



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?

<b>Public Property</b> <i>(roadways, parking lots, trails)</i>	<b>Saanich Park</b>	<b>Saanich Recreation Centre</b>
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. <b>(250) 475-5558</b> <a href="mailto:sarah.faria@saanich.ca">sarah.faria@saanich.ca</a>	<b>Saanich Parks</b> 1040 McKenzie Ave Victoria, BC V8P 2L4 250 475-5522 <a href="mailto:parks@saanich.ca">parks@saanich.ca</a>	<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:**

Site Map Attached  Yes  No

Park or Trail  
Roadway  
Public Facility

Ticketed Public Event  
Free Public Event  
Private Event

**Event Category**

*please check all that apply*

Race / Walk / Cycling  
Festival / Celebration  
Private Gathering

Parade  
Concert / Performance  
Outdoor Market

Charity / Non profit  
Exhibits / Tradeshow  
Other *(explain below)*

**Attendance:**

estimated # of participants

estimated # of spectators

estimated # of staff or volunteers

**Event Description:** *(please describe your event or attach a summary in letter format)*

Will fees be charged?

Yes No

Is this an annual event:

Yes 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

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

Will a shuttle bus be used if parking is not contained with the available parking area?

Yes No

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

Will alternative means of transportation be promoted to avoid congestion?

Yes No

How and when will affected residents and or businesses be notified?

## TRAFFIC CONTROL

*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.*

Do you plan to close or block any road ways or sidewalks at any time during the event?

Yes No

Do you require the assistance of the Saanich Police to manage traffic congestion?

Yes No

Will the use of Certified Traffic Control Persons be utilized during your event?

Yes No

**Please note:**

Saanich Police (or in some cases Certified Traffic Control Persons\* will be required at:

- all signalized intersections
- 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 & ACTIVITIES

Are there any musical entertainment features related to your event?

Number Stages

Yes

No

Number of Performers or Bands

Will sound amplification be used for announcements, speeches or other public addresses?

Yes

No

Do you plan to sell any goods or services at your event?

Yes

No

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

Will tents be used during this event?

Yes

No

Will any bleachers or grandstands be used during this event?

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 litter and for removal of excessive waste during or after the event:

## FOOD & BEVERAGE

Will food and beverage service be available during your event?

Yes

No

Please describe the equipment that will be used to prepare the food at this event:

Gas

Charcoal

Electric

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

**ADVERTISING & PROMOTION** *Please check all that apply*

Television  
Radio

Newspaper  
Website

Posters  
Flyers

Billboards / Kiosks  
Other:

**FEES**

*If your event is located within a Saanich Park the \$25 Special Event Fee is **not applicable**, please contact the Saanich Parks Department for a list of Park Usage Fees*

**Special Event Application Fee: \$25**

*Please make cheque payable to the District of Saanich*

**Park Fees:**

**Applications can be sent to:**

Saanich Community Services  
780 Vernon, Avenue  
Victoria BC V8X 2W7

Fax: 250.475.5411

If you have any questions or require further information please contact the Community Events Specialist at 250.475.5558

**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

This collection of personal information is authorized under the *Local Government Act*, Community Charter and section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)