

CITY OF VICTORIA | Arts, Culture and Events

Cameron Bandshell Guidelines

Contents

Application process	3
Public access	3
Event duration and scheduling	3
Waste management	4
Facility care and equipment	4
Event cancellation	4
Organizer responsibilities	4
Insurance and liability	5
Commercial activity	5
Financial obligations	5
Signage and advertising	6
Sound	6
Sound control	6
Performance rights and music licensing	6
Environmental sensitivity	7
Parking	7
Loading and unloading	7
Parking lots	7
Legal compliance	7

These guidelines outline the requirements for hosting an event at the Cameron Bandshell in Beacon Hill Park.

Application process

- Review these guidelines carefully before applying. If you have questions, email culture@victoria.ca.
- Submit the event permit application at least 30 days before your event. This allows time for review and processing.
- City staff will review complete applications and may approve the request or ask for further details.
- Proof of insurance may be submitted after the event is approved.
- If approved, the City will issue an event permit.

Public access

All events at the Cameron Bandshell must remain fully open to the public.

- Admission fees, donations or ticket sales are not permitted.
- The Bandshell and surrounding grounds must always remain accessible.
- Fencing, barriers or any restrictions on public entry are not allowed.

Event duration and scheduling

- Events may not begin before 9:30 a.m., or 10:30 a.m. on Sundays.
- Events must end no later than 9:30 p.m.
- Each concert may run for a maximum of three hours.
- A minimum two-hour break is required between concerts hosted by different permit holders.

Waste management

Events that exceed four hours or are expected to draw large crowds require a waste management plan.

- Organizers are responsible for arranging garbage and recycling removal related to their event.
- Existing park bins will be emptied before events but are not sufficient for high-volume use.
- The waste management plan must be submitted if requested by City staff and approved before the event.

Facility care and equipment

Event organizers are responsible for the care and condition of the Bandshell and its equipment.

- Any damage or loss must be repaired or replaced at the organizer's expense.
- Installing structures, fixtures or attachments is not permitted without prior City approval.
- Any damage caused by the permit holder must be reported immediately reported immediately by emailing culture@victoria.ca.

Event cancellation

The City of Victoria may cancel an event at any time, including during the event, if there is an emergency or if permit conditions are not followed.

Organizer responsibilities

- The Bandshell may only be used for the purpose outlined in the approved permit.
- Organizers must designate an on-site liaison for the duration of the event.
- The liaison is responsible for participant conduct, site cleanliness and post-event cleanup.
- The site must be left clean and orderly. Cleanup costs may be charged to the organizer if required.
- All equipment and personal belongings must be removed by the permit end time.

Insurance and liability

Event organizers must provide special event insurance with a minimum coverage of \$5 million.

The insurance must:

- Name the City of Victoria as an additional insured
- Include a cross-liability clause
- Indemnify and hold harmless the City, its employees and contractors

By accepting the permit, organizers release the City from claims related to the event and use of the site.

Commercial activity

Commercial activity is not permitted at the Cameron Bandshell or anywhere in Beacon Hill Park, including:

- Commercial signage or promotions
- Sales of goods
- Donation collection
- Food trucks

Financial obligations

Event organizers are responsible for all costs related to their event, including:

- Wages, fees and commissions
- Performer payments
- Royalties and licensing fees

Signage and advertising

- Advertising signs and banners are not permitted at the Bandshell or in Beacon Hill Park.
- Any event signage requires prior City approval.
- Wayfinding signage may only be used with staff permission.
- Distribution of pamphlets or printed materials is not permitted.

Sound

Sound control

- Sound levels must comply with the [Noise Bylaw](#) and the [Sound Policy for Outdoor Special Events](#).
- Amplified sound requires an exemption under the Noise Bylaw.
- Sound levels, timing and duration must not unreasonably impact nearby residents.

Arts, Culture and Events staff will:

- Set maximum allowable decibel levels
- Provide guidance on resident notification

Organizers may be required to take decibel readings during the event and submit them afterward.

Performance rights and music licensing

Event organizers are responsible for securing all required music and performance licences.

- [Re:Sound](#) manages rights for recorded music.
- [SOCAN](#) licenses performing rights for composers, authors and publishers.

Organizers must contact both organizations, as required, before the event.

Environmental sensitivity

- Organizers must respect the heron rookery near the Bandshell, particularly during nesting season from February to June.
- Events during environmentally sensitive periods may not be approved.
- All events must comply with the Capital Regional District [Clean Air Bylaw](#), which prohibits smoking in all parks.

Parking

Loading and unloading

- The pathway beside the Bandshell may be used for loading and unloading only.
- Parking on park roadways or pathways is not permitted.

Parking lots

- Public parking is available in the parking lot near the Beacon Hill Park petting zoo.
- Events expecting more than 2,000 spectators require a special event permit for additional parking at the Douglas Street all-weather soccer field.

Legal compliance

All events must comply with applicable laws and regulations, including the Criminal Code of Canada and the BC Human Rights Code.

Rates and fees

Fees are set under the [Parks and Recreation Fees Bylaw](#). Permits are not valid until payment is received. All confirmed cancellations are subject to an administration fee.

Permit eligibility

Event permits are issued to organizations or societies, not individuals.

Private venue rentals, such as weddings and church events are permitted but must be open to the public and are required to have City-provided site coordinator present.

Fees (four hours or less)

- Public non-profit event: \$113.73 per event
- Private non-profit event, including weddings and church groups: \$175.07 per event
- Site coordinator and sound technician (mandatory): \$40 per hour, including set-up and tear-down

Additional conditions

The City may include additional conditions in an event permit.

- A copy of the permit must be kept on site at all times.
- Organizers are responsible for understanding and following all permit conditions.