



District of North Saanich

1620 Mills Road, North Saanich, BC V8L 5S9; Telephone: (250) 655- 5480 FAX: 656-0782 Website www.northsaanich.ca

SPECIAL EVENT APPLICATION – PUBLIC LANDS

APPLICATION FOR PERMISSION TO HOLD ANY EVENT ON STREETS, SIDEWALKS OR IN ANY PUBLIC SPACE IN THE DISTRICT OF NORTH SAANICH

1. EVENT

Event Name: _____

Event Date(s): _____

Location of Event: _____

Type of Event: _____

Beneficiaries of Fundraising: _____ Website URL _____

2. APPLICANT/ORGANIZER

Applicant Name: _____ Email: _____

Organization Name: _____

Organization Address: _____ Postal Code: _____

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

On-site Liaison Person: _____ (Cell) _____
(must be available during event)

3. EVENT DETAILS (a route map and/or site plan must be attached and proposed road closures detailed)

Event Date:		Start Time:		Finish Time:		Set-up Start:		Clean up by:	
Other Date:		Start Time:		Finish Time:		Set-up Start:		Clean up by:	
No. of Participants:				No. of Spectators:				No. of on-site Personnel:	

Expected Parking Requirements: _____

Details of Sale or Handouts of Food, Beverages and Merchandise: _____

Sponsor Details: include proposed signs/banners, acknowledgement: _____

Temporary Structures (e.g. tents, stages, portable toilets): _____

Date: _____ Applicant Signature: _____

Signature of Authorized Representative of Applicant Organization

SPECIAL EVENTS REQUIREMENTS – PUBLIC LANDS

The organizer shall:

- **Submit to the District application to hold an event at least two months prior to the date of the event;**
- **Submit to the District, at least two weeks prior to the event, copies of written permission from the appropriate jurisdictions for the use of those portions of the route within their respective areas (if applicable, the Ministry of Transportation and Highways (MOTH), District of Saanich, District of Central Saanich, Town of Sidney, the Pauquachin Band, the Tseycum Band etc);**
- **Submit to the District, at least one week prior to the event, proof of liability insurance (\$5,000,000 minimum) with the District of North Saanich named as an additional insured on the policy;**
- **Submit to the District a written traffic control plan and drawing prepared to the satisfaction of the RCMP, the Ministry of Transportation and Highways and the Municipal Engineer. In instances during events where emergency vehicle access has been compromised, the RCMP will be called out.**
- **Submit to the District a public notification and/or advertising program prior to the event to advise affected District of North Saanich residents of the route event and any road closures;**
- **A minimum access corridor of 20' in width must be maintained on a street, or anywhere else designated by the Fire Department, to allow access by emergency vehicles. No materials which cannot be quickly removed or displaced (e.g. barricades) can be situated in this corridor. Access to fire hydrants should also be unobstructed.**
- **Some events may be required to provide first aid services. Locations of services should be indicated. The B.C. Ambulance Service may require an onsite contact and unimpeded access;**
- **If food is being served, submit to the District proof of VIHA approval prior to the event; all health regulations to be followed (i.e., hand washing stations, toilets etc.);**
- **Be responsible for returning the site and/or route to its original clean condition following the event;**
- **Be liable for any damage done to the site or route during the event;**
- **Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the District of North Saanich, the RCMP, the Fire Department and the Ambulance Service;**
- **Approval for use of private property is the sole responsibility of the organizer. Registered owner of land where event is being held must provide the District of North Saanich with signed consent, indemnity and agreement to conform to District bylaws;**
- **No changes are permitted after the event permit has been issued;**
- **The District of North Saanich reserves the right to CANCELLATION.**