



# Block Party Application Form

Arts, Culture & Events office T: 250.361.0246  
720 Douglas St E: [culture@victoria.ca](mailto:culture@victoria.ca)  
Victoria, BC V8W 3M7 [victoria.ca/artsandculture](http://victoria.ca/artsandculture)

This application form must be completed for any Block Party 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.

## DETAILS

Day(s) and Date(s): \_\_\_\_\_

Time(s): Set-up \_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_ End clean-up \_\_\_\_\_

Location of Block Party: \_\_\_\_\_

Changes for this Year: \_\_\_\_\_

No. of Participants Expected: \_\_\_\_\_

Activities Planned: (Describe applicable items below and **show on your site plan**).

- Amplified Music or Sound: \_\_\_\_\_
- Food/Beverages: \_\_\_\_\_
- Temporary Structures (e.g. tents, stage, portable toilets): \_\_\_\_\_
- Additional Activities: \_\_\_\_\_

## ORGANIZER CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Info: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

On-Site Liaison: \_\_\_\_\_ Cell: \_\_\_\_\_

An on-site liaison person must be identified and must be present at all times during set-up, tear down and during the event. This person must have the authority to make decisions on behalf of the event and must be accessible to City staff, Police and residents via cell phone.

### Have you attached the following?

- Site Plan (if applicable)
- [Resident Sign-off Form](#) (if applicable)

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.

The applicant agrees to the conditions they have specified in this application and to any agreed to supporting permits and changes required in preparing a final special event permit consistent with the conditions. 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, I/we acknowledge that I/we have read and understood the conditions in the Application Guidelines and agree to comply with them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_