



## BEACON HILL PARK

### APPLICATION FORM FOR ACTIVITIES AND SPECIAL EVENTS

#### A. GENERAL INFORMATION

<b>1. Date of application</b>	
<b>2. Title of activity or event</b>	
<b>3. Date(s) and time of activity or event</b>	
<b>4. Park Requested</b>	
<b>5. Contact information</b>	Name: Street Address: City and Province: Postal Code: Phone: Email:
<b>6. Has the proposed activity or event taken place in Beacon Hill Park in past years?</b>	<input type="checkbox"/> Yes, in years _____ <input type="checkbox"/> No
<b>7. If the proposed activity or event took place in past years, list any changes and the <u>reasons</u> for the changes</b>	<input type="checkbox"/> No changes <input type="checkbox"/> Yes, the following changes are proposed:
<b>8. Has the applicant previously organised any <u>other</u> activities or events in Beacon Hill Park for which a permit was required?</b>	<input type="checkbox"/> Yes, for the following events and years: _____ _____ _____ <input type="checkbox"/> No

**B. PURPOSE AND LOCATION**

<b>1. Purpose of the activity/event</b>
<b>2. Rationale for choosing Beacon Hill Park</b>
<b>3. Other locations considered and reasons for rejecting alternative sites</b>

**C. SITE SELECTION**

<b>1. Proposed location(s) within the Beacon Hill Park</b>
a) Description of all sites to be used:
b) Location map included?
<input type="checkbox"/> Yes, append map(s) to application <input type="checkbox"/> No
<b>2. Rationale for selection of the preferred in-park locations</b>
<b>3. If your first choice of site(s) is unsuitable or unavailable, provide at least one alternative site within the park</b>

### **D. DESCRIPTION OF EVENT**

*The applicant must describe the proposed activity or event in detail. Use the spaces below for specific event components. Attach additional pages or supplemental information as required.*

<b>1. Map of site layout included?</b>	<input type="checkbox"/> Yes, append map(s) to application <input type="checkbox"/> No																																				
<b>2. Duration of activity/event</b>	Set-up: Activity/event: Clean-up: Total time within park:																																				
<b>3. Expected number of participants</b>																																					
<b>4. Expected number of spectators</b>																																					
<b>5. Number of activity/event staff on site</b>																																					
<b>6. Describe site set-up activities</b>	Times for set-up:  No. of personnel:  Special materials/equipment:  Other:																																				
<b>7. Type and number of temporary facilities or structures</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%; text-align: center;">Number</th> <th style="width: 15%; text-align: center;">Type/Details</th> </tr> </thead> <tbody> <tr><td>Booths</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Tables</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Stages</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Tents</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Fencing</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Portable toilets</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Refuse bins</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Generators</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Sound System</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Signs/banners</td><td style="text-align: center;">_____</td><td>_____</td></tr> <tr><td>Other</td><td style="text-align: center;">_____</td><td>_____</td></tr> </tbody> </table>		Number	Type/Details	Booths	_____	_____	Tables	_____	_____	Stages	_____	_____	Tents	_____	_____	Fencing	_____	_____	Portable toilets	_____	_____	Refuse bins	_____	_____	Generators	_____	_____	Sound System	_____	_____	Signs/banners	_____	_____	Other	_____	_____
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<b>8. Describe any special access, transportation or parking requirements</b>																																					
<b>9. Describe any special park facility or infrastructure requests (e.g., water/ power hook-ups, use of buildings, etc.)</b>																																					

<p><b>10. Describe any special park maintenance needs (e.g., lawn mowing, clean-up)</b></p>											
<p><b>11. Describe all planned on-site activities once the event is underway including main events/ attractions, secondary attractions, speeches, ceremonies, music, entertainment, etc.</b></p> <p><b>(append program of events if available)</b></p>											
<p><b>12. Describe site clean-up activities and times</b></p>	<table> <tr> <td>Staging/structures/tents/equipment</td> <td>cleaned-up by:</td> </tr> <tr> <td>Portable toilets</td> <td>removed by:</td> </tr> <tr> <td>Refuse bins</td> <td>removed by:</td> </tr> <tr> <td>Garbage</td> <td>removed by:</td> </tr> <tr> <td>Other: _____</td> <td>removed by:</td> </tr> </table>	Staging/structures/tents/equipment	cleaned-up by:	Portable toilets	removed by:	Refuse bins	removed by:	Garbage	removed by:	Other: _____	removed by:
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<p><b>13. Describe measures to be taken to minimise Disturbances to other park users or neighbours (where applicable)</b></p>	<p>Notification of event (how and when completed):</p> <p>Traffic and parking management (inside and outside park):</p> <p>Noise control:</p> <p>Other:</p>										

## **E. COMMERCIAL ELEMENTS**

*The applicant must describe all commercial elements that apply to the proposed activity or event in as much detail as possible. Responses should be limited to those aspects that will occur within the park unless specified.*

<b>1. Is any component of the event directly or indirectly intended to generate funds for any purpose?</b>	<input type="checkbox"/> Yes, estimated revenue generated _____ <input type="checkbox"/> No
<b>2. Is the activity or event a fundraiser or charitable event?</b>	<input type="checkbox"/> Yes, non-profit/charity registration number _____ <input type="checkbox"/> No
<b>3. If the activity or event has taken place in past years, has the city received copies of financial statements?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, but could be provided on request No, <input type="checkbox"/> unavailable <input type="checkbox"/> Not applicable

*If the activity or event is not intended to generate revenue or raise funds, proceed to Part F, otherwise, complete the following sections.*

<b>4. Provide details for <u>all</u> commercial elements associated with the proposed activity or event</b>	
<b>5. Voluntary donation</b>	
<b>6. Mandatory paid participation or membership fees (include provisos for those unwilling/unable to pay)</b>	
<b>7. Sales (include details of items for sale, locations, advertising)</b>	

<p><b>8. Sponsor identification (include methods of identification)</b></p>	
<p><b>9. Signage or banners (include types, number, locations) See <i>General Conditions (page 2)</i> for restrictions on signage and banners</b></p>	
<p><b>10. Marked media vehicles (include number and locations)</b></p>	
<p><b>11. Distribution of promotional material - See <i>General Conditions (page 2)</i> for restrictions on promotional materials</b></p>	
<p><b>12. Tents or booths for commercial purposes (include types, number, locations)</b></p>	
<p><b>13. Announcements for the purpose of advertising, sales or sponsor identification (include mode and frequency of announcements)</b></p>	

<p><b>14. Corporately sponsored structures or equipment (permanent or temporary)</b></p>	
<p><b>15. Monetary exchange outside of the park, but activity inside the park</b></p>	
<p><b>16. Other (specify)</b></p>	
<p><b>Describe all measure to be taken to minimise the visual and auditory impacts of the above commercially-related activities</b></p>	
<p><b>Describe what, if any, efforts have been made to locate commercial elements (e.g., advertising, promotion, sponsorship, etc.) outside of Beacon Hill Park.</b></p>	

## E. PUBLIC SAFETY

<b>1. Has a public safety plan been prepared for the activity or event in question (required for events over 100 people)?</b>	<input type="checkbox"/> Yes, append to application to proceed to Part G No, <input type="checkbox"/> complete following section
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<b>2. Describe all <u>applicable</u> public safety measures that will be implemented by the applicant</b>	
<b>a. Crowd management (including circulation, information, lost children, animal control, etc.)</b>	
<b>b. Traffic /parking management (include provisions for handicapped access/ parking)</b>	
<b>c. Emergency services (e.g., medical, police, fire) See <i>General Conditions (p. 2) for emergency access requirements</i></b>	
<b>d. Lighting after dark</b>	
<b>e. Safety around equipment, power, water, etc.</b>	
<b>f. On-site management (include experience of personnel)</b>	
<b>g. Management of other safety risks specific to your activity or event</b>	



## **G. SUPPLEMENTAL INFORMATION**

*Use the space below to list any additional information that you are appending to the application or to provide any additional information you feel is relevant to your application.*

### **Summary of additional information supplied by applicant for consideration during assessment**

## **H. DECLARATION**

The person signing the application form is responsible for ensuring that all conditions are met and is expected to be on site during the event.

On behalf of the applicant organisation, I/we acknowledge that I/we have read and understood the conditions listed in Part I of this **Application Package** (pages 1-3) and agree to comply with them.

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

Return completed application to:  
Kathy Barlow, Permit Clerk  
Arts, Culture & Events  
Office Location: 720 Douglas Street  
Victoria, BC V8W 3M7

Telephone: 250-361-0524  
Email: [kbarlow@victoria.ca](mailto:kbarlow@victoria.ca)