal operations (e.g. skate plaza, splash park)

Final selection of submissions to this EOI process are made by ranking the submissions based on a three-step process outlined in this document.

Please read this document carefully and follow all instructions when completing your applications.

2.0 TERMS AND CONDITIONS

2.1 Responses should be received on or before:

Tuesday, September 9, 2025 at 4pm (local time)

Provide a written response which addresses the criteria outlined in “submission requirements” section below. CNV prefers electronic submission of responses. Submissions should be in the form of a single pdf file. Maximum file size is 20MB. Should the submission exceed 20MB multiple email submissions can be sent.

Submissions are to be sent by email to purchasing@cnv.org

- In the “Subject Field” field enter: "Complex Events in Public Spaces".
- Attach the file in .pdf format before sending (ensure you receive an email confirmation to confirm upload is complete.)

Submissions shall be successfully received when displayed as a new email in the CNV's inbox. CNV will not be liable for delays for any reason including technological delays, or issues by either party's network or email program, and CNV will not be liable for any damages associated with submissions not received.

If there is no ability to submit electronically a paper copy, the response may be submitted, on or before the closing time to: Sabine Zander, Purchasing Manager, Finance Department, City of North Vancouver, 141 West 14th Street, North Vancouver, BC V7M 1H9.

- 2.2 All responses received shall become the property of CNV and will not be returned. The responses will be held in confidence by CNV subject to the provisions of the Freedom of Information and Protection of Privacy Act.
- 2.3 CNV will not accept any responsibility for costs incurred in responding to this Request for Expression of Interest and, if short-listed, for the preparation of a detailed proposal.
- 2.4 Submitting a response, and its receipt by CNV, does not present a commitment on the part of CNV to proceed further in this process or plan with any proponent.
- 2.5 CNV may, at its discretion, enter into discussions or negotiations with any proponent, request further information from the marketplace, or pursue other options.

- 2.6 All amendments or changes will be published on the City of North Vancouver website and the BC Bid website. It is the responsibility of the proponent to monitor the CNV's website to check for updates or change.
- 2.7 Proponents should not contact any other representative of CNV regarding this Expression of Interest, other than the representative identified in Section 2.8, without that representative's permission. Unauthorised contact with any CNV representatives, including members of City Council, may be cause for rejection of the submission.



Figure 1 - The Shipyards Public Realm

- 2.8 All enquiries regarding this Expression of Interest must be directed to;

Sabine Zander, Purchasing Manager
Finance Department
City of North Vancouver
141 West 14th Street
North Vancouver, BC V7M 1H9
Phone: 604-983-7392
Email: purchasing@cnv.org

3.0 BACKGROUND

The City of North Vancouver is dedicated to creating a city that is centred on inclusivity, resiliency, liveability, sustainability, and prosperity. The City's Strategic Plan, aligned with the vision of becoming The Healthiest Small City in the World, focuses on five key priorities: A City for People, A Liveable City, A Prosperous City, A Connected City, and A Vibrant City.

Events at CNV's public spaces supports creation of a vibrant city by offering opportunities for celebration, connection and joy.

CNV collaborates with the community, event organisers and businesses to deliver events that will bring the City's public spaces to life as places where people can meet, learn, experience, grow and develop strong cultural and community connections.

City of North Vancouver

The City of North Vancouver, home to 60,000 residents, sits on the traditional lands of the Squamish and Tsleil-Waututh Nations, offering nature, recreation, and waterfront access. Nestled between the Burrard Inlet and North Shore mountains, the City is a thriving community with a 2022 growth ranking of 3rd in BC. Spanning approximately 12 km², it boasts amenities, services, and industries such as shipping, health care, tourism, film, manufacturing, and technology.

In 2024 North Vancouver (City and District) were ranked the most liveable city in Canada by the Globe and Mail.

3.1 PROCESS

Who Can Submit

Responses are welcome from all interested parties including community groups, non-profit organisations, commercial event producers, and commercial businesses. CNV's [Event & Rental Policy](#) (PDF) can be used as a reference. For major recurring or holiday events (as described in section 3.2) CNV is requesting submissions through this EOI process.

Evaluation Criteria

The following criteria are used to evaluate proponent's submissions:

Evaluation Criteria:

- **High Quality** – Highlight events that are commensurate with the best-in-class public space and waterfront that the City has to offer
- **Welcoming** - Encourage the use of public space with immersive or interactive elements that draw people in
- **Diverse** – Curate an intentional mix of opportunities to attract a wide diversity of people and communities
- **Unique** - Offer a distinctive experience that is new to the North Shore or region. Enhance our sense of place by highlighting our distinctive local character and rich history
- **Local** – Seek to showcase, reflect or involve local North Vancouver organisations, individuals, businesses and communities
- **Inclusive** – Consider the needs and preferences of people of all ages and abilities

3.2 APPLICABLE EVENTS

If your proposed event includes any of the elements listed below, you should complete this Expression of Interest in order to be considered.

- Utilize more than 75% of the site area capacity (see 3.3 *Locations* for information on size/capacity of sites)
- Require outside infrastructure to be brought to the site such as stages, surfacing, fencing, equipment or other installations
- Event runs over multiple days; either consecutive (e.g. an entire weekend/week) or as a series (e.g. three Saturdays in a row)
- Book a statutory holiday, long weekend, cultural celebration period or other important dates (e.g. New Year's Eve, Canada Day, Diwali) *and/or.....other examples this list seems to be missing major cultures / our community*
- Repeat in future years. Any repeat or renewals would be for up to an additional three (3) years. Any renewal would be at the sole discretion of CNV.

If none of these apply, you may proceed through the standard event application process through the [City Venue Booking Application](#)

3.3 LOCATIONS

This EOI process is focused on applications for large, complex and/or high impact events at The Shipyards and the City's public spaces outlined below.



Figure 2 – The City's public spaces suitable for events

The Shipyards and Waterfront

The Shipyards has various public spaces, including Shipbuilders Square, the Commons, Wallace Mews, Megabench, Burrard Dry Dock Pier, Cates Deck, St. Rock Landing and the foot of Lonsdale Street.

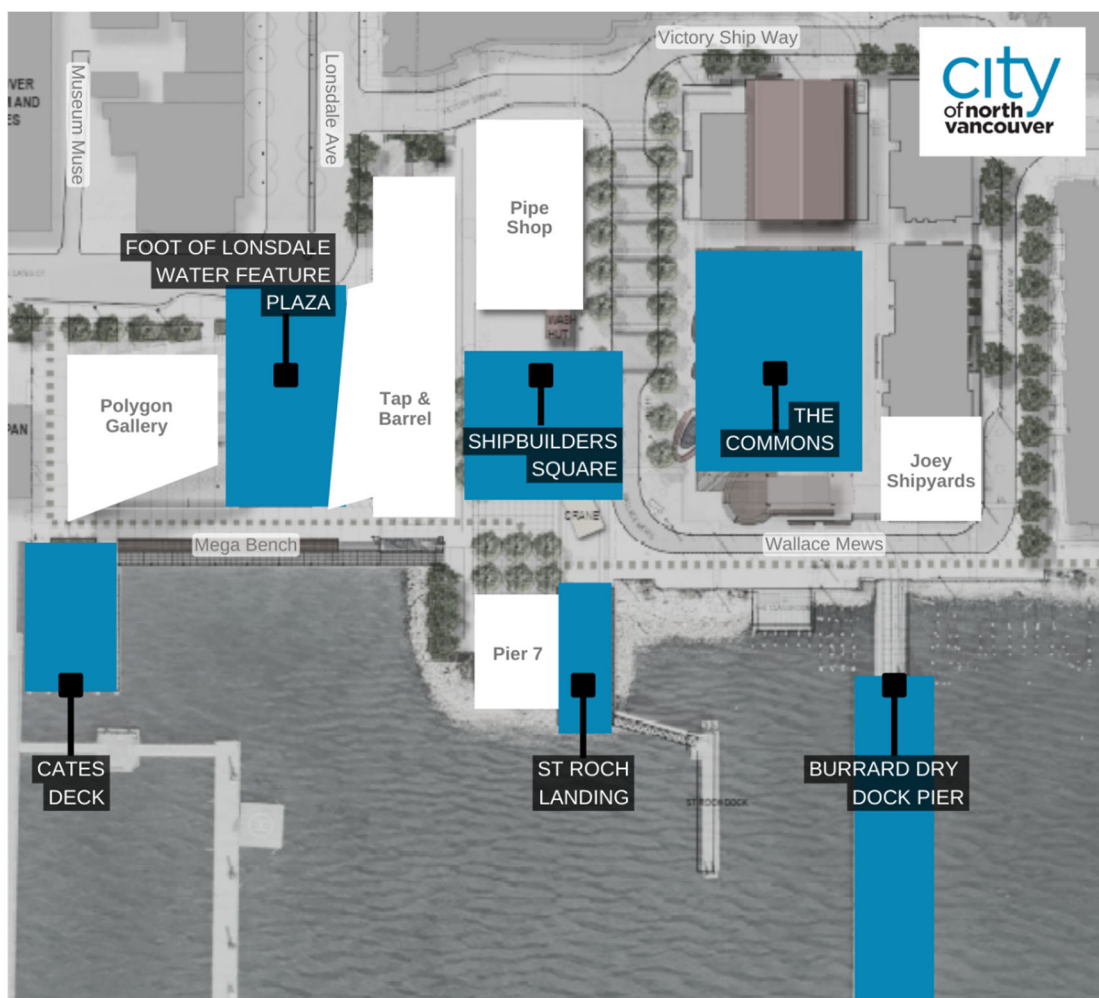


Figure 3 – Public spaces at The Shipyards and Waterfront

Available locations at The Shipyards and Waterfront:

- Shipbuilders' Square - outdoor plaza including a raised platform performance stage. Approximate size – 80 ft. by 80 ft. (300 sq. ft.)/ 25m by 25m (100sqm) under the crane.
- The Commons* – covered plaza, equipped with lights, AV, and portable stage. Approximate size – 170 ft. by 120 ft. (600 sq. ft.) / 45m by 35m (170 sqm)
- Wallace Mews – approximate size – 2,950 sq.ft.
- Mega Bench – approximate size – 158 ft.
- Burrard Dry Dock Pier - deep water pier located on Burrard Inlet. Approximate size - 50 ft. by 620 ft. (1350 sq ft.) / 15m by 190m (410 sqm)

- St. Roch Landing – Deck space south of Shipbuilders' Square and accessible via boat from St Roch Dock. Approximate size – 100 ft. by 40 ft. (280 sq. ft.) / 30m by 12 m (85 sqm)
- Foot of Lonsdale Water Feature Plaza – plaza connecting Lonsdale Street with the waterfront, east of The Polygon Gallery. The plaza is a suitable venue outside of summer months.
- Cates Deck – deck space in front of Polygon Gallery and Lonsdale Quay. Approximate size – 50ft. by 80 ft. (287 sqft) / 18m by 25m (88sqm).

The Pipe Shop and The Wallace Venue are not able to be booked via this process as they are not managed by CNV. For these locations - enquire directly to the venue for more information - <https://pipeshopvenue.com/> | <https://wallacevenue.com/>

**NOTE: The Skate Plaza in the Shipyard Commons operates from December to March and the Splash Park is open from May to September, 10am-8pm. We do not accept event requests in the Shipyard Commons during Splash Park and Skate Plaza operational times.*

Available Public Spaces throughout the City:

- Civic Plaza – plaza between City Hall and City Library and inclusive of the closed section of E 14th Street.
Approximate size – 80 ft. by 300 ft. (900 sqft.) / 50m by 90m (280 sqm).
- Rogers Plaza and Lane – plaza between West 1st, elevated above The Esplanade just north of Lonsdale Quay Market, next to John Braithwaite Community Centre.
Approximate size – 240 ft. by 35 ft. (550sqft.) / 70m by 13m (170sqm).

For more potential public space event locations please see:
<https://www.cnv.org/parks-recreation/public-spaces/>

4.0 SUBMISSION REQUIREMENTS

To submit an expression of interest, submit a written proposal which fully addresses each of the sections listed below.

Ensure each section is fully addressed and all requested information is provided complete and in the listed order.

Please note: **INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.**

4.1 Introduction

Provide an overview of the group, organization or individual submitting the EOI and any associated or affiliated partners. Include your name address and contact details.

4.2 Event Overview

Provide a short description of your proposed event.

Tell us here if you have a preferred location/s, date/s, or time/s.

4.3 Alignment with evaluation criteria

Describe in detail how your proposed event helps to achieve the following six (6) evaluation criteria:

1. High Quality - events that are commensurate with the best-in-class public space and waterfront that the City has to offer.

Respond to this by describing in detail how the event would:

- o Reflect the high calibre of the City's premier waterfront destination. For example; well-designed experiences with thoughtful programming, strong visual appeal and seamless execution.
- o Use the public space in an innovative and respectful manner and incorporate sustainable practices
- o Elevate the public's experience of the waterfront and solidify reputation as a leader in placemaking and vibrancy.

2. Welcoming - Encourage the use of public space with immersive or interactive elements that draw people in

Respond to this by describing in detail:

- o Expected participant numbers

- o Proposed outreach activities or advertising to encourage attendance
- o The anticipated experience of the event

3. Diverse – Curate an intentional mix of opportunities to attract a wide diversity of people and communities

Respond to this by describing in detail:

- o Cultural relevance for specific communities
- o Expected participant demographics
- o How it offers something not found elsewhere

4. Unique – Try something new, offer a distinctive experience. Enhance our sense of place by highlighting our distinctive character and rich history

Respond to this by describing in detail:

- o Innovative or different approaches, concepts or ideas that demonstrate originality, creativity, and a clear vision that aligns with the character of the waterfront. This may include cultural celebrations, art installations, immersive performances, interactive exhibits, culinary showcases, or well-curated markets.
- o Partnership or co-development with local First Nations
- o Themes reflecting local interests, values, stories etc.

5. Local – Support local organisations, individuals, businesses and communities

Respond to this by describing in detail:

- o Contribution to the local economy
- o Local partners and suppliers

6. Inclusive – Consider the needs and preferences of people of all ages and abilities

Respond to this by describing in detail:

- o Potential barriers to access and how your activity may reduce them
- o Accessibility for people with specific needs such as utilizing mobility devices, with sensitivities to light and sound, carers, young children, neurodiversity etc.

4.4 Operational Overview

Provide a detailed overview of the equipment, space, access, utilities and other technical and/or operational needs you require to successfully host the event. This must include the following key elements:

Site Map

Provide a site map indicating to roughly approximate scale indicating proposed event layout and all planned infrastructure including (but not limited to):

- o stage buildouts
- o tenting
- o lighting structures
- o fenced/licensed liquor areas
- o other key elements

Budget Spread Sheet

Provide a budget with details on all anticipated expenses, staffing, and other incidental costs. Specify all source of revenue or funds.

Please Note: CNV is unable to provide financial assistance. You may be eligible to apply for a North Vancouver Recreation and Culture (NVRC) Arts & Culture Grant.

Waste Management Plan

Describe how waste will be effectively managed throughout the event by providing the following details:

- o Indicate whether a professional waste management company will be contracted or if waste will be managed in-house using staff or volunteers
- o Outline the number of personnel dedicated to waste management
- o Explain how waste will be removed from the site
- o Detail any measures to maintain site aesthetics and minimize visual impacts caused by waste (e.g., concealed bins, regular clean-up schedules)
- o Describe plans to dispose of waste responsibly, including how the event will utilize the site's four-stream waste system (organics, recycling, landfill, refundable) to divert waste from the landfills

Preliminary Safety and Security Plan

Proponents are to develop a Safety and Security Plan, a template (Appendix 1) is attached to assist. Provide the following details:

- o Identify potential hazards and vulnerabilities associated with the event
- o Develop a comprehensive safety plan in parallel with event planning, considering risks and emergency response strategies
- o Indicate whether a professional safety management company will be contracted or if safety will be managed in-house using staff or volunteers. Demonstrate an understanding of safety standards and the competency to deliver a safe and successful event

This preliminary plan must demonstrate the organizer's knowledge, preparedness, and competency in executing appropriate safety procedures. Organizers will be expected to expand and provide more detail on this plan should you be approved.

4.5 Previous Experience

Provide an overview of previous events, activities, programming or projects. Include any images or links of previous events as well as any data to demonstrate success.

Provide information on outcomes achieved and existing relationships with suppliers, partners and other key stakeholders.

5.0 SELECTION PROCESS

All submissions must pass through a **three-step** process:

Step 1: Overall Event Evaluation

Step 2: Date Selection, Finalised Operations Plans and Permits

Step 3: Service Licence Event Agreement Completion

Submissions will be subject to staff evaluation and approval - at each step - in order to proceed to the next step. Proponents shall not market their events prior to receiving the final approval and agreement from CNV.

CNV reserves the right to form an agreement with the proponents of its choice, or not to proceed.

Step 1: Overall Event Evaluation

Submissions will be reviewed and evaluated by a selection committee comprised CNV staff. During the evaluation process, any or all of the proponents may be interviewed to clarify submissions. Below is the % scoring assigned to each evaluation category totalling 100%.

Introduction	5%
Event Overview	5%
Alignment with Evaluation Criteria	40%
Operational Overview (including: site map, budget, waste management plan, safety + security plan	40%
Previous Experience	10%

Step 2: Date Selection, Finalised Operations Plans and Permits

Submissions that are approved based on the Step 1: Overall Event Evaluation, will be advised in writing and contacted by a staff member to review;

- a. Requested date availability
- b. Operational Assessment (including drafting of required plans and identifying required permits/insurance etc.
- c. Permit Applications

(More information about typical roles and responsibilities or fees and charges please refer to [Event & Rental Policy](#) (PDF)

Step 3: The Shipyards Rental Licence Agreement Completion (Appendix 2)

The Shipyards Rental Licence Agreement is the final step in the process and outlines the terms and conditions of your event, including permitted activities, responsibilities, permit and insurance requirements, and associated fees.

Fees and charges are determined by:

- a. number of venues requested,
- b. expected attendance,
- c. proponent status: e.g. not-for-profit or commercial event,
- d. event entry structure: e.g. free, ticketed, or corporate

Planning can proceed at this stage, once the Shipyards Rental Licence Agreement has been signed, event can commence.

City of North Vancouver Special Event Safety and Security Plan

Table of Contents

1. Event Overview	2
2. Important Contacts	2
3. Staffing Plan	2
4. Communications Plan	3
5. Logistics	4
6. Emergency Procedures	5
7. Medical	6
8. Security	6
9. Liability Insurance	6
10. Occupant Load Certificate	6
11. Food / Food Trucks / Food Carts	6
12. Alcohol Sales and Service	7
13. Maps	7

1. Event Overview

- **Event Name:** _____
- **Event Location:** _____
- **Event Address:** _____
- **Event Date(s):** _____ - _____
- **Event Times (including load in and out):** _____ - _____
- **Event Details:** *Type of event, potential risks, attendance numbers, crowd demographics, VIPs (including political figures), previous incidents*

--

- **Major Event Sponsor:** _____

2. Important Contacts

Organization	Contact Name	Phone	Email
Event Emergency Contact			
Venue Contact			
Sponsoring Organization			
Law Enforcement			
Fire Department			
Emergency Management			
Local Security Organization			

3. Staffing Plan

Name	Role	Volunteer (Y/N)	Phone Number

4. Communications Plan

Communications and Notification Resources: *list tools (radios, cellphones, PA systems, etc.)*

Event Staff Communications:

Primary (Emergency): _____

Alternate: _____

Chain of Command Notifications:

Primary: _____

Alternate: _____

Participant Notifications:

Responsible Party: Name _____ **Title** _____

Primary Method: _____

Alternate Methods: _____

Media Coordination:

	Name	Role	Phone	Email
Primary				
Secondary				
Tertiary				

Pre-Event Briefing:

- **Time:** _____
- **Location:** _____
- Covers staffing, procedures, emergency protocols, intelligence, etc.

5. Logistics

- **Emergency Response Access Routes:** _____
- **Incident Command Post Locations:** _____
- **Staging Area Locations:** _____
- **Triage Area:** _____

Emergency Response Facilities:

	Address	Phone
Hospital		
Police Dept		
Fire Dept		

Access Control Points:

--

Credentialing, Screening, Site Access:

- **Credentialing Procedures:** _____
- **Screening Procedures:** _____
- **Media Tours:** _____
- **Media Staging Area:** _____

Traffic Control Plan:

- **Provider:** _____
- **Traffic Units Location:** _____
- **Road Closures:** _____
- **Entry/Exit Routes:** _____

Load-in and Load-out plan

Include process for access control of the site + accreditation of vendors + timing for access to site to mitigate traffic issues

Process for road closure / limited site access to protect the event site (barricades ect.)

Parking Plan:

- **Staff:** _____
- **Attendees:** _____

6. Emergency Procedures

Evacuation Routes and Rally Points:

Primary Route: _____

Alternates: _____

Rally Point: Primary _____ Alternate _____

Evacuation procedures: *outline who is responsible for coordinating safe evacuation of guests*

--

Active Threat Procedures:

--

Missing Child/Vulnerable Person Procedures:

--

Medical Emergency Procedures:

--

Fire Procedures:

--

Severe Weather Procedures:

--

7. Medical

Organization Providing Medical Treatment: _____

Level of Certification: _____

Point of Contact: _____

Phone: _____

Email: _____

Available Equipment: *first aid kits, AEDs etc.*

--

First Aid Station Locations: *name locations and include on site map*

--

**Costs associated with providing adequate on site first aid will be the responsibility of the Event Organizer*

8. Security

Security Provider: _____

Organization Type: _____

Point of Contact: _____

Phone: _____

Email: _____

Number of Staff: _____

Duties and Assignments: _____

Prohibited Items: _____

**Costs associated with Event Security will be the responsibility of the Event Organizer, which may include additional policing costs as determined by the North Vancouver RCMP and City Event Coordinators*

9. Liability Insurance

Proof of liability insurance as per City policy.

10. Occupant Load Certificate

Required for events over 750 or for events that have a licenced beverage garden.

11. Food / Food Trucks / Food Carts

Provide a list of approved vendors with valid City Business Licences. Other food services that are associated with approved event will require temporary food permits through Vancouver Coastal Health.

12 Alcohol Sales and Service

Special Event Liquor licence application required.

13. Maps

- **Insert Area Map** with key for:
 - First Aid
 - Command Post/Staging Post
 - Security Posts
 - Designated Event Activities
 - Liquor designated areas, including fencing
- **Insert Traffic Control Map**
 - Access and Egress Points
 - Traffic Control Personnel
 - Parking

*For more information or support in completing this plan, please contact
City of North Vancouver at 604-985-7761.*

Reviewed by City of North Vancouver Event Coordination Staff

Additional Requirements / Recommendations:

Staff Name and Date: _____

Reviewed by City of North Vancouver Fire Department

Additional Requirements / Recommendations:

Staff Name and Date: _____

Reviewed by North Vancouver RCMP

Additional Requirements / Recommendations:

Staff Name and Date: _____

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

The Shipyards Rental License

THIS AGREEMENT dated as of the XX day of XX, 2025

BETWEEN:

THE CORPORATION OF THE CITY OF NORTH VANCOUVER,
a municipal corporation having its offices at 141 West 14th
Street, North Vancouver, BC V7M 1H9

(herein called the “**City**”)

AND:

(herein called the “**Licensee**”)

WHEREAS:

- A. The Licensee is desirous of occupying portions of City-owned land known as The Shipyards all as set out in Schedule A (collectively, the “**Licensed Area**”)
- B. The City has agreed to grant a license to the Licensee for the Licensed Area subject to the terms and conditions herein set forth;
- C. The Licensee represents and warrants to the City that the Licensee is authorized and entitled to enter into this Agreement in connection with the subject matter hereof and to perform the obligations set forth herein.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the License Fee for the use of the Licensed Area paid by the Licensee to the City, the Licensee and the City agree as follows:

1. Grant

The City hereby grants to the Licensee a license to use the Licensed Area on the terms and for the purposes set out herein.

This grant of license is subject to any pre-existing rights, charges and encumbrances, whether registered in the land title office or not, with respect to the Licensed Area, granted to any other person or entity at any time before or after the date of this Agreement. To the best of the knowledge of the City, there are no pre-existing rights, charges and encumbrances, whether registered in the land title office or not, with respect to the Licensed Area, granted to any other person or entity at any time before or after the date of this Agreement that would materially

impact the Licensee's intended use of the Licensed Area pursuant to this Agreement.

The Licensee accepts the Licensed Area "as is", subject to the City ensuring that prior to occupancy of the Licensed Area by the Licensee in accordance herewith, that:

- i) the Licensed Area will comply with applicable fire and safety standards;
- ii) there are existing operative lighting and electrical outlets within the Licensed Area, should the Licensee require additional electrical it will be at a cost to operator;
- iv) public washrooms are located in Shipyard Commons and maintained by City staff until 10:00 pm.

2. Term

The term of the License shall be from XX to XX (the "**Term**") and the following terms apply:

The Licensee shall have possession of the Licensed Area commencing XXX to XXX.

3. License Fees

The City requires a cheque for the damage deposit, prior to month, date, 2025. All cheques to be remitted to: **The City of North Vancouver. Attention: The Shipyards and Waterfront.** The remaining invoices may be paid by credit card, by the above payment schedule. Failure to adhere to payment schedule may result in the reconsideration of your event.

4. Damage Deposit

The Licensee will provide a damage deposit in the amount of \$5,000.00 which will be held until City staff have inspected the Licensed Area at the end of the Term of the License. Any damage to the Licensed Area, adjacent lands, or additional cleaning required as a result of the approved use will be deducted from the damage deposit.

5. Use

The Licensee will use the Licensed Area for the purpose of setting up, operating and taking down a community event and only for that purpose.

The Licensee is responsible for:

- Managing all waste in permitted areas.
- Overseeing traffic management during load-in and load-out.
- Ensuring adequate site security for the entire site, including all parts of the Licensed Area.
- Providing professional security personnel to supervise all parts of the Licensed Area and access points.
- Maintaining safety within the event footprint and providing first aid services.
- Addressing all stain removal in the Licensed Area during the contract dates.

The City will provide:

- Access to The Shipyards power in permitted areas
- Use of electrical distribution boxes at the Shipbuilders' Square stage and crane.
- Potable water access.
- Nine 8-foot picnic tables with City umbrellas.
- Fence panels.
- City tables and chairs.
- One large yellow sign frame for displaying event signage.
- Access Shipyards public washrooms (port-a-potties may be requested by the Licensee if public washroom usage is expected to exceed capacity).

The Licensee shall deliver to the City the following:

- A certificate of insurance confirming that the Licensee has obtained General Liability insurance in the amount, form and manner required by Section 12 of this Agreement, naming the City as additional insured;
- City Special Event Liquor License approval including an Occupant Load;
- Occupant Load Certificate from the Fire Department;
- Confirmation of the Provincial Special Event Liquor Permit;
- Safety and Security Plan;
- Evidence of WorkSafe BC Clearance;
- City of North Vancouver Business License;
- Certificate of Insurance and City of North Vancouver Business License for all Food vendors; and
- Site Map, Street Use Permit, and Load in/ out plan approved by the City.

If, at any time, the City in its sole discretion considers it to be necessary or desirable for health and/or safety reasons or in the public's best interest that an item at the event be removed from the Licensed Area, the City shall notify the Licensee of the same. The City shall give the Licensee at least seven days' written notice of such requirement providing however that in the case of a perceived health and/or safety issue, the City may require immediate removal and/or relocation if the issue cannot be promptly remedied to the City's satisfaction.

i. Parking

There will be no parking for vehicles within the Licensed Area.

ii. Electrical Usage

Only CSA approved electrical cords and lights are to be used in the Licensed Area.

The City shall have the right to impose restrictions or prevent the use of any equipment, effect, rigging, etc. posing a potential hazard or that would not be compatible with the use of the Licensed Area and its equipment.

The Licensee must use cable mats to avoid tripping hazards.

Cobra Electric services, acting as the City's certified Electricians, will be billed directly to the Licensee in case of a power outage, tripped breakers or on-site power issues that need to be repaired by a certified electrician.

iii. Water Usage

Water Service Disclaimer:

The Licensee acknowledges that, while commercially reasonable efforts will be made by the City to provide water service to the Licensee using insulated heated hoses provided by the Licensee, the Licensee acknowledges there is no guarantee that water will be available during extreme cold weather events. The Licensee is responsible for the proper vendor hook up to City's water source and protection of the water systems as set up by City's water team while in use by event. The Licensee acknowledges that during periods of extreme cold, water service may be interrupted or unavailable.

The Licensee is advised to ensure appropriate measures are in place, including the use of insulated hoses and cable mats for hose protection, to minimize the risk of water service disruption.

iv. Advertising, Publicity and Sponsorship

All sponsorship and advertising activities within The Shipyards requires prior approval from the Manager of The Shipyards & Waterfront. This includes, but is not limited to, printed materials, digital content, signage, and promotional items. To ensure consistency and maintain the integrity of The Shipyards' brand, all programming must strictly adhere to The Shipyards Brand Standards, which outline the appropriate use of logos, colors, fonts, and other branding elements.

Any use of the City's or The Shipyards' brand, logo, or name without express written authorization is strictly prohibited. This policy is in place to protect the brand identity of The Shipyards, ensuring that all promotional materials align with the overall vision and mission of the organization.

The City reserves the right to capture and utilize photographs and video footage of all events held at The Shipyards with written approval from Licensee. This media may be used for internal records, promotional materials, marketing campaigns, and other publicity purposes. By participating in events at The Shipyards, individuals and organizations grant the City permission to use their likeness in these materials, unless a specific request for exclusion is made in advance.

v. Maintenance and Garbage

The Licensee will maintain the Licensed Area in a neat, tidy and safe condition at all times to the satisfaction of the City.

The Licensee shall not release, dump, spill or place, or allow to be released, dumped, spilled or released on the License Area or the adjacent water any waste or any toxic substance or any matter which is a risk to the environment or to human health.

The Licensee shall be responsible for emptying the City's garbage bins and clearing all litter within the event footprint. The Licensee may utilize the City's 4-stream bins. The Licensee is also responsible for supplying garbage bags for the duration of their event. If the City's bins prove insufficient for containing event litter, the Licensee may request additional garbage bins, which will be provided at the Licensee's expense.

The Licensee will be responsible for cleaning the surrounding area, to the satisfaction of City's Manager, The Shipyards & Waterfront, otherwise the cost of removal/garbage cleaning will be deducted from the damage deposit (at a cost of at least \$150ph.) with written notice.

The City encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions and the City proudly commits to as close to zero waste events as possible.

All recycling and garbage bins must be clearly labeled as “Organics,” “Containers,” “Refundables,” and “Garbage.” The City expects all waste to be disposed of each night, ensuring that the site is maintained in a clean condition throughout the term of the contract.

A site walk-through will be conducted with City staff and the Licensee prior to event start, to document any existing stains or damage. A follow-up walk-through will occur after the Licensee has fully vacated the premises. Any damages on-site stains attributable to the Licensee will be cleaned or repaired at the Licensee's expense, with costs deducted from the damage deposit.

vi. The Shipyards & Foot of Lonsdale Events Policy

The Licensee agrees to observe and abide by the terms and conditions of The Shipyards & Foot of Lonsdale Events Policy, which is incorporated herein.

Licensee acknowledges that it has received a copy of The Shipyards & Foot of Lonsdale Events Policy.

vii. Public Safety and First Aid

The Licensee agrees, at all times, to conduct its activities at The Shipyards with full regard to public safety.

Adequate fire extinguishing equipment must be accessible at all times, an evacuation plan in the case of an emergency must be in place.

viii. City Staff

The Licensee is advised that City of North Vancouver staffing that are present at the time of their event does not constitute staffing for the Licensee. Any such staffing required may be subject to overtime rates. It is the Licensee's responsibility to define specific requirements and inquire about costs and charges if City Staff are required to assist at any time.

ix. Staffing

The Licensee must provide adequate event management staff, as specified by City's Manager, The Shipyards and Waterfront. The following is recommended staffing levels:

Number of Attendees	Event Management Staff Required
1 - 250	4
500 - 1000	6
1000+	8

Construction

The Licensee will not construct any buildings, structures, works or improvements not part of the event on, over or within the Licensed Area.

Site Cleanup

Upon expiration of the Term or earlier termination of the License, the Licensee, at the Licensee's cost, will leave the License Area in a neat, tidy, and safe condition, and if required by the City, will remove forthwith, at the cost of the Licensee, any exhibits, structures, works, improvements or any other thing constructed, installed, affixed, placed or stored thereon by the Licensee at the request of the City. City staff will inspect the License area prior to the Licensee vacating the premises to determine if there are any items, fixtures or improvements that may be left when vacating the premises. In doing so, the Licensee will forthwith make good any damage caused thereby to the License Area and will leave the premises suitable for a new use.

If the Licensee fails to clean up the site and restore the Licensed Area to its original condition as required under the terms of this Agreement, the City may remove or cause the removal of any structures, works, improvements or any other thing constructed, installed, affixed, placed or stored thereon by the Licensee. The Licensee will pay to the City on demand the full amount of any costs the City incurs to clean up the site restoring the Site to its original condition.

6. Inspection

The City, by its authorized representative, may enter the Licensed Area at any time to inspect the Licensed Area or anything therein for compliance with applicable health, fire and safety laws and bylaws which may include, but not be limited to, electrical inspections, fire inspections and health inspections conducted by Vancouver Coastal Health. The Licensee will repair or remedy any deficiencies or non-compliance according to notice.

7. Nature of License

The occupation of the Licensed Area will under all circumstances be viewed as a license only, and will not create nor be deemed to create any interest in land in the Licensed Area in the Licensee's favour.

8. Assignment of Licensee Interest

The Licensee will not transfer or assign the License and will not permit or suffer any other person or organization to occupy the whole or any part of the Licensed Area. This License is personal to the Licensee.

9. Indemnity

The Licensee will indemnify and save harmless the City from and against all liabilities, damages, costs, expenses, causes of action, actions, claims, suits or judgments which the City may incur or suffer or be put to by reason of or in connection with the Licensee's use or occupation of the Licensed Area pursuant to this Agreement, or arising from any breach, violation or non-performance by the Licensee of any obligation hereunder to be observed or performed by the Licensee, any wrongful act or neglect of the Licensee on or about the License Area, or any damage to property or related to the death of or injury to any person, related to the Licensee's use or occupancy of the License Area. This indemnity will survive the expiration or earlier termination of this License.

10. Liens

The Licensee will not permit any liens to be filed against or in respect of the Licensed Area by reason of labour, services or materials alleged to have been supplied to the Licensee or furnished in respect of the Licensed Area during the Term of the License. If any lien is registered, the Licensee will obtain its discharge forthwith. If the Licensee wishes to contest in good faith the amount or validity of any lien and has so notified the City, then the Licensee may obtain a discharge of the lien from title by paying into Court the amount of the lien claimed together with such costs as the Court may direct, and by registering a discharge of the lien.

If payment is made into court, then the Licensee may defer payment of the lien if it contests the claim with due diligence, provided that the Licensed Area does not become liable to forfeiture or sale. The City may discharge any lien if, in its reasonable judgment, the Licensed Area becomes liable to forfeiture or sale or is otherwise in jeopardy. The Licensee will reimburse to the City any amount paid by the City in so doing, and the City's reasonable expenses in connection therewith.

11. Notice to Workers and Suppliers

If requested by the City, the Licensee will deliver to the City forthwith the full names and addresses of any persons, firms or corporations who will be performing any work or services on or in respect of the Licensed Area or will be supplying any materials to the Licensed Area. The Licensee will deliver such information prior to any such person, firm or corporation commencing any such work or service or supplying any such material.

During the Term the Licensee shall, at the Licensee's sole cost and expense be a registered employer with WorkSafe BC and be current with respect to all payments due to WorkSafe BC. The Licensee shall maintain, and if requested to do so by the City Representative, provide to the City confirmation that all the Licensee's Personnel involved in connection with the installation or de-installation of the vendor stalls are registered in accordance with the Workers Compensation Act,

R.S.B.C. 1996, c. 492, as it may be amended or substituted from time to time (the "Workers Compensation Act"). Without limiting the generality of the foregoing, if the Installation Site constitutes a "multiple-employer work place" (as defined in the Workers Compensation Act), then the Licensee acknowledges and agrees that the Licensee shall be the "prime contractor" (as defined in the Worker's Compensation Act) and as such the Licensee shall comply with all of the prime contractor obligations set-out in the Worker's Compensation Act together with all regulations thereto including the Occupational Health Safety Regulation;

12. Insurance

The Licensee, at the Licensee's cost, and to the benefit of the City of North Vancouver will obtain and keep in force throughout the existence of this License, or any extension thereof, General Liability insurance in a form satisfactory to the City. Such policy will be written on a comprehensive basis of not less than Five Million Dollars (\$5,000,000) per occurrence or such other limits as the City may from time to time require. The Licensee must provide the City, within 10 working days of approval of the license, a Certificate of Insurance in a form satisfactory to the City which indicates the City as Additional Insured. The certificate shall also include a thirty days written notice clause in the event of cancellation, lapsing or any material change to the policy. If a suitable Certificate of Insurance cannot be produced to the City as required, the licensee will be considered to be in breach and the license privileges will be immediately revoked and subject to Section 14 of this Agreement.

Joint and Several Liability

If two or more persons execute this License as Licensee, the liability of each such person to pay the License Fee and observe or perform all the Licensee's obligations pursuant to this License will be deemed to be joint and several.

13. Notice

Either party may give notice to the other at the following addresses or at such other address in British Columbia of which either party may notify the other in writing. To be validly given, a notice must be delivered by hand or mailed by prepaid registered post from a post office in Canada. A notice, if delivered by hand, will be deemed to be received when received, and if sent by post, will be deemed to be received five calendar days after the date of posting.

A. The Corporation of the City of North Vancouver
141 West 14th Street
North Vancouver, BC V7M 1H9
Attention: Manager, The Shipyards and Waterfront

**B. NAME
 ADDRESS**

14. Cancellation and Early Termination

If the Licensee defaults in observing or performing any of the terms and conditions set forth herein then the City may terminate the License immediately and without further notice to the Licensee if the City has provided 72 hours' notice of the default to the Licensee and the Licensee has not cured such default within 72 hours of receipt of such notice, or such longer duration that the City may agree to in writing at its discretion,, any rule at law or at equity to the contrary notwithstanding. Either the City or the Licensee may cancel the License prior to its expiration without cause upon three months' written notice to the other.

The City may terminate this Agreement immediately and without notice to the Licensee if, in the opinion of the City, that there is a health or safety issue involving all or any of the vendor stalls and/or the License Area and the Licensee has not remedied such issue to the City's satisfaction within 72 hours of receiving written notice from the City of the existence of such issue;

The City may terminate this Agreement immediately and without notice to the Licensee if for any reason the Licensee ceases to exist as a legal entity or becomes insolvent or the subject of any proceedings under the *Bankruptcy and Insolvency Act of Canada*, R.S.C. 1985, c. B-3.

Upon any termination or cancellation in accordance with this Section 14, the License will be at an end and of no further force or effect except that the Licensee will continue to be responsible for the fulfillment of any obligation then outstanding with respect to the period of the License prior to its cancellation or termination and the Licensee will responsible for remedying any damage caused to the Licensed Area in accordance with this Agreement.

The Licensee shall not be entitled to any compensation for any losses resulting in any way from the termination of this Agreement whether prior to the end of the Term or at the end of the Term and/or from the suspension of the Licensee's rights pursuant to this Agreement, provided that the City has provided the required notice and otherwise complied with the requirements of this Agreement with respect to termination.

15. Time

Time will be of the essence of this Agreement.

16. Counterparts

Schedule A – The Shipyards Site Map



Do NOT allow vendors to dispose of oil or hot items in the City's garbage receptacles.