

This application form must be completed for any event held on City streets, sidewalks or in any other public space. Applicants are required to carefully follow the [Application Guidelines](#) and sign the statement on the bottom of the application form.

1. EVENT DESCRIPTION:

- a) Event Name: _____ Event Date: _____
- b) Location of Event: _____
- c) Brief Description of Event: _____

- d) Beneficiaries of Fundraising: _____
- e) Changes for this Year: _____

2. EVENT ORGANIZER CONTACT INFORMATION:

- a) Contact Name: _____
- b) Organization Name: _____
- c) Organization Address: _____ Postal Code: _____
- d) Phone: (Day) _____ (Home) _____ (Fax) _____ (Cell) _____
- e) E-mail: _____
- f) Public Liaison Person: _____ Phone: _____
- g) On-Site Liaison Person (must be available during event): _____
- h) On-Site Liaison Person Contact No: (Cell) _____ (Fax) _____

3. SITE PLAN and/or ROUTE MAP Attached

Must include all details listed below, be clearly presented and drawn to scale.

4. EVENT DETAILS: (Please provide details on each section)

a) **Event Time(s)**

Date _____ Start _____ Finish _____ Set-up _____ End clean up _____

Dates and times if varying start and finish times for different days:

Date _____ Start _____ Finish _____ Set-up _____ End clean up _____

Date _____ Start _____ Finish _____ Set-up _____ End clean up _____

b) **Attendance.** No. of Participants: _____ No. of Spectators: _____

For Parades, expected number of vehicles: _____

- c) **Notification.** How and when will affected businesses/residents be notified?

- d) **Traffic.** What are your expected impacts on traffic and plans for managing them?

- e) **Alternative Transportation.** Have plans been made to promote alternative transportation? (e.g. bicycling, public transportation) _____
- f) **Parking.** What provisions have been made for parking of participants, vendors, organizers, performers? _____
- g) **Disabled Access.** What provisions will be made for people with disabilities? (e.g. parking and street access, pathways, washrooms, viewing areas)

- h) **Personnel.** What coordinators and/or volunteers are required? What are their roles and provisions for orientating them? _____
- i) **Sound.** Are amplified entertainment, music and/or speeches included? (If so, a [Noise Bylaw Exemption Permit](#) will be required) _____
- j) **Sale or Handouts of Food, Beverages and Merchandise.** Will food, beverages and merchandise be sold or handed out? Please provide vendor names, products and locations. _____
- k) **Alcohol.** Will liquor or beer be sold? (If so, a Special Occasion Licence is required.)

- l) **Sponsors.** How will sponsors be acknowledged? Provide proposed sign/banner details. _____
- m) **Temporary Structures.** Will any temporary structures be required? (e.g. tents, stages, portable toilets) _____
- n) **First Aid Provision.** What first aid provisions have been identified?

- o) **Safety.** What safety risks have been identified and how will they be addressed?

- p) **Security.** What risks for crowd management and site security have been identified and how will they be addressed?

- q) **Waste Management.** What waste or litter will be generated? What is your management plan for waste reduction, environmental protection and/or recycling?

5. CITY SERVICES:

Describe any of the following support you expect to require and/or request.

- a) Police: _____
- b) Fire: _____
- c) Use of City Park / Greenspace: _____
- d) Street Occupancy: (e.g. road closure, metered spaces) _____
- e) Use of City Equipment: Lane Divider (Bean) Poles (4') No. _____
 Safety Vests No. _____ Cones (12") No. _____ Cones (18") No. _____
 (Other Festival Equipment may be available from Recreation Services at 361-0361).
- f) Access to Water or Power: _____

6. EVENT REQUIREMENTS: (SPECIFIC TO CENTENNIAL SQUARE USAGE)

Describe any of the following support you expect to require and/or request.

a) Equipment

On site equipment available to organizers. Please check if required.

- Sound System / Operator** **Microphones #** _____
- Tables #** _____ **Podium** **Power (see below)**
- Chairs #** _____ **Crowd Barriers #** _____ **E Z up Tents #** (maximum 2)

b) Access to Water or Power

Describe how much power is required and how you intend to distribute it. Over and above the stage, identify other power requirements you have for your event. Please check if required.

- Water**
- Power** _____

Please return completed application form to:

City of Victoria, Special Events Office
633 Pandora Avenue
Victoria BC V8W 1N8
Phone: 250-361-0369
Fax: 250-361-0385

Have you attached the following?

- Public Liability Insurance
- Route Map / Site Plan
- Noise Bylaw Exemption Permit Application (if applicable)

Other (e.g. production schedule)_____

The applicant agrees to the conditions they have specified in this application, to the conditions of any required supporting permits and to changes made by the Special Events Office necessary to approve the final special event permit. If the applicant does not agree with the terms specified in the permit, they will notify the Special Event Clerk within 48 hours after receiving the permit.

Please note that the City of Victoria is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore, cannot guarantee that any information provided can be held in confidence.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the conditions in the Special Event Application Guidelines and agree to comply with them.

I/we acknowledge that I/we have received a copy of, read and understood the City of Victoria's Access to Public Facilities Policy and agree to be bound by and comply with the terms and conditions.

I/we acknowledge that I/we have read and understood the conditions in the Guidelines for Sponsor Identification at Special Events and agree to comply with them.

Signature:_____ Date:_____