

District of Oak Bay

2167 Oak Bay Avenue, Victoria, BC V8R 1G2

Special Event Application Guidelines/Requirements



The District of Oak Bay welcomes special events using public spaces that benefit our community. Proposed special events generally require community social and economic benefits that are well organized and appropriately supported from the planning stages through to leaving the site in the same condition it was found prior to use.

Overview of Application Process

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 Special Event Permit generally applies to events that are entirely or mostly located outside of a park or designated municipal green space which requires special approval. However, should your event take place in an area of a park, it is your responsibility to contact the Parks Department in order to coordinate the scheduling of your event.

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 fax, mail or in person. The person signing the application form is responsible for ensuring that all conditions in the agreement are met.

A proposed event 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.

Application Timelines

Block Party	4 weeks – Prior to required approval date	
Road Event	8 weeks – Prior to required approval date	If no road closures requested
Major Event	12 weeks – Prior to required approval date	Requiring road closures & traffic plan

Once the application has been received copies are distributed and reviewed by all affected municipal departments. Once received back from these departments, and all application requirements are met, the applicant will be informed of any cost estimates, and advised of a date the request is anticipated to be considered by Oak Bay Municipal Council. Once approved by Council the necessary public property occupancy agreement will be prepared for signature.

If, as part of your application, you are required to contact other municipal departments you will be notified as soon as possible.

The application must include:

- overview description of the event, *including whether the event is or is not for-profit*;
- organizer contact information;
- contact information of on-site designated event liaison;
- event details such as location, date, time, schedules;
- clearly presented site plan and/or route map;
- proof of liability insurance of \$3,000,000;
- anticipated number of participants and spectators;
- notification plan for residents/businesses;
- a traffic plan which has been approved by the OBPD, including marshalling information for street occupancy (if applicable);
- anticipated requirements of municipal resources/services i.e. police, fire, public works (if applicable).
- Some events require Council approval;

General Conditions

- The organizer shall not use the site or route for any other purpose than that stated in the agreement with the District of Oak Bay.
- The organizer is responsible for ensuring the permitted area is appropriate for the activity.
- The organizer shall be responsible for returning the site, route and/or any municipal equipment to its original clean, litter-free (removing all litter from site) condition following the event.
- The organizer shall be liable for any damage done to the site or route or municipal equipment during the event.
- The organizer may be billed for any subsequent cost incurred by the Municipality.
- Nothing can be fastened to, hung from or placed in trees, planters or other municipal property without specific permission, including posters advertising the event.
- Organizers should consider traffic impact, an alternative transportation plan, parking, disabled access, adequate personnel on site, noise levels, sale or handouts of food, beverages and merchandise, access to water or power.
- As applicable, additional conditions may be required to be met.

Limitations

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 dispensing, sale/purchase, or consumption of alcohol

The installation of electricity

The use of fire or fireworks

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.

Public Property Occupancy Agreement

Some types of events will require the event organizer to enter into an agreement with the District of Oak Bay laying out terms and conditions of approval. This agreement, if necessary, will be provided once approval in principle has been given.

Designated Event Liaison

Organizers must designate a named on-site public liaison with authority to ensure compliance with agreement and to make decisions on behalf of the organizer for the duration of the event including the clean up and set up time. Contact information for the liaison must be provided in the application and the liaison must be available via cell phone at all times during the event. It is required that the agreement with the District of Oak Bay be on-site, available and presented upon request.

Cancellation

The District of Oak Bay retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency or if the applicant does not adhere to this or any other related permit conditions, or if the Chief Constable or his designate apprehends that the Event is creating an undue nuisance or a hazard to the safety of any person or the public at large. *Permits will be revoked without payment of any compensation in the event of a breach of any laws, by-laws, or conditions set up herein or in force. Non-compliance may result in additional charges.*