



Centennial Square Guidelines

Thank you for your interest in bringing your event to Centennial Square. The following information corresponds to the Special Permit Application form and is intended as a guideline to assist you in completing your application form and having your event approved.

Application forms must be signed and submitted by email, fax, mail or in person. **The person signing the application form is responsible for ensuring that all conditions are met.**

Event Organizer Contact Information

Main Contact Information

This is the person who is considered the event's primary contact. This person must ensure that the most current information relating to the event is communicated to and from the City and those involved in the event.

Event Information

Please detail the event name, date, location and type of event as well as a brief overview of the event. Provide a detailed outline of all activities and programs you plan to present. Depending upon activities, organizers may be required to supply other documentation before a permit is issued.

Event Times

Start and finish times for each day of the event must be provided, including any additional days and times required for set up and tear-down. If applicable, performance schedules and any other important times should also be provided. Set up and clean up times should only be as long as is necessary and cannot begin before 8am and cannot extend past 10pm. Clean up should be restricted to required areas of the site.

Number of Participants and Spectators

The number of participants and spectators should be estimated as accurately as possible to ensure adequate safety and site capacity.

Gated or Ticketed Performances

For gated events, the organizer will be responsible for additional equipment infrastructure, sound upgrades, stage lighting, sound technician, fencing, ticket sales and security. The fencing for ticketed events will not be set up earlier than necessary (not to exceed three hours) prior to an event or concert start.

Sale or Handouts of Food, Beverages and Merchandise

Any food, beverage and merchandise sales will require approval in advance from the City of Victoria and must be described in your application (vendor name, products, location). Only event-related products may be sold on site. Sale of products which would significantly compete with similar products sold by adjacent merchants is not permitted.

All sale or handout of food and beverages requires health approval from the Vancouver Island Health Authority (Environmental Health Officer, Michael McKinley at 250.519.3650). Cooking equipment requires inspection from the Fire Department (Steve Smith at 250.920.3361.)

The organizer will contact Bylaw Enforcement 250.361.0321 to obtain an Outdoor Market Business License if you are planning an outdoor market as part of your event.

Event organizers are required to comply with the Capital Regional District Clean Air Bylaw No. 2401 (www.viha.ca) that prohibits smoking in areas where food and beverages are served or consumed, and within 10 metres of all building doorways, open windows and air intakes.

Alcohol

Beer and liquor sales require a Special Occasion License (\$100 fee) from the Liquor Control and Licensing Branch of the BC Ministry of Public Safety and Solicitor General. Applications may be obtained from any government liquor store.

The first step in obtaining a Special Occasion License is to complete a City of Victoria Approval Request Form for your Special Occasion License Application. Please contact Lori Stewart (250.361.0246 lostewart@victoria.ca) for more information. Once the City of Victoria Special Event Clerk has signed off the Approval Form, both documents must then be taken to the Victoria Police Department for endorsement.

Requirements of the licensee include having “Serving it Right” certification and the applicant is responsible for protecting guests from any harm that may come to them as a result of drinking at the event. The operating hours for a beer garden may differ from those of the event, but must run no later than the end of the event or 10:00 pm, whichever is earlier. Food must be available within the beer garden area and adequate washroom facilities must be available and meet Vancouver Island Health Authority requirements.

Written approval from both the City and Police will be required, as specified in the Special Occasion License conditions. The City Special Events Office will consider past experience with the event and confidence that the sales will be well-managed. Beer Garden occupancy limits, based on area square footage, will be set through the Fire Department. Additional security may be required. All clean-up within a beer garden is the responsibility of the organizer.

Sound

Sound levels for entertainment, music and speeches should not unreasonably impact neighbouring residents or businesses. Often, where sound is amplified, the allowable noise levels specified by the Noise Bylaw will be exceeded and an exemption to the bylaw will be necessary (\$50 fee applies for Noise Exemption Bylaw). All such events are required to have a plan for controlling the type and volume of sound produced by the event and event organizers are expected to be responsive to complaints during the event. Sound levels will be monitored during the sound checks and performances. Sound level limits for your event will be established through the permitting process. All performing artists shall agree to the acceptable levels.

If the Centennial Square Site Services Coordinator will be operating the sound for your event, the \$50 Noise Bylaw Exemption fee (\$50) will be waived. Labour fees will apply for the Site Service Coordinator (see note under Site Services Coordinator).

Sound checks for week day evening concerts shall take place only after 5 pm so as not too impact City Hall business. Performances involving amplified sound will be unavailable on Thursday evenings (Council meetings) and daily before 11 am or after 10 pm. To minimize impact on City Hall business, amplified sound is limited to the noon hour time frame (11:30 – 1:30 pm) and after 5 pm. on Monday to Fridays (exception statutory holidays). McPherson Playhouse operations / performance scheduling will also be taken into consideration.

Access to Water or Power

Access to water and/or power is available in specific areas of the Square. The Site Services Coordinator will hook up the power and water requirements for your event. Please describe what requirements you need with the Site Services Coordinator.

Temporary Structures

The location of other structures such as additional tents, stages and portable toilets must be included on your site map. A tent is defined as: a portable shelter of skins, canvas, plastic or the like, supported by one or more poles or a frame and often secured by ropes fastened to pegs in the ground or other weighted items.

Tents must meet NFPA (National Fire Protection Association) standard. All tents must also meet the CAN/ULC- S109 standard for flame resistant materials. A manufacturer's label must be attached to the tent stating that it does meet this requirement. If a label is not attached, it will be the user's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance.

Since the Square has underground services, equipment such as tents must be secured using cement blocks (i.e. not pegs, spikes or ropes to trees) unless specifically approved. The organizer will be charged for any damages resulting from unauthorized setup methods.

Washrooms

The Square public washrooms are open 7 days a week, 24 hours per day with a Commissionaire on duty in the immediate area of the washrooms. Additional washroom facilities may be required if you anticipate large crowds at your event

Sponsor Signs and Banners

Sponsorship acknowledgment is often required by organizers in order to secure funding for non-for-profit events. The City requires that this acknowledgment be restricted to playing a supportive role in event presentation and therefore the size and number of banners and signs are limited only to what is necessary. The primary and most visible information must be event-related. The area of signage allocated to sponsor identification may not be greater than 40%.

The location of all sponsorship acknowledgement including sponsor vehicles and tents, must be shown on the site map. The times when sponsor or media representatives will be present on site must also be provided.

Please indicate if a media vehicle will be onsite during the event on your site map.

Notification Plan

It is critical that all residents and businesses are aware of your event and are minimally impacted by it.

With the varied programming by different groups in the Square during the summer months, the City will coordinate one notification for the June 21 – September 15 activities to all businesses and residents within a two block radius of the Square. For consistency, notification will include the phone number of the Site Coordinator, contacts before, during and following the event. For all other events, the area notification will be the responsibility of the event organizer.

First Aid Provision

First aid services will be required and locations of these services must be indicated on the map.

Safety

The site layout and installation should reflect considerations for safety hazards for your event. Fire hazards should be identified, and where there is a hazard, management provisions will be approved by the

Fire Department. Any electrical cords on site must be rated for outdoor extra hard usage, be CSA approved and in compliance of section 66 of the electrical code. Any electrical connectors accessible by the public must be boxed and secured. Electrical cords should be taped down and all tripping hazards marked.

Waste Management & Environment

The City will pick up litter and empty public garbage bins in the normal course of its duties. Larger events that generate extra garbage pick-ups may result in additional costs to the event organizer.

The organizer will ensure waste products are minimized or substituted, including provisions for gathering and recycling returnable and separation and collection of cardboard. Any possible risk to the environment (e.g. spills) should be identified and addressed. Grey water collection systems may be necessary with food vendors.

Site Infrastructure

The following amenities are available to organizers for their event:

- Sound system & operator - 16 channel mixer / amp 150 watt, CD cassette, 6 microphones, 2 stage monitors (detailed specs are available on request). Fees apply.
- Site washrooms (with security)
- Bistro tables (50) and chairs (100) with umbrellas 3 meters x 3 meters (10) in the plaza area
- 10 (8') Tables
- 50 Chairs
- 5 cable covers
- 1 EZ Up tents (10' X 10')
- Podium
- Dolly

For events with equipment infrastructure needs over and above what is available on site (see above), the City-owned staging, bleachers, marquee tents, and pop up tents may be available for rental. A festival Equipment Rental Request form should be submitted with your event application. Rental fees will apply. For more information, please contact Tammy Lata (250-361-0356).

Security

The applicant has a large degree of responsibility for the behavior of event participants and is responsible for ensuring that appropriate security is in place. The event should be designed to avoid risk of unintended police call-outs. Specific costs of such callouts may be assessed to the organizer if risk has been identified and inadequately addressed. Overnight site security may be required for multiday events.

Parking

Vehicle access into the Square is restricted for the purpose of loading and unloading only and must move off site once equipment is unloaded. Any vehicle larger than a passenger vehicle will require a Street Occupancy Permit issued by the City of Victoria's Engineering Department. Please contact Nick Armstrong at 250.361.0304.

Vehicles, including media vehicles, are not permitted on sidewalks, paths or grassy areas unless they are a functional part of the event and have been approved in advance.

All vehicles must be off the site by the event start time and will not be allowed during the event time. The speed limit must not exceed 8km/hour. All vehicles driving must have hazard lights on and must be escorted on and off the site. Vehicle access into Centennial Square is permitted from Pandora/Broad Street ONLY. No access through Me Kwon Way or from Government/Fisgard Streets.

Venue Rates and Fees

Centennial Square is available for use free of charge by a local non profit organization hosting a free event. Consideration will be given, on a limited basis, for gated/ticketed arts and cultural performances when the ticketed performance is part of an overall festival presentation in the Square that includes both free and ticketed components.

Centennial Square Fees	
Non-profit Organization	
• Free event open to the public	No Charge
• Gated/Ticket event	\$241.60 per day
Business/Commercial Event	
• Free Event	\$483.23 per day

Site Services Coordinator

A Site Services Coordinator will be on-site to ensure a smooth, safe operation of your event. The coordinator will:

- be present during your event and as required for set up and tear-down.
- operate the City's sound system and monitor sound levels.
- liaise and assist organizers during the event to ensure permit requirements are met and the event goes smoothly.

\$32.00 (plus applicable taxes) per hour will be charged for the Site Services Coordinator to be onsite.

Insurance

Managing risk of damage to property and injury to persons is an important part of planning your event. You should identify any elements of risk associated with your event and ensure they are addressed before the event begins.

The City requires that the organizer provide proof of a valid public liability insurance policy of at least \$2,000,000 against claims for personal injury, death or property damage occurring upon, in or about the venue. The policy will include the City of Victoria as additional named insured and contain a cross liability clause.

If your ability to meet the necessary insurance requirements is limited, insurance may be available to purchase through the City. Additional information is available on this option.

In signing the application form, the organizer 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 venue by the organizer.

Site Map

A picture is worth a thousand words! An event site map should be clearly presented, drawn to scale and include the date it was prepared (any revised plans must reference the date of the revision). Please include the location of all aspects of your event as described in your application, clearly indicating the locations of tents, staging, vendors, cables, hoses, sound systems, portable toilets, litter bins, recycling bins and water holding tanks. A venue site map is available upon request.

If fencing of an area is proposed, the fencing, gates, entrances and exits, including emergency exits and fire lanes must also appear on the site map. The gating configuration must make provisions for some public access to be maintained through the Square as well as the overall site attractiveness of the Square.

Note that modifications of the submitted site map may be required prior to approval of the event.

General Conditions

- The organizer shall not use the site or route for any other purpose than that stated in the permit.
- Applicants must ensure their event complies with human rights provisions as described in the City's [Access to Public Facilities Policy](#).
- The organizer shall be responsible for returning the site and any City equipment to its original clean condition following the event
- The organizer shall be liable for any damage done to the site or City equipment during the event
- Nothing can be fastened to, hung from or placed in boulevard trees, planters or other City property without specific permission
- No posters advertising the event are to be located on any public property, such as lamp posts, park benches and building walls. Posters may be taped only to poster cylinders provided on designated lamp poles throughout downtown, or placed on private property with the owner's permission
- Distribution of any pamphlet, handbill, circular, flyer or other printed, typed or written matter is prohibited at the event or at any time prior to the event except as approved on the permit for notification purposes

ADDITIONAL CONDITIONS AND COMMENTS WILL BE INCLUDED IN THE APPROVED PERMIT.

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 permit conditions. Organizers must designate a named on-site liaison person with authority to ensure compliance with permit conditions or stop the event if necessary at any time during the event.

Contact

If you have any questions when applying for a special event permit in Centennial Square please contact Nichola Reddington (nreddington@victoria.ca, 250.361.0363) or Tammy Lata (tlata@victoria.ca, 250-361-0356).