



The Corporation of the District of Saanich

# Special Event Permit Application

780 Vernon Avenue, Victoria, BC V8X 2W7

## INTRODUCTION

Saanich believes that special events add to the social fabric of our community. From international sporting events to community picnics, festivals, parades and athletic activities, the District of Saanich is proud to host a wide variety of events each year.

## PERMIT PROCESS

The application process begins when you submit to the District of Saanich a completed Special Event Permit Application. To help guide you in this process we have outlined the appropriate contact below based on the location of your event. Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

## WHERE IS YOUR EVENT LOCATED?

Public Property <i>(roadways, parking lots, trails)</i>	Saanich Park	Saanich Recreation Centre
Complete the application form and contact the Community Events Coordinator at:	Complete the application form and contact the Saanich Parks Division at:	Contact each Centre directly to arrange a Facility Rental Agreement:
<b>Saanich Community Services</b> 780 Vernon Avenue Victoria B.C. 250 475-5558 rob.phillips@saanich.ca	<b>Saanich Parks</b> 1040 McKenzie Ave Victoria, BC V8P 2L4 250 475-5522 parks@saanich.ca	<b>Cedar Hill</b> 475-7121 <b>Gordon Head</b> 475-7104 <b>GR Pearkes</b> 475-5400 <b>Commonwealth Place</b> 475-7600

Copies of the application are forwarded and reviewed by all affected municipal departments and in some cases the CRD Parks office. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

## PARK EVENTS

If you plan to hold your event in a Saanich park, it is your responsibility to contact the Parks Division in order to coordinate the scheduling of your event. A tentative booking of your event will be made on a first come first serve basis and all Park bookings will not be confirmed until all event related documents have been submitted.

For any events that are open to the general public and in excess of 100 participants the Special Events Coordinator will provide you with a list of recommendations that must be agreed upon before final confirmation of your booking is made. The letter of recommendation must be presented to the Parks Division at the time of payment to confirm your booking.

Special rules, regulations and restrictions unique to each site or facility may apply. Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times.

Please complete all areas of the application form to ensure that we can quickly process your request.

On behalf of the District of Saanich we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!



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## INSURANCE

ALL APPLICATIONS MUST INCLUDE PROOF OF COMPREHENSIVE OR COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE IN THE MINIMUM AMOUNT OF \$2,000,000, INCLUSIVE PER OCCURRENCE, FOR BODILY INJURY AND PROPERTY DAMAGE, UNDER WHICH THE DISTRICT OF SAANICH AND THE SAANICH POLICE BOARD ARE ADDITIONAL INSURED. THE COVERAGE MUST INCLUDE A WAIVER OF ALL RIGHTS OF SUBROGATION OR RECOURSE AGAINST SAANICH AND THE SAANICH POLICE BOARD.

Your insurance broker can provide you with such a document or Saanich can give you a form to be completed by your broker.

I have read and understand the Insurance requirements:  Initials Required

## INDEMNITY AGREEMENT

IF THE SPECIAL EVENT PERMIT IS GRANTED TO YOU BY SAANICH, YOU AND YOUR ORGANIZATION MUST INDEMNIFY AND SAVE HARMLESS SAANICH, THE SAANICH POLICE BOARD AND THEIR OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS FROM ANY CLAIM, LAWSUIT, LIABILITY, DEBT, DEMAND, LOSS OR JUDGMENT (INCLUDING COSTS, DEFENCE EXPENSE AND INTEREST) WHATSOEVER AND HOWSOEVER ARISING EITHER DIRECTLY OR INDIRECTLY AS A RESULT OF THE GRANTING OF THE PERMIT OR THE USE OF SAANICH PROPERTY OR FACILITIES.

YOU ALSO AGREE TO WAIVE ALL RIGHTS OF SUBROGATION OR RECOURSE AGAINST SAANICH AND THE SAANICH POLICE BOARD AS A RESULT OF THE GRANTING OF THE PERMIT OR THE USE OF SAANICH PROPERTY OR FACILITIES.

I have read and understand the Indemnity Agreement:  Initials Required

## APPLICANT INFORMATION

Organization Name:			
Contact Name:		On Site Contact:	
Address:		Address:	
City:	Postal Code:	City:	Postal Code:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	

EVENT INFORMATION			
Event Name:		Date:	
Location:	<input type="checkbox"/> Park or Trail <input type="checkbox"/> Roadway <input type="checkbox"/> Public Facility	<input type="checkbox"/> Ticketed Public Event <input type="checkbox"/> Free Public Event <input type="checkbox"/> Private Event	
Site Map Attached <input type="checkbox"/> Yes <input type="checkbox"/> No  Event Category <i>please check all that apply</i>	<input type="checkbox"/> Race / Walk / Cycling <input type="checkbox"/> Festival / Celebration <input type="checkbox"/> Private Gathering	<input type="checkbox"/> Parade <input type="checkbox"/> Concert / Performance <input type="checkbox"/> Outdoor Market	<input type="checkbox"/> Charity / Non profit <input type="checkbox"/> Exhibits / Tradeshow <input type="checkbox"/> Other <i>(explain below)</i>
Attendance: estimated # of participants (     ) estimated # of spectators (     ) estimated # of staff or volunteers (     )			
Event Description: <i>(please describe your event or attach a summary in letter format)</i>		Will fees be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is this an annual event: <input type="checkbox"/> Yes <input type="checkbox"/> No # of years (     )	
Event Schedule:			
Set Up	Date:	Time:	Day of Week:
Event Starts	Date:	Time:	Day of Week:
Event Ends	Date:	Time:	Day of Week:
Take Down	Date:	Time:	Day of Week:
Parking Arrangements			
Please provide a brief description of how event parking will be coordinated:		# of volunteers (     )	
Will a shuttle bus be used if parking is not contained with the available parking area?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please describe your plan for emergency vehicle access to the event site:			
Will alternative means of transportation be promoted to avoid congestion? <i>(e.g. bicycling, car pool, public transportation)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How and when will affected residents and or businesses be notified?			
Traffic Control			
<i>Events requiring road closures must be received at least 12 weeks prior to the event and will require the approval of a detailed route map provided to Saanich Police.</i>			
Do you plan to close or block any road ways or sidewalks at any time during the event? <i>If YES, please detail the streets or intersections that will be affected.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require the assistance of the Saanich Police to manage traffic congestion? <i>If yes, please note that all costs associated with the use of Saanich Police officers is the sole responsibility of the hosting organization and must be paid in advance of the event.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the use of Certified Traffic Control Persons be utilized during your event? <i>If YES, please indicate on the route map where they will be located.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Please note:</i>			
Saanich Police (or in some cases Certified Traffic Control Persons* will be required at:			
<ul style="list-style-type: none"> <li>• all signalized intersections</li> </ul>			

- all intersections considered major by the Traffic Control Unit of the Saanich Police
- any location not considered suitable for private traffic monitors (marshals)

Other intersections:

- lower volume intersections and areas requiring low to moderate traffic control may be regulated by Certified Traffic Control Persons\*
- locations requiring an "informational" level of traffic direction may be monitored by volunteer
- personnel who have been suitably trained

Certified Traffic Control Persons \* - please provide names and proof of training

### Equipment and Activities Planned:

Are there any musical entertainment features related to your event?  Yes  No  
 ( ) Number Stages  
 ( ) Number of Performers or Bands *If YES, please explain.*

Will sound amplification be used for announcements, speeches or other public addresses?  
*Please describe the type of sound system being used.*  Yes  No  
*If YES, please explain.*

Do you plan to sell any goods or services at your event?  Yes  No  
*If YES, please explain.*

Do you require an electricity source during your event?  Yes  No  
 Will generators be utilized during the event?  Yes  No

Will portable toilets be supplied for this event?  
*Washroom facilities vary at each Saanich Park so it is recommended that portable washrooms be used for events that are larger than 200 participants.*  Yes  No

Will animals be used for any portion of this event? (*Petting farm, pony rides etc...*)  Yes  No  
*If YES, please explain.*

Will tents be used during this event?  
*If yes, please explain the size and number being used.*  Yes  No

Will any bleachers or grandstands be used during this event?  
*If yes, please explain the size and number being used.*  Yes  No

Does your event involve a parachute jump as part of an open ceremony?  
*If yes, please provide a detailed letter explaining the coordinates of the landing and the names of all certified participants. Permission from Transport Canada is required for all jumps.*  Yes  No

**First Aid:** In the event of an emergency or injury to participants what first aid provisions have been made:

**Security:** What arrangements have been made to ensure the safety of participants, staff and volunteers at the event:

**Waste Management:** What arrangements have been made to reduce on site litter and for removal of excessive waste during or after the event:

### Food, Beverage & Alcohol

Will food and beverage service be available during your event?  Yes  No  
*If YES, please explain who will be providing the service:*

Please describe the equipment that will be used to prepare the food at this event:  
 Gas  
 Electric  
 Charcoal  
 Other:

Will alcoholic beverages be available during your event?  
*If YES, a Special Occasion License is required. Please explain who will be providing the service and what products will be available.*  Yes  No

If alcohol is available at this event please describe the area in which it be contained to.

A site map must be included with the application.

**Advertising / Promotion** Please check all that apply

- |                                     |                                    |                                  |  |
|-------------------------------------|------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Television | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Posters | <input type="checkbox"/> Billboards / Kiosks |
| <input type="checkbox"/> Radio      | <input type="checkbox"/> Website   | <input type="checkbox"/> Flyers  | <input type="checkbox"/> Other:              |

How will event sponsors be acknowledged?  
Please describe all signage that be used.

**Fees** If your event is located within a Saanich Park the \$25 Special Event Fee is not applicable, please refer to Park Usage Fees

**Special Event Application Fee: \$25**  
Please make cheque payable to the District of Saanich

**Park Fees:**

**Insurance**

All applications must include **Proof of Liability Insurance Coverage** in the amount of \$2,000,000 covering the organization and it's members, officers and employees, all participants in the event and adding the District of Saanich and the Saanich Police Board and their respective employees as named insured.

**Applications can be sent to:**

Saanich Community Services      Fax: 475-5411  
780 Vernon, Avenue  
Victoria BC V8X 2W7

If you have any questions or require further information  
please contact the Community Events Specialist  
at 475-5558

**Signature:**

**Date:**

**For Office Use Only:**

Reviewed by Police:  
Reviewed by Saanich Fire:  
Reviewed by Parks Division:  
Reviewed by Recreation Dept:

Date Received:

Date Approved:

Police Assistance:  Yes  No

Certified Traffic Control Persons:  Yes  No

The information on this form is collected for the administrative and/or operational functions of the District of Saanich, as authorized by the Local Government Act. This information will be used and maintained in accordance with the Freedom of Information and Protection of Privacy Act. Should you have any questions regarding this issue, please contact Saanich's Information and Privacy Team at (250) 475-1775.