



CITY OF COLWOOD

3300 Wishart Road, Colwood, B.C. V9C 1R1

(250) 478-5541 - Administration/City Clerk
(250) 478-5999 - Engineering & Building
Inspections
(250) 478-5530 - Finance & Property Taxes
(250) 478-8321 - Fire Department
(250) 478-5590 - Planning & Zoning
(250) 474-4133 - Public Works Yard
(250)478-7516 - Fax

ACCESS TO PUBLIC FACILITIES

Use of Public Space and Facilities

Any individuals or groups applying to use public space, facilities or properties within the jurisdiction of the City of Colwood must agree that they will not conduct any business or activities in the public space, facilities or properties that would violate any legislative provision including the *Criminal Code* of Canada and the British Columbia *Human Rights Code*.

Violation of Rental Agreement or Permit

If an individual or group violates legislative provisions, including provisions of the *Criminal Code* of Canada and the British Columbia *Human Rights Code*, the City of Colwood may do one or more of the following:

- require the individual or group to justify the request for the future use of public space, facilities or properties,
- require the individual or group to post a bond or some other form of security to the City of Colwood, or
- refuse to allow the individual or group to use public space, facilities or properties within the jurisdiction of the City of Colwood.

Any of these steps will be in addition to any other enforcement measures under applicable legislation.

SPECIAL EVENTS PERMIT APPLICATION GUIDELINES

The City of Colwood requires that anyone planning an event on City property, including streets, sidewalks and other public space must have a permit for the event. There is not necessarily a right to use roads or to organize an event which limits access to sections of the City. These events must not compromise safety of participants or the public and must be approved in advance by the City. There may be a charge for costs associated with the event. **It is mandatory to submit a Special Event Permit Application when holding an event.**

Application Forms

Application forms may be obtained from and submitted to the City of Colwood Business Licence Office, City of Colwood, 3300 Wishart Road., Victoria BC, V9C 1R1. Please call 478-5999 for more information (Fax 478-7516). **THE PERSON SIGNING THE APPLICATION FORM IS RESPONSIBLE FOR ENSURING THAT ALL CONDITIONS ARE MET AND IS EXPECTED TO BE ON SITE DURING THE EVENT.**

Deadlines for Applications

- Repeat annual events with no street closures require a minimum of 6 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 controversial may require City Council approval. The organizer should not advertise the event or make financial commitments before obtaining approval from the City. The review process for new events may require the organizer to consult the community affected. Selection of an alternate site may be necessary.

Event Plan - The applicant prepares a safety plan for all large events for approval by the City and for all events requesting closure of streets or of arterial or collector routes. The safety plan must include a commitment on the part of the organizer to provide or pay for sufficient resources (people, money and equipment) to implement the plan. In planning events, please note the following:

- In the City of Colwood, the City will designate who will control the traffic for the event. Traffic Control person(s) must wear approved WCB safety gear and be qualified.
- A minimum access of 20' width must be maintained on a street for through passage of emergency vehicles, i.e. no equipment, tables, etc. allowed in that portion of road (barricades across roads must be easily movable) for any access required by Fire Department.
- At no time shall the event obstruct access to fire hydrants or fire department connections.

Insurance / Organizer Liability

- The organizer for all large events and those which might impact public safety shall provide proof of a valid public liability insurance of at least \$5,000,000 against claims for personal injury, death or property damage occurring upon, in or about the site/route. The policy will include the City of Colwood as additional named insured and contain a cross liability clause.
- In signing the application form the organizer agrees to indemnify and save harmless the City in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site/route by the organizer.

Road Closures - Road closures can have an impact on the entire regional transportation system and are subject to approval by the Municipal Engineer.

Costs, Deposits - Organizers may be required to pay the following costs in advance of the event:

- Costs for services such as barricade delivery and pickup, traffic control, Special Duty Police, Fire Crews and vehicles and designated ambulance crews.
- Deposits against possible garbage clean-up or damage/loss of any borrowed equipment such as barricades, or other equipment. Organizers are responsible for the safety and security of any City equipment used and will be charged for equipment lost or not returned to designated drop off/pick-up sites. Deposits are refundable if not used.

Access and Notification - Access to businesses, residences and churches should be considered and maintained (including deliveries). The organizer is responsible for notifying residents, businesses and churches that will be affected by the special event 14 (fourteen) days prior to the event, e.g. a flyer or information leaflet should be distributed along the route of a walk, parade or run. Pertinent information about the event should be included: date, time, duration, area, temporary traffic or parking regulations, and a phone number for enquiries. A record of who was notified is required. Large or disruptive events may also require advertisements in newspapers and other local media.

Cancellation - The City or any other approving agency 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 permit conditions are not adhered to. Organizers must designate a named on-site liaison person with authority to intervene and/or stop the event if necessary at any time during event.

General Conditions

- The organizer shall not use the site/route for any other purpose than that stated in the permit.
- The organizer shall be responsible for the safety of all vendors, patrons, volunteers, staff, attendees and participants.
- The organizer shall be responsible for compliance of all vendors and participants to safety rules and regulations.
- The organizer shall be responsible for maintaining the site/route in a clean condition, and any clean-up following the event.
- The organizer shall be liable for any damage done to the site/route during the event.
- Nothing can be fastened to or hung from boulevard trees, planters, or other City property.

- No posters advertising the event are to be located on any public property, lampposts, power line posts, park benches, buildings, walls, etc, unless it complies with the Sign Bylaw. Maximum size of posters is 8 ½" x 14".
- Performers, agents and employees of the organizer shall not use amplifying devices to produce excessive sound unless permission is granted from Council and the decision of the City as to what constitutes excessive sound is final. **Excessive sound may result in cancellation of the event.**
- Any proposed sale of food or event-related products (e.g. T-shirts) must be included on the application and approved by the City. Any food services require VIHA approval (475-1858). Food cooking units require fire safety inspection and approval.
- Vehicles, including media vehicles, are not permitted on sidewalks, paths or grass areas unless they are a functional part of the event and have been approved in advance.
- Any sponsor identification must be included in the application, e.g. banners, signs.

ADDITIONAL CONDITIONS AND COMMENTS WILL BE INCLUDED IN THE APPROVED PERMIT

Fire Department approval may be required for large scale events or those that contain temporary structures or assembly type occupancies.



APPLICATION TO HOLD A SPECIAL EVENT

This application form must be completed for any event held on City streets, the Esquimalt Lagoon, Juan de Fuca Recreation, and Royal Road University or in any other public space. Applicants are required to read the Application Guidelines and sign the statement on the bottom of the application form.

EVENT DESCRIPTION:

Event Name: _____

Day(s) and Date(s): _____

Location of Event: _____

Purpose / Description of Event:

EVENT ORGANIZER CONTACT INFORMATION:

Contact Name: _____

Organization Name: _____

Organization Address: _____

Phone: (Day #) _____ (Home #) _____ (Fax #) _____ (Cell #) _____

E-mail: _____

Public Liaison Name and Phone # if different from above: (Please provide name and number of contact person to be supplied to general public and media in the event of inquiries.) _____

On-Site Liaison Person: _____

On-Site Liaison Person Contact #'s: Cell or Pager _____ Fax: _____

Emergency Contact Person for Event: _____

Phone # of Emergency Contact Person: _____

EVENT DETAILS:

ALL EVENTS

Event Time(s): Start _____ Finish _____ Set-up _____ Clean-up _____

Dates and times if varying start/finish times for different days: _____

of Participants Expected: _____ # of Spectators Expected: _____

Are you charging an admission fee? Yes No

(If you are charging an admission fee, please fill out a business license application.)

Site Plan (drawn to scale) Attached (if applicable) Large events this is mandatory

How will affected businesses/neighbors be notified and when will this be completed? _____

What impact will your event have on transportation (e.g. where will your participants, organizers and/or performers' park, what provisions have been made for handicapped access and parking):

IF PARADE, WALK, RUN OR PROCESSION

Number and type of units/participants: _____

Number of Trained Marshals: _____

Assembly Area: _____ Dispersal Area: _____

On Street On Sidewalk Route Map Attached:

Included in this event will be: (check those which apply and provide details)

Entertainment/Amplified Music/Speeches: _____

Sale/Offering of Food/Beverages and Merchandise Sales (if applicable, please contact Health Department at 475-1858: _____

Sponsor Signs / Banners: _____

Temporary Structures (tents/stage/portable toilets): _____

Liquor / Beer Sales: _____

First Aid Provision: _____

Parking Plan layout

Traffic Management Plan (large event or street closures)

SERVICES:

Police Fire City Crews Ambulance

Municipal Equipment _____

Use of City Park / Greenspace: _____

Street Occupancy (road / lane closure, metered spaces): _____

Access to Water or Power: _____

Sanitation (garbage management, receptacles): _____

Port-a-potties (Contact Health Department at 478-0523): _____

Additional Details: _____

Please return completed application form to:

City of Colwood, Business Licence Office
3300 Wishart Road
Victoria British Columbia, V9C 1R1
Phone: (250)478-5999 Fax: (250)478-7516

Have you attached the following?

Public Liability Insurance

Route Map (if applicable)

Site Plan (if applicable)

Parking Plan (if applicable)

Traffic Management Plan

Please note that the City of Colwood is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore, cannot guarantee that any information provided can be held in confidence.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the conditions in the Special Event Application Guidelines and agree to comply with them.

I/we acknowledge that I/we have read and understood the conditions in the Guidelines for Sponsor Identification at Special Events and agree to comply with them.

It is the responsibility of the applicant to ensure that all companies and agencies have been notified of this event.

Signature: _____ Date: _____

Print Name: _____

FOR OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____

APPROVED BY:

BUILDING DEPT:

COMMENTS: _____

PLANNING DEPT:

COMMENTS: _____

ENGINEERING:

COMMENTS: _____

FIRE DEPT:

COMMENTS: _____

PUBLIC WORKS:

COMMENTS: _____

***Non profit organizations will not be charged a Special Event Permit.