



BEACON HILL PARK

ACTIVITY AND EVENT APPLICATIONS

- INFORMATION FOR APPLICANTS

Introduction

All activities and special events proposed for Beacon Hill Park are subject to an assessment of their appropriateness.

Applications are evaluated using an **Appropriate Activity Assessment Framework**. A **Decision Statement** is prepared, including the rationale for the decision and any conditions associated with approval. A copy of these documents is available to the applicant on request.

The Appropriate Activity Assessment Framework is intended both as a tool to appraise park activities, special events and management initiatives in Beacon Hill Park, and to communicate to the public the framework guiding appropriate use decisions. In keeping with the recommendations of the Beacon Hill Park Round Table and the need for objective decision-making regarding the use of Beacon Hill Park, the Framework is designed to be:

- transparent (i.e., understandable to an outside observer)
- open (i.e., provide opportunity for stakeholder participation where appropriate)
- accountable (i.e., persons affected by a park use decision should know why it has been reached)
- fair (i.e., decision makers have a duty to act fairly)
- respectful (i.e., appreciative of diverse values)
- efficient and effective (i.e., make good use of time and resources)
- enforceable (i.e., supported by legal or policy instruments, and sufficient resources)

Application Process

The City of Victoria requires adequate time for review and approval of applications. Smaller scale applications (less than 50 people) may be submitted two months prior to the proposed activity or event. For larger scale events, applications should be submitted at least four months prior to the event.

The applicant is responsible for providing sufficient information about the proposed activity or event to allow for assessment by Parks Division staff.

Please complete all applicable sections of the **Application Form** and include as much information as possible. Supporting documents and site map(s) may be appended. If there is insufficient information to complete the assessment, the Application Form will be returned to you and you will have the opportunity to re-submit.

Questions may be directed to:

Permit Clerk
Arts, Culture & Events
#1 Centennial Square, Victoria BC, V8W 1P6
Office Location: 720 Douglas Street, Victoria BC, V8W 3M7
Phone: (250) 361-0356 Fax: (250) 361-0385 or visit www.victoria.ca
email: tlata@victoria.ca

Step 1

Obtain an application form and submit one completed and signed copy to the Parks Permit Clerk.

Step 2

Parks Division staff will complete an Appropriate Activity Assessment and make a recommendation. Council approval may be necessary. Applicants will be kept informed throughout the process.

Step 3

Once all required information and approvals are obtained, a permit will be issued. A site meeting with Parks Division staff may be requested prior to the event. If the applicant is asked to notify neighbours or other park users, a contact list is available from the Parks Division.

Step 4

Parks Division staff will conduct a review following the event, and financial statements may be requested. Any negative feedback may result in future events being denied to the applicant and/or organization.

General Conditions

All activities and events occurring in Beacon Hill Park are subject to the following general conditions:

- Once site plans and permit conditions have been approved by the City, no further changes to the activity or event will be allowed without the written permission of the Parks Division.
- The applicant shall not use the site/route for any purpose other than that stated in the permit.
- The applicant shall be responsible for participant conduct.
- The applicant shall be responsible for maintaining the site and any City equipment in a clean condition.
- The applicant shall be liable for any damage done to the site, route or City equipment as a result of the activity or event including set-up and clean-up activities.
- Consumption of alcohol within the park is prohibited.
- Vancouver Island Health Authority (Environmental Health Officer 250-519-3401) must be contacted when offering food and beverages on site.
- No item may be fastened to, hung from or placed on trees, planters or other City property without specific permission provided in writing in the permit.
- No posters advertising the event are to be located on any public property, lamppost, power line post, park bench, building, walls, etc. Posters may be taped only to cylinders provided in the downtown area or placed, with permission, on private property.
- Signs or banners for advertising purposes are prohibited within park boundaries. 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 required for neighbourhood notification or as approved on the permit.
- Emergency vehicle access within and outside the park must be maintained at all times. Any barricades or other traffic/crowd control structures/fencing must be easily moveable for police, ambulance or fire access.
- The applicant shall be responsible for clean up and removal of all litter and temporary structures, etc. immediately following the event. If Parks staff have to pick up garbage or otherwise deal with clean up the next day, (i.e., staff call outs, phone calls to follow up or track down organisers, etc.), the applicant will be charged for staff time.

Special Requests

Special requests for use of City equipment; access to water, power, parking or work requests for Park staff are subject to Parks Division policy. The applicant may be responsible for associated costs. Please note any such requests on the application for later discussion with Parks staff.

Insurance Requirements

The City requires that the applicant 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 site/route. The policy will include the City of Victoria as additional named insured and contain a cross liability clause.

In signing the permit, the applicant 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 applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the applicant.

Financial Statements

For activities or events that have a commercial component (profit or non-profit) as determined in Part E of the Application Form, the applicant must submit an audited Financial Statement within four weeks following the last day of the activity or event.

Permit Fees

Permit fees and/or deposits may apply. Please contact Parks Division staff for more information.

Freedom of Information Policy

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 the information provided in your application will be held in confidence.

Cancellation Policy

The City retains the right to cancel the event up to and including the day of the event, with or without cause or at any time during the event in an emergency, or if permit conditions are not adhered to. Applicants 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. If the permit is revoked or cancelled the applicant shall have no claim or right to damages or reimbursement on account of any loss, damage or expense.

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