



EVENT PERMIT APPLICATION FORM

Please complete this application form for any event, including Block Parties, held within the Township of Esquimalt. It is recommended that applicants read the Application Process document before filling out and signing the Event Permit Application Form.

PLEASE NOTE: All facility space that involves parks or public areas needs to be booked at the time of submission. This can be done by contacting the Facility Bookings Clerk at (250) 412-8525.

EVENT DESCRIPTION:

Event Name: _____

Day(s) and Date(s): _____

Location of Event: _____

Purpose / Description of Event:

EVENT ORGANIZER CONTACT INFORMATION:

Contact Name: _____

Organization Name: _____

Organization Address: _____ Postal Code: _____

Phone: (Day) _____ (Home) _____ (Fax) _____

E-mail: _____

Public Liaison Name and Phone # if different from above:(Please provide name and number of contact person to be supplied to general public and media in the event of inquiries.) _____

On-Site Liaison Person: _____

On-Site Liaison Person Contact #'s: Cell or Pager _____ Fax: _____

EVENT DETAILS:

ALL EVENTS

Event Time(s): Start _____ Finish _____ Set-up _____ Clean-up _____

Dates and times if varying start/finish times for different days: _____

of Participants Expected: _____ # of Spectators Expected: _____

Site Plan (drawn to scale) Attached (if applicable)

How will affected businesses/neighbours be notified and when will this be completed?

What impact will your event have on transportation (eg. where will your participants, organizers and/or performers park, what provisions have been made for handicapped access and parking):

Number of vehicles and types: (i.e. cars, pickup trucks, commercial vehicles)

IF PARADE, WALK, RUN OR PROCESSION

Number and type of units/participants: _____

Number of Trained Marshals: _____

Assembly Area: _____ Dispersal Area: _____

On Street On Sidewalk Route Map Attached

This event will include: (check those which apply and provide details)

Entertainment/Amplified Music/Speeches: _____

Sale/Offering of Food/Beverages and Merchandise Sales: _____

Sponsor Signs / Banners: _____

Temporary Structures (tents, portable heaters/stage/portable toilets): _____

Liquor / Beer Sales: _____

First Aid Provision. Please indicate number of attendants and their level of training: _____

MUNICIPAL SERVICES NEEDED:

PLEASE NOTE: Non-Profit, Fundraising, or Community Events may qualify for full or partially free assistance. Commercial Events will be required to cover costs.

Police / Fire/Transit

Please describe any potential security, traffic, or safety issues the Police or Fire Services may assist you with if available. **Note: Fire Code Compliance may require evaluation and inspection prior to approval.**

Public Works

Use of City Equipment (if available):

- Barricades (# Required): _____
- Safety Vests (# Required): _____
- Cones (# Required) _____
- Street Occupancy (road / lane closure,): _____
- Access to Water or Power: _____
- Additional details: _____

For more information please contact the Facilities Coordinator at (250) 412-8518 or pmann@esquimalt.ca

Parks

- Use of Municipal Park / Greenspace: _____

- Sanitation (garbage management, receptacles): # _____ Site Location: _____
- Additional Details: _____

For more information please contact the Parks Manager at (250) 412-8508 or katschoa@esquimalt.ca

Please return completed application form to:

Esquimalt Parks and Recreation
Attention: Recreation Facilities Coordinator
1151 Esquimalt Rd.
Esquimalt, B.C.
V9A 3N6

Or e-mail to pmann@esquimalt.ca

Have you attached the following?

- Public Liability Insurance Route Map (if applicable) Site Plan (if applicable)
 Access route map for emergency vehicles. Note: someone must be available at such location to remove barricades etc to allow such access.

Please note that the Township of Esquimalt 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.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the conditions in the guidelines outlined in the Special Event Application Process and agree to comply with them.

I/we acknowledge that I/we have received a copy of the facility booking contract, have read and understood all of the Terms of Use and agree to comply with all conditions listed.

Signature: _____ Date: _____