



Special Event Permit Application

810 Sixth Avenue, Box 220 Ladysmith,
BC V9G 1A2
P: 250.245.6424
F: 250.245.6423
Email: prc@ladysmith.ca

This application form must be completed for any event held on Town of Ladysmith public space. Submission of this application constitutes a request to use public space for the purpose of a special event and does not guarantee event approval. Prior to the application process, please determine space availability.

Date of Application:

1.0 APPLICANT INFORMATION

Applicant Name(s):

Phone Number:

Applicant Organization:

Society Number:

Address:

City:

Province:

Postal Code:

2.0 EVENT INFORMATION

Name of Event:

Date(s) of Event:

Location of Event:

Participants/Spectators:

Purpose of Event:

- ☐ Festival ☐ Community Celebration ☐ Product Launch/Promotion ☐ Concert / Performance ☐ Other (please specify below):
☐ Private Party ☐ Sporting Event ☐ Run/Walk ☐ Outdoor Market ☐ Tradeshow

Full Event Details (for run/walk, please include route or map; please indicate start and end)

Will your event be open to the public or private (by invitation)

- ☐ Private
☐ Public

Are participants required to register or purchase tickets for this event?

- ☐ Yes
☐ No

3.0 INSURANCE

PROOF OF LIABILITY INSURANCE IN THE AMOUNT OF AT LEAST \$2,000,000 (TWO MILLION) MUST BE PROVIDED WITHIN 14 DAYS OF EVENT APPROVAL. "THE CORPORATION OF THE TOWN OF LADYSMITH" MUST BE NAMED AS AN "ADDITIONAL INSURED".

Have you attached confirmation of insurance?

- ☐ Yes ☐ No

Will proof of insurance be forwarded by insurance provider?

- ☐ Yes ☐ No

If no, please provide explanation below:

4.0 LOGISTICS

Entertainment (eg. live performers, bouncy castle, climbing walls etc.)

☐ Yes☐ No

If YES, please provide details below:

*Commercial Third Party Liability Insurance may be required.

Amplified Sound (eg. music, announcements etc.)

☐ Yes☐ No

If YES, please provide details below:

*Any type of music will require a permit from Socan, fees will apply.

Food (eg. BBQ, Potluck, food vendors etc.)

☐ Yes☐ No

If YES, please provide details below:

*Contact Island Health regarding approvals for food.

Alcoholic Beverages (eg. beer garden, VIP tent, tastings etc.)

☐ Yes☐ No

If YES, please complete this SOL Endorsement section:

*Contact Liquor Control & Licensing Branch for a Special Occasion Licence (SOL) Application. SOL Application must be endorsed by the Town of Ladysmith. SOL is permitted at Transfer Beach Park, Forrest Field, Aggie Field only.

Proposed Area:

Operation Hours:

☐ Public☐ Private

☐ Food is available to patrons

☐ Portable toilets will be provided

Participants

☐ Tables and chairs are available to patrons

☐ Temporary fencing will be erected if required

Control and Security Provisions

Please provide details below concerning exits, entrances, fencing and barricades:

First Aid / Safety Provisions

☐ Yes☐ No

Please provide details below:

Temporary Structures (eg. tents, stage, portable toilets)

☐ Yes☐ No

If YES, please provide details below (quantity, dimensions, locations):

Equipment (tables, chairs, barricades, pylons)

☐ Yes☐ No

If YES, please provide details below:

*An equipment deposit is required prior to use of Municipal equipment. Deposit is fully refundable upon return of equipment in good order. Delivery and pick up charges will apply. Fees and charges for equipment rental may also apply.

4.0 LOGISTICS continued

Road Closures / Access (parades, block party, walk/run)

☐ Yes ☐ No

If YES, please provide details below:

*Traffic Control Plan and Certified Traffic Control Attendants may be required.

Power &/or Water

☐ Yes ☐ No

If YES, please provide details below:

*A fee for use of power or water will apply. A list of accessible power and water sources is available upon request.

Parking / Access (equipment setup, promotional vehicles, parking needs)

☐ Yes ☐ No

If YES, please provide details below:

*Traffic Control Plan and Certified Traffic Control Attendants may be required.

Additional Information:

Event applicant is responsible for all aspects of the event, including compliance with municipal bylaws (for copies visit www.ladysmith.ca), the conduct and safety of all individuals working or attending the event, clean up following the event and contractors hired to provide a service to the event.

Signature of Event Applicant

Date

Print, fill out, and send by mail or drop off
at Frank Jameson Community Centre
810 Sixth Avenue, Box 220 Ladysmith, BC V9G 1A2

Or scan your completed form and email
to prc@ladysmith.ca

The information on this form is collected for the administrative and / or operational functions of the Town of Ladysmith, as authorized by the Local Government Act. This information will be used and maintained in accordance with the Freedom of Information and Protection of Privacy Act.

For Office Use Only:

Date Received:

Date Approved:

☐ Reviewed by Police
☐ Reviewed by Parks Department

☐ Reviewed by Ladysmith Fire Department
☐ Reviewed by PRC

Additional Comments: