



Mayor/City Manager's Office  
 1 Centennial Square  
 Victoria, BC V8W 1P6

E [cityhallbookings@victoria.ca](mailto:cityhallbookings@victoria.ca)  
[victoria.ca](http://victoria.ca)

# City Hall Event Application Form

This application form must be completed for any event held in City Hall, including private weddings. Applicants are required to carefully follow the Public Use of City Hall Policy and Guidelines and sign the statement on the bottom of the application form.

## 1. EVENT DESCRIPTION:

a) Event name: \_\_\_\_\_ Event date: \_\_\_\_\_

b) Room/location requested: \_\_\_\_\_

c) Brief description of event:

d) Requesting organization: \_\_\_\_\_

## 2. CLIENT CONTACT INFORMATION:

a) Contact name: \_\_\_\_\_

b) Organization name: \_\_\_\_\_

c) Organization address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

d) Phone: \_\_\_\_\_ (DAY) \_\_\_\_\_ (HOME) \_\_\_\_\_ (CELL)

e) Email: \_\_\_\_\_

g) On-Site liaison (must be available during event): \_\_\_\_\_

h) On-Site liaison contact: (CELL) \_\_\_\_\_

## 3. 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) Number of participants anticipated: \_\_\_\_\_

OVER >



City of Victoria  
 Mayor/City Manager's Office  
 1 Centennial Square, Victoria, BC V8W 1P6  
 E [cityhallbookings@victoria.ca](mailto:cityhallbookings@victoria.ca)

# City Hall Event Application Form

#### 4. SITE PLAN – Attached

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

#### Equipment

What equipment is needed for this event? (i.e. projector and screen, additional extension cords)

#### Cancellation

The City retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency or if the applicant does not adhere to this or any other related policy conditions.

Please return completed application form to:

City of Victoria  
 Mayor/City Manager's Office  
 1 Centennial Square, Victoria, BC V8W 1P6  
 Email: [cityhallbookings@victoria.ca](mailto:cityhallbookings@victoria.ca)

I/we acknowledge (on behalf of the applicant organization, if applicable), that:

- the City 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
- I/we have received a copy of, read and understood the City's Public Use of City Hall Policy
- if the City provides conditional approval of the City Hall event, it will supply a rental agreement which must be signed before the City accepts the event for booking.

Signature: \_\_\_\_\_

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