

The Event Permit Committee is comprised of representatives from the Police and Fire departments, Community Services, BC Transit, Public Works and the Parks and Recreation department. The committee will review all applications submitted. It may be necessary to have the Event Permit Committee review applications in which case, event organizers may be invited to attend permit review meetings. Some timelines to note:

- Block Party approvals require a minimum of **4 weeks advance notice** if road closures are requested.
- Repeat annual events with no street closures require a **minimum of 8 weeks notice**.
- Major events and all those requesting a street closure require a **minimum of 4 months advance notice** in order to ensure adequate time for review and availability of police resources.
- Any event that is new, unusually large, or potentially controversial, may require Municipal Council approval. The organizer should not advertise the event or make financial commitments before obtaining approval from the Township. The review process for new events may require the organizer to consult the community/residents affected. Selection of an alternate site may be necessary.
- Event organizers shall re-apply for all events on an annual basis.

### **Booking Your Event**

**Note:** *Applicable only to those events where Council approval is not required.*

**STEP 1:** Submit your permit application to Esquimalt Parks and Recreation - Community Development to ensure all requirements are available.

**Email:** [meghan.nicklin@esquimalt.ca](mailto:meghan.nicklin@esquimalt.ca)

**In Person:** Esquimalt Rec Centre or Archie Browning Sports Centre

**STEP 2:** Depending on the complexity of the event, or problems associated with an event in the past, stipulations may be placed on your permit. You will hear back from the Township with one of the following:

- Permit approval
- Any Municipal requirements, changes or missing information that is required for your permit to be approved
- Permit Denial

**Note:** The process of reviewing applications for permits is coordinated by the Community Development Programmer with assistance from the Facility Booking Clerk. As such, the Programmer will act as a liaison between the event coordinator and other municipal departments and government agencies.

**STEP 3:** Once all required information and approvals have been received, a contract will be issued to confirm your event. This document outlines all event particulars and requires a signature. Bookings will be held for one week from the time of the issuance of a contract at which time payment is required. If payment is not received, your permit will be cancelled and the space will no longer be reserved. We will not follow up with applicants if contracts and/or payment is not received by the due date.

# EVENT PERMIT APPLICATION FORM

Please complete this application form for any park bookings or 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.

**\*\*\* ALL SECTIONS (4) MUST BE COMPLETED \*\*\***

**SECTION 1:**

**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:**

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 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 performer's park, what provisions have been made for handicapped access and parking):

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

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**SECTION 2:**

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

Parade, walk, run or procession:

Number and type of units/participants: \_\_\_\_\_

Assembly Area: \_\_\_\_\_

Dispersal Area: \_\_\_\_\_

Entertainment/Amplified Music/Speeches: \_\_\_\_\_

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Sale/Offering of Food/Beverages and Merchandise Sales: \_\_\_\_\_

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Sponsor Signs / Banners: \_\_\_\_\_

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

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Liquor / Beer Sales: \_\_\_\_\_

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

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**SECTION 3:**

**MUNICIPAL SERVICES NEEDED:**

**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.**

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**Equipment**

Use of City Equipment (if available. Fees apply):

- Tables (8') (# Required): \_\_\_\_\_
- Chairs (# Required): \_\_\_\_\_
- Barricades (# Required): \_\_\_\_\_
- Safety Vests (# Required): \_\_\_\_\_
- Cones (# Required) \_\_\_\_\_
- Power: \_\_\_\_\_

**Public Works**

Use of City Equipment (if available):

- Street Occupancy – attach map with marked road/lane closures
- Access to Water or Power: \_\_\_\_\_
- Additional details: \_\_\_\_\_

**Parks/Facilities**

- Use of Municipal Park / Greenspace / Facilities: \_\_\_\_\_  
\_\_\_\_\_
- Garbage Management Plan: Please check which option you will use:
  - \_\_\_\_\_ Will take all refuse with us when leaving municipal property
  - \_\_\_\_\_ Will hire third party to manage garbage and recycling during and immediately following event

Additional Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4:**

**\*\*\* Please note an incomplete application will be returned. Bookings cannot be made until a completed application form is received.\*\*\***

**Have you attached the following?**

- o Public Liability Insurance (required - may be purchased through municipality)
- o Site Plan (if applicable)
- o Route Map (if applicable)

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: \_\_\_\_\_

**Please return completed application form ATTN: Community Development Programmer by email to:**

[meghan.nicklin@esquimalt.ca](mailto:meghan.nicklin@esquimalt.ca) or in person at the Esquimalt Recreation Centre or Archie Browning Sports Centre.