



Arts, Culture & Events office T: 250.361.0246  
 720 Douglas St E: [culture@victoria.ca](mailto: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 Date(s): \_\_\_\_\_ to \_\_\_\_\_

#### Event Times

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

Will your event be held over multiple days?	Yes	No
Will your event involve multiple performances?	Yes	No

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

Select the "Attach File" button for each file you wish to submit. To see attachments, click on the paperclip icon on the left side bar. 

Event Location:

Event Description:

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 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
On site Contact: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Cell: \_\_\_\_\_

## 3. ATTACH SITE PLAN

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

Select the "Attach File" button for each file you wish to submit. To see attachments, click on the paperclip icon on the left side bar. 

## 4. EVENT INFORMATION

a) Total number of people expected in attendance.

Staff:                  Volunteers:                  Performers:                  Attendees:

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

**VIHA certification required**

If yes, describe and include power requirements.

d) Alcohol      Yes      No

**Special Occasion License required**

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

**Valid Special Flight Operations Certificate (SFOC) required**

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?

**5. PERSONNEL**

Describe number, roles and responsibilities for volunteers or coordinators

<b>Number</b>	<b>Role</b>	<b>Responsibilities</b>

Describe orientation and training program.

**6. WASTE MANAGEMENT AND ENVIRONMENTAL PLANS**

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

<b>Waste Type</b>	<b>Management Plan</b>
<b>Garbage</b>	
<b>Recycling</b>	
<b>Compost</b>	
<b>Grey Water</b>	
<b>Washrooms</b>	

## 7. 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.

**8. 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.

**9. 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.

Cones (18") No.

Safety Vests No.

e) Access to Water:

f) Access to Power:

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

**10. 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 equipment may be available to organizers. Please contact the Special Events office, [culture@victoria.ca](mailto:culture@victoria.ca) to inquire about availability.




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:**

**ATTACHMENTS:** Have you attached the following?

Select the "Attach File" button for each file you wish to submit. To see attachments, click on the paperclip icon on the left side bar. 

**Required Attachments:**

Insurance

Site Plan and/or Route Map

Notification Letter

**If Applicable:**

Event Schedule

Noise Bylaw Exemption Application

Special Occasions Licence/Permit from LCLB

List of VIHA-certified food vendors, shown on a site map noting power requirements

**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](http://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.

**WAIVER AND INDEMNITY CLAUSE**

(ORGANIZATION) hereinafter called the "Licensee"), represented by

(APPLICANT), permission to use the Facilities as outlined, subject to the terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

The Licensee 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.
- Hereby indemnifies and agree 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.
- Hereby agree 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.
- Provide the City proof of a minimum of \$2,000,000 public liability insurance containing a cross liability clause and naming the City of Victoria as additional insured.
- The Site shall not be used for any other purpose than that stated in the permit. The organizer agrees to be present at the event/concert and is responsible for participant conduct, maintaining the Site in a clean condition and any clean up required following your event.
- Applicants must ensure their event complies with human rights provisions as described in the City's Access to Public Facilities Policy.
- The City retains cancellation rights up to and including the day of the event, at any time during the event in an emergency or if the permit conditions are not adhered to.
- On site recognition of the City of Victoria's support of your event is required.

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit and the Terms and conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his or her signature.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signatory of Applicant