



## EVENT PACKAGE

### COVID-19 Event Information:

- Current rules and regulations for Events during COVID-19 are posted on the Carnival website: <https://vernonwintercarnival.com/info/news> and are available from the Winter Carnival Office
- All events held during Vernon Winter Carnival will be done under the most current Public Health Orders from the PHO under the guidance of Interior Health.

### Hosting an event during Vernon Winter Carnival? Here are some things you need to know and complete:

- Complete the attached application form. Which **MUST BE RETURNED BY: Deadline October 31, 2021**, if you have any changes to make after filling this out, please phone us right away.
- The information you provide will be used in the Carnival brochure, on the Carnival website, for promotional purposes and for ticket sales.
- **The brochure will be available by the first week of December 2021. Events will be listed on the website no later than November 30, 2021.**
- **FREE events and events charging less than \$5 admission will be required to pay a \$25 fee (Plus GST) to have their event listed in the Carnival Brochure and on the website.**
- **All events that charge more than \$5 for admission, MUST print and sell their event tickets through Vernon Winter Carnival. If you are selling & printing tickets through a 3rd party venue - a fee of 15% will be applied per ticket payable to Vernon Winter Carnival. Please contact Vicki Proulx at Vernon Winter Carnival Society for more information on these policies.**
- **Event Tickets will go on sale the first Friday of December - Dec 3, 2021**
- **It's recommended all tickets are sold through the Vernon Winter Carnival Office.** However, all event organizers are allowed to sign out as many tickets as they would like to sell, the event organizers are **responsible for any lost or misplaced tickets**, and we will charge the required fee if tickets cannot be accounted for. All tickets sold (either by us, the website or yourself) are subject to a percentage fee. If selling your own tickets you **MUST charge 5% GST**. All **SOLD** tickets will have 5% GST applied to the final price.

### Promotion and Community Involvement

- To ensure a successful event, please promote your event along with Carnival. Have other members of your organization sell tickets, put up posters in the community. Be sure to tag Vernon Winter Carnival in Social Media posts and make Carnival a co-host of your Facebook event to ensure maximum exposure. Please consider putting some event tickets aside for promotional giveaways, this is always a great way to promote your event. Feel free to provide the Carnival Office with posters for our office.
- We will hold a Media Night in early January where event organizers will have the opportunity to attend and speak about their event to the media, sponsors and volunteers. We encourage you to attend
- **ALL EVENTS must send proof of insurance prior to Vernon Winter Carnival.** Please ensure you have the correct insurance and add Vernon Winter Carnival Society as an additional insured to your policy. Organizers are also responsible for providing appropriate liquor licenses, if you are serving alcohol, and security if needed, this is not something Winter Carnival is responsible for, event organizers are **not** covered under Winter Carnival insurance.



- Please call the Carnival office one-week prior to your event and make arrangements to pick up remaining tickets at the office if you are selling tickets at the door. All unsold tickets **MUST BE RETURNED** into the office within a week of the event to process payment.
- If you have to cancel your event a fee of \$100 for the cost of the tickets and printing space in the Brochure will be charged to your organization.
- **Carnival Guests:** Carnival mascots Jopo and Jopette and Carnival Cops will attend as many events as possible during the 10 days of Vernon Winter Carnival. If you would like to request any of these guests to make a specific appearance, please make the request on this form.
- Event Payouts will be sent out after Carnival. **Please allow 1-2 weeks after Winter Carnival** for payments to be processed.

### **VERNON WINTER CARNIVAL SOCIETY 2022 EVENT FEE STRUCTURE**

#### *Ticketed Events*

Organizers of ticketed events will be charged the following percentage of their ticket sales.

All ticketed events will be charged a rate of 15%. (+GST - Collected and submitted by VWC)

- The 15% commission for ticket sales includes ticket printing, minimum one form of advertising (newspaper, radio, social media) office sales, and brochure printing.
- Please note - If you have to cancel your event a fee of \$100 for the cost of the tickets and printing space in the Brochure will be charged to your organization.

#### *Free Events & Events under \$5 admission*

Organizers of FREE events and events charging under \$5 admission will be charged a \$25 (plus GST) admin fee to have their event printed in the Carnival Brochure and listed on the Carnival website. These events MAY (but not guaranteed) receive extra exposure including radio, newspaper, social media or online advertising.



FEB 4-13, 2022  
PRESENTED BY



# 2022 EVENT APPLICATION FORM

THANK YOU FOR BEING A PART OF THE 62ND ANNUAL VERNON WINTER CARNIVAL

Vernon Winter Carnival Society 3401 - 35<sup>th</sup> Ave Vernon, B.C. V1T 2T5

P: 250-545-2236

Email: [info@vernonwintercarnival.com](mailto:info@vernonwintercarnival.com)

Website: [www.vernonwintercarnival.com](http://www.vernonwintercarnival.com)

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**What type of event are you hosting (Please check ONLY ONE)**

Free Event     Admission or Registration under \$5     Ticketed Event

Ticketed Event - tickets sold through 3rd party (Please specify price of tickets) \_\_\_\_\_

Who can cheques be made out to: \_\_\_\_\_

(This is only for events we sell tickets for and need to payout after Carnival)

**Event Info:**

Sponsor(s) (Will be listed on the Website & in the Brochure):

\_\_\_\_\_

Date of Event: \_\_\_\_\_ (must be within Feb 4-13, 2022)

Time of Event (specify doors open time if applicable): \_\_\_\_\_

If there are Multiple start times (please specify): \_\_\_\_\_

Event Location (Please include venue name & Address):

\_\_\_\_\_

**For Ticketed Events:**

# Of tickets to be printed (for Sale): \_\_\_\_\_ Admission price: \_\_\_\_\_

#of Comp tickets to be printed (if applicable): \_\_\_\_\_

\*Please note these will be printed in **addition** to the tickets for sale

Total # of tickets to be printed: \_\_\_\_\_

**For Free Events:**

Capacity Limit for your Event (pre-registration for website): \_\_\_\_\_



Will tickets be available at the door: Yes / No

Will there be alcohol at your event: Yes / No If yes, are minors allowed at your event: Yes / No

Which best Describes your event (check one)

Family Event  Adult Event  Senior Event

Are Meals Included  Menu: \_\_\_\_\_

If your event has reserved seating please provide a contact name and number to be published to make reservations: \_\_\_\_\_ How many people are required for a reservation? \_\_\_\_\_

**Event Description:**

**This description will be used (with your approval) on the website and for advertising purposes. Please give as much detail as possible and great creative!**

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Do you have a COVID-19 Safety Plan in place? Yes

**Vernon Winter Carnival Society may request to see COVID-19 safety plans from any event holder.**

I understand that I will be charged for any tickets not returned immediately following Carnival. I understand that if I had tickets printed by Winter Carnival I will be charged 15% +GST of all sold tickets. I understand that all tickets require GST in addition to the ticket price. If an event is cancelled after tickets have been printed, I understand a fee of \$100 will be charged to the event organizer. I understand if I am hosting a FREE event or charging an admission under \$5 I must pay a \$25 fee (plus GST) to have my event printed in the Carnival Brochure. I have read the event organizers package and understand that I am responsible for having the appropriate event insurance, liquor license and other permits if required. I confirm I have read the most

**VERNON**  
*Winter*  
*Carnival*

FEB 4-13, 2022

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current COVID-19 safety protocols and will follow the rules and regulations ordered by the BC Public Health Officer.

\*Date: \_\_\_\_\_

\*Event Organizer's Name (printed): \_\_\_\_\_

\*Event Organizer's Signature: \_\_\_\_\_

\*required