



Arts, Culture & Events office T: 250.361.0246
 720 Douglas St E: culture@victoria.ca
 Victoria, BC V8W 3M7

Special Event Permit Application

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.

APPLICATION FOR SPECIAL EVENT PERMIT

Completed application forms must be submitted by email, mail or in person to the address above. The permit holder will be responsible for ensuring that all conditions are met, and there is a designated on-site contact person for the duration of the event.

1. EVENT INFORMATION

Event Name _____

Event Description _____

Event Location(s) _____

Event Date(s) _____

Is this an annual event? Yes No If yes, describe changes from previous year(s): _____

2. APPLICANT INFORMATION

Organization Name _____ Applicant Name _____

Address _____ City _____ Postal Code _____

Registered Non-Profit (BC Society No _____) Other (specify) _____

Commercial/Business _____

Work/Home _____ Cell _____ Email _____ Website _____

On site Contact Person _____ Position/Title _____ Cell No _____

3. SITE PLAN ATTACHED

Must be clear, to scale and contain all details as set out in this Application.

4. EVENT SCHEDULE

Venue request:

Set-up date/time	
Event start date/time	
Event end date/time	
Tear down finish date/time	

Will your event involve multiple performances? Yes No

Will your event be held over multiple days? Yes No

If yes to either question above, please also attach a separate schedule or program outlining these times.

5. EVENT INFORMATION

a) Total number of people expected in attendance, including staff, volunteers and performers: _____

b) Temporary Structures Will any temporary structures be set up (e.g. tents, canopies, stage, generators, portable washrooms, etc.) Yes No

If yes, describe _____

c) Food and Beverage Yes No

Please note all food vendors must have valid VIHA certification. Please submit a list of VIHA-certified food vendors and their power requirements.

If yes, describe _____

d) Alcohol Yes No

Special Occasions License required for sales of alcohol

If yes, describe _____

e) Sales of any kind (e.g. merchandise, services) Yes No

If yes, describe _____

f) Amplified Sound (e.g. announcements, music) Yes No

Noise Bylaw Exemption required

If yes, describe _____

g) Use of an Unmanned Aerial Vehicle (UAV)/Drone: Yes No

If yes, describe: _____

h) Sponsorship:

Sponsor Identification Yes No

If yes, describe: _____

Signage or banners Yes No (If yes, types: _____ number _____ locations _____)

Distribution of promotional material Yes No

i) Notification: How and when will notification of affected businesses/residents take place? _____

6. PERSONNEL

Describe number, roles and responsibilities for volunteers or coordinators

Number	Role	Responsibilities

Describe orientation and training program _____

7. WASTE MANAGEMENT AND ENVIRONMENTAL PLANS

Describe waste management plan for garbage, recycling, compost, and washrooms (if applicable)

Waste Type	Management Plan
Garbage	
Recycling	
Compost	
Grey Water	
Washrooms	

8. TRAFFIC MANAGEMENT

a) Describe anticipated traffic effect and planned mitigation:

Roads _____

Event Site _____

b) What provisions have been made for parking of participants, vendors, organizers or performers?

Describe _____

c) How will you encourage alternate transportation (e.g. transit, taxi, bicycle)?

Describe _____

9. SAFETY AND SECURITY

a) Have you identified the Emergency Access Points on the Site Plan? Yes No

b) What first aid requirements have you identified and how will you address them?

Describe _____

c) What safety risks have you identified and how will you address them?

Describe _____

d) What provisions will be made for persons with disabilities (e.g. access, parking, pathways, washrooms, viewing areas)?

Describe _____

10. CITY SERVICES:

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

a) Police: _____

b) Fire: _____

c) Street Occupancy: (e.g. road closure, parking spaces) _____

d) Use of City Traffic Control Equipment: Lane Divider (Bean) Poles (4') No. _____

Safety Vests No. ____ Cones (12") No. _____ Cones (18") No. _____

e) Access to Water: _____

f) Access to Power: _____

For festival equipment rentals, please fill out the Festival Equipment Loan application.

11. CENTENNIAL SQUARE REQUIREMENTS:

Please select all applicable equipment or support you request from the City of Victoria for your event held in Centennial Square.

a) Equipment

On-site service and equipment available to organizers. Please check if required and indicate number requested. Brackets identify quantity available

Sound System and Operator (\$31 – 40/hour depending on tech needs. Includes Noise Bylaw Exemption and sound equipment rental)

Podium Chairs (50) # _____

Rope and Stanchions # _____ 8' Tables (8) # _____

10x10 Pop-Tents (1) # _____ Garbage Cans (3) # _____

Seasonally available:

Umbrellas (10)

Bistro Tables (30)

Bistro Chairs (100)

b) **Access to Water or Power**

Describe your need for water. Describe how much power is required and how you intend to distribute it. If you need power for other than stage requirements please identify that information here as well.

Water _____

Power _____

Please return completed application form to:

City of Victoria
Arts, Culture & Special Events
Office Location: Victoria Conference Centre
720 Douglas St, Victoria, BC V8W 3M7
Phone: (250) 361-0246 or visit www.victoria.ca
culture@victoria.ca

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.

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.

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.

Authorized Signatory of Applicant

Printed Full Name

Date

ATTACHMENTS: Have you attached the following?

Required Attachments:

- Insurance
- Site Plan
- Notification Letter

If Applicable:

- Technical stage plot (if using City of Victoria sound tech)
- Event Schedule
- UAV Use Permit (from Nav Canada/Transport Canada)
- Noise Bylaw Exemption Application
- Special Occasions Licence/Permit from LCLB