

The Township of Esquimalt welcomes special events that utilize our beautiful public spaces and contribute positively to our vibrant community. We believe that events have the power to enrich our lives, foster connections, and create lasting memories for residents and visitors alike. Whether it's a cultural festival, a sporting competition, or a neighborhood gathering, we are committed to supporting events that bring people together, celebrate our diversity, and showcase the unique character of Esquimalt.

Guidelines for Special Event Applications

1. **Review the Submission Timelines:** Please refer to the timelines below for important deadlines and submission requirements for Special Event Applications, including Block Party requests within our area.
2. **Complete Application:** Ensure your application is fully completed before submission. Incomplete applications cannot begin the approval process.
3. **Submit Early:** To avoid conflicts and ensure a smooth approval process, submit your application well before the deadlines. This allows us to review your application thoroughly and check for any potential scheduling conflicts.
4. **Gather Required Documents:** Complete the Special Event Application and include all required supporting documents. Remember to attach your Site Plan and Traffic Control Safety Plan, even if it has not yet been approved.
5. **Submit the Full Package:** Send all forms and supporting documents (references below) directly to the event staff as a complete package.
6. **Submission of this form does not indicate approval of event.** A proposed event, including returning applications should not be advertised before obtaining approval from the Township, keeping in mind the review process timeline, the complexity of the application, and any required input from other municipal departments.

Special Event deadlines include:

- Block Party approvals require a minimum of 4 weeks advance notice if road closures are requested.
- Repeat annual events with no street closures require a minimum of 8 weeks notice.
- Major events and all those requesting a street closure require a minimum of 4 months advance notice to ensure adequate time for review and availability of police resources.
- Any event that is new, unusually large, or potentially controversial, may require Municipal Council approval. The organizer should not advertise the event or make financial commitments before obtaining approval from the Township. The review process for new events may require the organizer to consult the community/residents affected. Selection of an alternate site may be necessary.
- Event organizers will be required to re-apply for all events on an annual basis.

Overview of Application Process

To start the application process, submit a completed Special Event Application form to the Township of Esquimalt. Note that submitting this form does not guarantee approval. The person who signs the form is responsible for meeting all agreement conditions.

After receiving your application, the Event Permit Committee—consisting of representatives from Police, Fire, Community Services, BC Transit, Public Works, and Parks and Recreation—will review it.

Booking Your Event

Note: *Applicable only to those events where Council approval is not required.*

STEP 1: Submit your permit application to Esquimalt Parks and Recreation - Community Development to ensure all requirements are available. **Email: events@esquimalt.ca**

STEP 2: Depending on the complexity of the event, or problems associated with an event in the past, stipulations may be placed on your permit. You will hear back from the Township with one of the following:

- Permit approval
- Any Municipal requirements, changes or missing information that is required for your permit to be approved
- Permit Denial

Note: The process of reviewing applications for permits is coordinated by the Community Development Programmer with assistance from the Facility Booking Clerk and Recreation Coordinator. As such, the Programmer will act as a liaison between the event coordinator and other municipal departments and government agencies.

STEP 3: Once all required information and approvals have been received, a contract will be issued to confirm your event. This document outlines all event particulars and requires a signature. Bookings will be held for one week from the time of the issuance of a contract at which time payment is required. If payment is not received, your permit will be cancelled, and the space will no longer be reserved. We will not follow up with applicants if contracts and/or payment is not received by the due date.

SPECIAL EVENT APPLICATION PROCESS

APPLICATION FORM

Please complete this application form for any event bookings, held within the Township of Esquimalt. It is recommended that applicants read the *Application Process* document before filling out and signing the Event Permit Application Form. Staff will not review applications if the form is submitted incompletely or is missing information.

***** ALL SECTIONS (4) MUST BE COMPLETED *****

SECTION 1:

Applicant Information		
Individual Name and/or Organization Name:		
Street Address:	City:	Postal Code:
Email Address:	Phone Number:	
Event Organizer Contact Information		
<i>Public Liaison Name and Phone # if different from above: Please provide name and number of contact person to be supplied to public and media in the event of inquiries</i>		
Applicant Name:	Email Address:	
On-Site Contact Phone Number:	Role:	
Event Details		
Event Name:	Event Date(s):	
Event Timeframe Set Up: Event Time: Take Down:		
Locations(s): Please specify.		
Will admission fees be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this for profit or non-profit event: <input type="checkbox"/> For profit <input type="checkbox"/> Non profit <input type="checkbox"/> Other:	

SPECIAL EVENT APPLICATION PROCESS

Is the event free for the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Is yes, please share event details:	Will your event be publicized? If yes, how?
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Event Category:	<input type="checkbox"/> Race/Cycling/Parade	<input type="checkbox"/> Fundraiser/Charity	<input type="checkbox"/> Park Wedding
<input type="checkbox"/> Festival/Celebration	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Market	<input type="checkbox"/> Picnic (over 50) <input type="checkbox"/> Other:

Event/Purpose Description:
(Please describe your event or attach a summary in letter format)

Estimated Attendance:	No. of Staff:
No. of participants:	No. of Volunteers:
No. of spectators:	Other:

Site Map/Plan:
Please attached to your application and a clearly presented and to scale site plan or sketch.

Road/Sidewalk/ Parking Area Closures:

Are road closures required to host your event? Yes No
 If yes, please include the following with you application:

- a. Detailed map showcasing sites of closures (including marshalling)
- b. Traffic Control Safety Plan

*to be submitted with the Application Package to the Community Development Programmer for circulation

Will you require sidewalks to be closed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you require barricades?	Are parking lot/stall closures required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate on site map.
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Please note: For events requiring street closures (i.e., races, parades), signage must be displayed along the route or closure site 7 days prior to the event. Include a sample of the proposed signage, with dimensions, mounting methods, and a map of placement with your application. All signage must be approved by the Municipality and

will be included in the Special Event Agreement. Event organizers are responsible for ensuring signage is in place. Do you understand?

Yes No

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

Parking and Transportation Plan:

What impact will your event have on transportation (i.e., where will your participants, organizers, and/or performers park, what provisions have been made for accessibility and parking?)

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

Will a shuttle bus be used if parking is not available at the main event site? Yes No

If yes, where will the shuttle location be?

No. of vehicles and types on site (i.e., cars, pick up trucks, commercial trucks):

Communication Plan

Notifying Residents

Notify all residents and businesses directly affected by the event, even if they are not participating. The notice must include contact info, event type, description, impact, date, and time. The Municipality must approve the notice for accuracy. The notification must be provided to affected parties at least 7 days before the event.

Do you understand?

Yes No N/A

Communication: Event organizers are welcome to take advantage of the Township's online events calendar and submit their event details at Esquimalt.ca/events. Please note this free service is only available for free community or charity-driven events in Esquimalt or that benefit Esquimalt non-profits. Please allow 1 business day for posting approval. The earlier you add your event to the calendar, the more chance it has to be shared with the Esquimalt community.

Do you understand?

Yes No I do not want my event publicized

Mayor and Council Attendance

Are interested in inviting members of Council and/or the Mayor to your event?

Yes No

If yes, please provide details including the date, time, location, and any official duties requested (Welcome Message/Territorial Greeting, speech or only as a guest). Please note Mayor and Council try to attend events held in Esquimalt and the region whenever possible.

Details:

SPECIAL EVENT APPLICATION PROCESS

SECTION 2:

Event Equipment/Activities	
<i>The municipality may not be able to accommodate all request for service or assistance, sufficient notice will be provided.</i>	
<p>Use of Amplified Public Access System: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, event organizers and audio companies must minimize noise impact by keeping sound levels under 90 dB(A) measured at the event area's edge. If sound exceeds 90 dB(A), the volume must be adjusted to comply with this limit.</p>	
<p>Will generators be used: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Access to water source required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Access to electrical power source required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate amperage below: OR</p> <p>How many plugs in access points do you need? (Please specify)</p>	<p>Will portable fences be set up: <input type="checkbox"/> Yes <input type="checkbox"/> No Will portable toilets be set up*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you will be hosting a large event, porta potties may be required.</i> Will any other structures be used? (Please specify)</p>
<p>Will any goods or services be sold at event: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will there be liquor sales: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Will food/concession be available during event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will barbecue(s) be used: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal</p>
Request for Township of Esquimalt Equipment	
<p>We have a variety of equipment available for rent for permitted events on Township property:</p> <p>No. of tables (8"): No. of chairs (required): No. of barricades: Will tent(s) be used: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please indicate size and number):</p>	<p>No of 10x10: No. of 10x20:</p> <p>Will stage(s) be used: <input type="checkbox"/> Yes <input type="checkbox"/> No Will bleacher(s) be used: <input type="checkbox"/> Yes <input type="checkbox"/> No Will sponsorship signs and/or banners: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

SPECIAL EVENT APPLICATION PROCESS

Public Works

Street Occupancy (attach map with marked road/lane closures)
 Access to Water:
 Additional Details:

Safety and Security Plan

First Aid provided: Yes No
 Please indicate number of attendants and their level of training:

Security provided: Yes No
 Description:

Please describe any potential security, traffic, or safety issues the Police or Fire Services may assist you with if available. **Note: Fire Code Compliance may require evaluation and inspection prior to approval.**

Recycling and Waste Management Requirements for Events

The Township of Esquimalt requires that all events implement proper recycling and waste management practices. Event organizers are responsible for ensuring that there are sufficient recycling and garbage bins available, and that the event site remains clean and litter-free.

When hosting an event on Township-owned or managed property, event organizers are responsible for providing adequate facilities for recycling and garbage collection. This includes ensuring proper disposal of recyclables and waste, conducting litter pick-up during and after the event, and ensuring that all waste is disposed of appropriately.

Garbage Management Plan: Please check which option you will use:

- Will take all refuse with us when leaving municipal property
- Will hire third party to manage garbage and recycling during and immediately following event

SECTION 4:

***** Please note an incomplete application will be returned. Bookings cannot be made until a completed application form is received.*****

Have you attached the following?

- Site Plan
- Route Map (if applicable)
- Notification Letter to residents
- Traffic Notice (if applicable)

Please note that the Township of Esquimalt 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 guidelines outlined in the Special Event Application Process and agree to comply with them.

I/we acknowledge that I/we have received a copy of the facility booking contract, have read and understood all of the Terms of Use and agree to comply with all conditions listed.

Signature: _____ Date: _____

Please return completed application form ATTN: Community Development Programmer by email to: events@esquimalt.ca or in person at the Esquimalt Recreation Centre or Archie Browning Sports Centre.