

# District of Oak Bay

2167 Oak Bay Avenue, Victoria, BC V8R 1G2

## Special Event Application Form



<b>Applicant Information:</b>		Re-occurring Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, changes from previous year(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Organization Name:</b>			
<b>Contact Name:</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>On-Site Contact Name:</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>Beneficiaries of event:</b>		<b>Will admission fees be charged? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
<b>Location(s):</b>		<b>Site Map/Plan Attached (if applicable): Yes <input type="checkbox"/> No <input type="checkbox"/></b> (Must be a clearly presented site plan and/or route map to scale)	
<b>Event Category:</b> <input type="checkbox"/> Race/Walk/Cycling <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Festival/Celebration <input type="checkbox"/> Block Party <input type="checkbox"/> Parade <input type="checkbox"/> Outdoor Market <input type="checkbox"/> Fundraiser/Charity <input type="checkbox"/> Other _____		<b>Estimated Attendance:</b>	
		No. of participants:	No. of Spectators:
		No. of Staff:	No. of Volunteers:
<b>Event/Purpose Description:</b> (Please describe your event or attach a summary in letter format)			

**Event Schedule (list times for each day):**

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:

**Notification Plan:**

It is necessary that all residents and businesses not participating in your event are aware of the activity and are minimally impacted by it. Notice should include contact information, type, time and date of event. Notice should be given at least 2 weeks prior to event.

Written notification to be provided to all businesses and residents attached:  Yes  No

**Traffic Control:**

*(Events requiring road closures must be received at least 12 weeks prior to the event and will require the approval of a traffic safety and management plan, including a route map)*

Have you attached your \*approved Traffic Safety Plan, including marshaling information for street occupancy?  Yes  No  
*\*Approval of your Traffic Safety Plan must be obtained from the Oak Bay Police Department prior to submission of application, if applicable.*

Does your event require road closures or roadways and/or sidewalks blocked off?  Yes  No

Do you require assistance of the Oak Bay Police to manage traffic?  Yes  No

Will \*Certified Traffic Control Persons be utilized during your event?  Yes  No

Please describe your plan for emergency vehicle access to the event:

**Parking:**

Please provide a brief description of how event parking will be coordinated:

Will a shuttle bus be used if parking is not available or contained with the available parking area?  Yes  No

**Equipment /Activities:**

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
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Will generators be used: <input type="checkbox"/> Yes <input type="checkbox"/> No	Access to electrical power source required: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Will stage(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 bleacher(s) be used:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will portable toilets be set up:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will tent(s) be used:	<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		Will *alcohol be served during event:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*If yes, subject to approval of Municipality (Special Occasion Licence is required from the Ministry of Justice Liquor Control and Licensing Branch if approved)</i>			

**Safety/Security:**

First Aid Provisions (include number of attendants, level of training): <input type="checkbox"/> Yes <input type="checkbox"/> No	Security Provisions: (what arrangements have been made to ensure safety of participants at event?): <input type="checkbox"/> Yes <input type="checkbox"/> No
Description:	Description:

**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

<b>Signature:</b>	<b>Date:</b>
<b>Print Name:</b>	

<b>Applications can be sent to:</b> District of Oak Bay or Fax: 250-598-9108 2167 Oak Bay Avenue Victoria, BC V8R 2R1	Should you have any questions or require further information please contact the Municipal Clerk at 250-598-3311.
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*The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Section 27). is used to record information about applicants and as a basis for determining volunteer service suitability. In the case of successful applicants, the information will be retained by the Administration Department. Should you have any questions about the collection and use of this information, please contact the Human Resources department.*

<b>For Office Use Only:</b>			
Reviewed by Police:	<input type="checkbox"/>	Police Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reviewed by Fire Department:	<input type="checkbox"/>	Certified Traffic Control Persons	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reviewed by Parks Department:	<input type="checkbox"/>	Date Received:	
Reviewed by Recreation Department:	<input type="checkbox"/>	Date Approved/Denied:	