

**District of Oak Bay**  
 2167 Oak Bay Avenue, Victoria, BC V8R 1G2  
**Special Event Application Form**



<b>Applicant Information</b>		<b>Re-occurring Event:</b> If yes, changes from previous year(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Organization Name (if applicable):</b>			
<b>Contact Name(s):</b>		<b>E-mail Address:</b>	
<b>Street Address:</b>		<b>City:</b>	<b>Postal Code:</b>
<b>Home Phone or Work number (Please Specify):</b>		<b>Cell or alternate number:</b>	
<b>On-Site Contact Name(s):</b>		<b>E-mail Address:</b>	
<b>Street Address:</b>		<b>City:</b>	<b>Postal Code:</b>
<b>Home Phone number:</b>		<b>Cell or alternate number:</b>	

<b>Event Information:</b>			
<b>Event Name:</b>		<b>Event Date(s):</b>	
<b>Location(s):</b>			
Are you requesting rental space in one of the Parks, Recreation and Culture facilities?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Beneficiaries of event (if applicable):</b>		<b>Will admission fees be charged?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Event Category:</b>			
<input type="checkbox"/> Race/Walk/Cycling	<input type="checkbox"/> Parade	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Other _____
<input type="checkbox"/> Festival/Celebration	<input type="checkbox"/> Fundraiser/Charity	<input type="checkbox"/> Outdoor Market	

<b>Estimated Attendance:</b>			
No. of participants: _____	No. of Spectators: _____	Other _____	
No. of Staff: _____	No. of Volunteers: _____		

<b>Event/Purpose Description:</b> (Please describe your event or attach a summary in letter format)

<b>Event Schedule (list times for each day):</b>				
Date:	Set Up Starts:	Event Starts:	Event End Time:	Clean Up End:
Date:	Set Up Starts:	Event Starts:	Event End Time:	Clean Up End:
Date:	Set Up Starts:	Event Starts:	Event End Time:	Clean Up End:
Date:	Set Up Starts:	Event Starts:	Event End Time:	Clean Up End:

<b>Site Map/Plan: Please attach to your application a clearly presented and to scale site plan or sketch</b>	
<b>Road/Sidewalk/Parking area closures:</b>	
Are road closures required to host your event? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If a closure is required the following must be included with your application:</b> a) <b>detailed map showcasing sites of closures (including marshalling) and</b> b) <b>a Traffic Control Safety Plan</b> <small>*to be submitted with the Application Package to the Administration Secretary for circulation, please <b>do not</b> provide directly to the Oak Bay Police Department.</small>	If a road closure is required to host your event, are you requesting any type of Municipal Support or aid? Examples of which include: barricades, signage, police assistance, etc. Please be as specific and detailed as possible. Attach a supplementary sheet if more space is required:  <b>*The municipality may not be able to accommodate all request for service or assistance, sufficient notice will be provided.</b>
Are sidewalk closures required? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, do you require use of barricades? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are parking lot/stall closures required? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, do you require use of barricades? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please describe your plan for emergency vehicle access to the event:	
<b>Parking and Transportation:</b>	
Please provide a brief description of how event parking will be coordinated:	
Will a shuttle bus be used if parking is not available at the main event site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Notification Plan:</b>	
It is required that all residents and businesses not participating in your event but that are directly affected, are aware of the activity and are minimally impacted by it. Notice should include contact information, type, time and date of event. Notice is to be given 30 days prior to the event to all properties immediately adjacent to the event site or event route. <b>Please attach to your application an example of notification to be provided.</b> *Please note the notification must be approved by the Municipality and will be included in as part of the Agreement. The District of Oak Bay also does not accept the use of Canada Post Admail for distribution of notifications at this time.	
For races, parades, or other large events or festivals requiring street closures signs must be visibly posted along the race route, or at the site of the closure 7 days in advance of the event. <b>Please attach to your application an example of the signage to be posted including details on size of the signs and how they will be mounted. Please also attach a detailed sketch or map showing all locations where signs will be displayed.</b> *Please note that all posted signage must be pre-approved by the Municipality and will become part of the Special Event Agreement.	
<b>Equipment /Activities:</b>	
Use of Amplified Public Address System: <input type="checkbox"/> Yes <input type="checkbox"/> No	Access to electrical power source required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Will generators be used: <input type="checkbox"/> Yes <input type="checkbox"/> No	Access to water source (if available) required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Will stage(s) be used: <input type="checkbox"/> Yes <input type="checkbox"/> No Will bleacher(s) be used: <input type="checkbox"/> Yes <input type="checkbox"/> No Will tent(s) be used: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will portable fences be set up: <input type="checkbox"/> Yes <input type="checkbox"/> No Will portable toilets be set up: <input type="checkbox"/> Yes <input type="checkbox"/> No Will any other structures be used: _____
Will any goods or services be sold at event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will food/concession be available during event: <input type="checkbox"/> Yes <input type="checkbox"/> No Will barbecue(s) be used: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal
<b>Safety/Security:</b>	
First Aid provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Security provided <input type="checkbox"/> Yes <input type="checkbox"/> No
Description (include number of attendants and their level of training):	Description (arrangements made to ensure safety of participants):

**Insurance:**  
**All applications must include proof of comprehensive public liability insurance coverage satisfactory to the Municipality in the amount of not less than \$3,000,000.00**, inclusive per occurrence for bodily injury, death and property damage including loss of use thereof, with both the event organizer and the District of Oak Bay being named as insureds. The event organizer agrees that the provision of the insurance shall in no way limit the release and indemnification which obligations shall survive the termination of this Agreement and the Event.

I have read & understand the Insurance requirements:  
 Initials:

**Indemnity Agreement:**  
 If the special event is approved by the District of Oak Bay, the event organizer hereby absolves, releases and forever discharges the Municipality, its officers, servants, agents and employees, from any and all claims, causes of action, actions, suits, proceedings and demands of any nature whatsoever which the event organizer can or may have for any loss, damage, death or injury sustained by it, arising directly or indirectly out of the event. The event organizer agrees to indemnify and save harmless the Municipality, its officers, servants, agents and employees, from and against any and all claims, causes of action, actions, suits, proceedings and demands of any nature whatsoever that any person, including but not limited to participants in the event and volunteers for the event organizer, has, might have or will have for any loss, damage, death or injury arising directly or indirectly out of the Event.

I have read & understand the Indemnity Agreement:  
 Initials:

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 M / D / YY

**Please submit all complete Special Event Applications, including unapproved Traffic Control Safety Plans directly to the Legislative Assistant. Only complete applications can begin the approval process.**

Submissions can be made electronically by **Email:** to [administration@oakbay.ca](mailto:administration@oakbay.ca)  
 By **Fax:** to 250-598-9108 Attn: Legislative Assistant,  
 In **Person:** to the Legislative Assistant at the Municipal Hall Administration Counter, located at 2167 Oak Bay Avenue,  
 Or **By Mail:** to the District of Oak Bay  
 ATTN: Legislative Assistant  
 2167 Oak Bay Avenue  
 Victoria BC, V8R 1G2

Should you have any questions or require further information please contact the Legislative Assistant directly at 250-598-3311 Extension 7411, by email at [administration@oakbay.ca](mailto:administration@oakbay.ca), or visit the Oak Bay website at: [www.oakbay.ca/explore-oak-bay/festivals-events/special-events](http://www.oakbay.ca/explore-oak-bay/festivals-events/special-events).

FOR OFFICE USE ONLY:			
Date Received:	Parks/Rec Approval Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Police Assistance Requested <input type="checkbox"/> Yes <input type="checkbox"/> No
	Public Works Approval Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Traffic Control Persons <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Distributed:	OBPD Approval Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Municipal Barricades Required <input type="checkbox"/> Yes <input type="checkbox"/> No
	OBFD Approval Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Municipal Signage Required <input type="checkbox"/> Yes <input type="checkbox"/> No
Return by Date:	Engineering Approval Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Resident Notification Required <input type="checkbox"/> Yes <input type="checkbox"/> No
	BC Transit Notified (if applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Event Signage Required <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Appd./Denied:	BC Ambulance Notified (if applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Road Closure Map Required <input type="checkbox"/> Yes <input type="checkbox"/> No
	Parks Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Traffic Control Plan Required <input type="checkbox"/> Yes <input type="checkbox"/> No
	Public Works Notified for Assistance/Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance Required <input type="checkbox"/> Yes <input type="checkbox"/> No

## SPECIAL EVENT SUBMISSION DEADLINE AND APPLICANT INFORMATION

Special Event Deadlines for And inclusions for Applicants		
Block Party	6 weeks – Prior to required approval date	Sketch/map of requested closure to be submitted at time of application
Public Space, Non-roadway	8 weeks - Prior to required approval date	Sketch/map of event site and proposed resident notification (if applicable, i.e. parking lot closures) to be submitted at time of application
Road Event, Non-closure	12 weeks – Prior to required approval date	Sketch/map of event site/route, proposed resident notification, proposed signage, and Traffic Control Safety Plan (if applicable) to be submitted with application
Major Event, Road closure	12 weeks – Prior to required approval date	Sketch/map of event site/route, proposed resident notification, proposed signage, and Traffic Control Safety Plan to be submitted with application

The following information corresponds to the Special Event Application form and is intended as a guideline to assist you in having your event application considered.

The application process begins with you submitting to the District of Oak Bay a completed Special Event Application form. Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. The completed application must be signed and submitted by email, fax, mail or in person to the Administration Secretary (as per the information at the bottom of the Special Event Application Form). **The person signing the application form is responsible for insuring that all conditions in the agreement are met.**

**A proposed event, including returning applications should not be advertised before obtaining approval** from the District, keeping in mind the review process timeline, the complexity of the application, and any required input from other municipal departments.

List of most common requested Limitations, for more please visit Municipal Website at [www.oakbay.ca/explore-oak-bay/festivals-events/special-events](http://www.oakbay.ca/explore-oak-bay/festivals-events/special-events).

- The sale of goods and refreshments
- The collection of an admission fee
- The operation of a concession
- The operation of a public address system
- The operation of amplified music
- The erection of: Structures, Fences, Poles, Tents, Stages, Bleachers, Portable toilets
- Signage, banners or advertisements
- Vehicles being driven onto grassed areas, restricted access, or service roads at any time.
- Waste management
- Air Inflatable Play Devices

\*Special regulations may apply for the above. Please provide details on the application form.

Please remember that only a complete application can be distributed for approval, all relevant documents, including the unapproved Traffic Safety Plan to be at a later date overseen and approved by the Oak Bay Police Department is to be submitted with the initial application package to the Administration Secretary directly for disbursement. The Administration Secretary will be most happy to assist you with any and all event queries, and to act as your point of contact moving forward until your event is approved.