



# Special Event Permit Application

Parks, Recreation and Facilities T: 250.361.0361  
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Victoria, BC V8T 4C4

This application form must be completed for any activity held in Cameron Bandshell, Beacon Hill Park. Some applications may require evaluation using the Beacon Hill Park Appropriate Activity Assessment Framework. If so, additional information may be requested.

Applicants are required to read and comply with the CAMERON BANDSHELL PERMIT GUIDELINES on reverse.

Day(s) of event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Dates and times if varying start/finish times for different days: \_\_\_\_\_

Main Contact: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Performance/Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Attendance (both spectators and participants): \_\_\_\_\_

Will your event have any impact on neighbours or surrounding businesses? \_\_\_\_\_

Are any food and/or beverage vending, sales, fundraising, or sponsor signs/banners being planned for the event? Give details below:

\_\_\_\_\_

**Requirements (please check)**

- Electricity  Access to Bandshell  PA system
- Chairs # \_\_\_\_\_  Podium  Change Rooms  Other \_\_\_\_\_

On-site liaison person and cell phone #: \_\_\_\_\_

Public/media liaison person and cell phone #: \_\_\_\_\_

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 acknowledge that I have read and understood the conditions in the **Cameron Bandshell Permit Guidelines** and agree to comply with them.

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

## CAMERON BANDSHELL – PERMIT GUIDELINES

- All concerts / events shall be open to the public. No charge, commercial promotion / silver collection/ collection of donations / activity or sale of goods will be allowed in the Bandshell or any part of the Beacon Hill Park.
- Permits are necessary for all activities in the Cameron Bandshell in Beacon Hill Park. The Facility shall not be used for any other purpose than that stated in their permit.
- Any costs relating to the use of the Bandshell will be charged in accordance with the current rates and fees schedule. Cancellations of all confirmed bookings are subject to an administration fee.
- The **organizer** shall ensure the safety of the Facility and its equipment. If the Facility or any item is damaged or missing, the **organizer** is responsible for replacement and or repair and shall not construct, erect or attach any fixture to the Facility without City approval.
- No concerts / events shall extend beyond 9:30 pm or prior to 9:30 am (Sunday 10:30 am). The maximum length of concerts at the Bandshell shall be three hours with two hours between scheduled concerts.
- The **organizer** is responsible for obtaining the necessary electrical permits and services of a qualified electrician when electrical equipment of a temporary nature is required.
- The City retains cancellation rights up to and including the day of the event, or at any time during the event in an emergency or if permit conditions are not adhered to.
- The **organizer** contact agrees to be present at the event/ concert and is responsible for participant conduct, maintaining the Facility in a clean condition and any clean up following. No confetti will be permitted at weddings, etc.
- The **organizer** hereby indemnifies and agrees to indemnify and save harmless the City in respect of any and all claims, demands, suits and costs arising out of any act or omission of the **organizer** or of any servant, agent or officer of the **organizer** arising out of or resulting from the use of the Facility.
- The **organizer** hereby agrees to release and forever discharge the City of Victoria, its elected representatives, officers, employees and agents, of and from any and all actions, causes of actions, claims and demands whatsoever arising out of or in relation to the issuance of this permit and the proposed use of City property by the **organizer**.
- The **organizer** shall maintain at its own expense, a minimum of 2 million public liability insurance insuring against claims for personal injury, death or property damage occurring upon, in or about the Facility use. The policy should include the City of Victoria as additional named insured and containing a cross liability clause.
- The **organizer** shall pay all salaries, wages, fees and commissions of all personnel employed by him, all royalties, author's, publisher's and composer's fees which may become payable as a result of any of the performances / events.
- No signs or banners for advertising purposes are permitted in Beacon Hill Park. The City of Victoria must approve any event signage planned and only with the permission of staff can appropriate event way finding signage be used in and around the Bandshell.
- Blanket distribution of any pamphlets, handbills, circular or other printed typed or written matter at the event is prohibited.
- Entertainment sound levels are subject to the noise bylaw and shall not cause disturbances to neighboring area residents and businesses. The decision of the City as to the minimum and maximum sound levels in such instances shall be final.
- The **organizer** shall be sensitive of the designated heron rookery area located behind the Bandshell, to the west of the Bandshell off Douglas Street and south of Goodacre Lake, particularly during the annual nesting season of February to mid June.
- Events involving food service of any kind require approval from Vancouver Island Health Authority.
- The pathway adjacent to the Bandshell will be used for the purposes of loading and unloading equipment only.
- The **organizer** agrees not to conduct any business or activity that would violate any legislative provision including the *Criminal Code of Canada* and the British Columbia *Human Rights Code*.
- Additional conditions may be included in the approved permit.

### CAMERON BANDSHELL - RATES AND FEES (applicable taxes extra)

Public nonprofit event

**\$108.35/Event** (4 hrs. & under) **\$161.45/Event** (over 4 hrs.)

Private nonprofit event

**\$166.75/Event** (4 hrs. & under) **\$246.40/Event** (over 4 hrs)

Updated February 2018