

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. The Community Recreation Coordinator acts as chairperson of the committee. 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.

- Block Party approvals require **4 weeks advance notice**.
- Repeat annual events with no street closures require a **minimum of 8 weeks notice**.
- Major events and 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.

### **Booking Your Event**

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

- STEP 1:** Book any facility space needed with the Facility Booking Clerk. (250-412-8525 or [fmathieson@esquimalt.ca](mailto:fmathieson@esquimalt.ca)) The booking clerk will book your event date subject to availability.
- STEP 2:** Submit your permit application to the Esquimalt Parks and Recreation Facilities Booking Secretary to ensure all requirements are met.
- STEP 3:** Depending on the complexity of the event, or problems associated with an event in the past, stipulations may be placed on your permit.
- The process of reviewing applications for permits is coordinated by the Community Recreation Coordinator and the Facility Booking Secretary. As such, he/she will act as a liaison between the event coordinator and other municipal departments and government agencies.
- STEP 4:** Once all required information and approvals have been received, a letter of acceptance will be issued to confirm your event.

If, as a part of your conditions, you are required to contact other Municipal Departments or Government Agencies you will be notified as soon as possible.

- STEP 5:** Event organizers shall re-apply for events on an annual basis.