**SAFE EVENT PLAN**

**Event Basics**

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| --- | --- |
| **EVENT NAME** |  |
| **EVENT DATE**(s) |  |
| **EVENT TIME**(s) |  |
| **NUMBER OF PARTICIPANTS** |  |
| **AUDIENCE:** Is the event open to the public? | [ ]  YES [ ]  NO  |
| **EVENT LOCATION(S)** (Building/Outdoor) |  |
| **EVENT LOCATION(S)** (Room/Area)\* |  |
| \*A space booking(s) must be in place for your event. For more information visit: bookspace.ok.ubc.ca. Note: A space booking confirmation does not constitute event approval. |
| **EVENT LEAD** (Name) |  |
| **RELATIONSHIP TO UBC:** | [ ]  Faculty [ ]  Staff [ ]  Student [ ]  External  |
| **PHONE\*** |  |
| \*Please provide the cellphone number for the Event Lead or person who will be attending the whole event and who can be reached by Campus Security if required. Further, please provide the event contact’s name if different than the event lead.  |

**Event Description**

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| --- |
| **DESCRIPTION:** (Please provide a brief synopsis of your event.)  |

**Event Details**

|  |  |  |
| --- | --- | --- |
| Large events (1,000 people or more)  | [ ]  YES [ ]  NO  | The Safe Event Plan must be submitted 90 days in advance for review and approval. Note: The City of Kelowna’s Large Events process applies.  |
| Alcohol served | [ ]  YES [ ]  NO  | If ‘YES’, complete the section below. |
| Note: Events serving alcohol must follow provincial regulations. For more information: bookspace.ok.ubc.ca/policies-and-resources/event-planning-resources | Served by Scholars’ Catering? [ ]  YES [ ]  NO Is alcohol being sold? [ ]  YES [ ]  NO Staff/faculty only? [ ]  YES [ ]  NO Is there a charge to attend? [ ]  YES [ ]  NO  |
|  |  |
| Amplified sound (PA, DJs, live music) | [ ]  YES [ ]  NO  | Include details on volume management |
| Barbeques or open flame | [ ]  YES [ ]  NO  | Include precise details  |
| Extreme sports | [ ]  YES [ ]  NO  | Detail the activity and supporting equipment used |
| Potential for environmental impact  | [ ]  YES [ ]  NO  | Include description of impact (i.e. garbage, impact to turf, chemical release, use of generators) |
| Outside services, i.e. food trucks | [ ]  YES [ ]  NO  | Provide the names of the services |
| Guest speakers | [ ]  YES [ ]  NO  | Provide the speaker’s name(s) and topic  |
| Temporary installations | [ ]  YES [ ]  NO  | Include details (i.e. site map, duration and nature of installation) |
| Traffic changes or closures | [ ]  YES [ ]  NO  | A Traffic Management Plan is required and must be submitted for approval.  |
| For all items checked ‘YES’ above, please provide additional details as noted as part of the event description on page 1 or as an attachment.  |

**Attachment Checklist**

Please ensure that relevant attachments are provided with your event application, some may include:

[ ]  Additional details for the items checked ‘YES’ above

[ ]  Site Map (Required for outdoor spaces and large open indoor spaces)

**Event Submission**

Please save this form and submit as attachment to operations.ok@ubc.ca with relevant attachments.

‘Standard events/activities with no potential to interfere’ do not require formal approval, but must be submitted to ensure visibility of all events and activities taking place on campus. You will receive a confirmation of receipt.

‘Standard events/activities with the potential to interfere’ and ‘large-scale events’ require review and formal approval and you will be contacted with any additional steps, or approval to proceed.