

TOWN OF LADYSMITH

SPECIAL EVENT HANDBOOK



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OVERVIEW

The Town of Ladysmith’s parks, trails, and community spaces host a wide variety of special events each year ranging from small community events to large scale events that draw thousands of participants from within the region and beyond. The purpose of our Special Events Handbook is to provide a comprehensive information resource on special event planning, policies and procedures to enable special event coordinators or those thinking of hosting an event easy access to the necessary information to help make the event a success.

Our new (2025) Special Event Handbook was created to specifically assist both the Town and event organizers and is meant to provide the required information to plan a fun and entertaining special event large or small.

Specifically, through this handbook the Town of Ladysmith’s Parks, Recreation & Culture Department (PRC) is striving to:

- consider the impact of the event to Towns assets and spaces.
- ensure that the safety of the Town’s residents, visitors and event participants are a priority.
- meet citizens’ interests.
- work closely with event organizers.
- Encourage event organizers to collaborate with the merchants and residents to minimize negative impacts.
- assist in the coordination between event organizers, merchants and residents to create a successful outcome.
- observe all Federal, Provincial and Municipal laws, regulations and statutes.
- handle all applications in a fair and equitable manner.
- evaluate each event consistently.
- recover and/or account for direct costs related to the services provided by the Town.

DEFINING OF SPECIAL EVENT TYPES

A special event is defined as a one time, annual or infrequently occurring event(s) on Town of Ladysmith (TOL) community space.

We generally try to place events into a number of categories, to help with our overall data on the type and number of events that our Town hosts annually. As a result, the event categories we use are:

Event Categories

- | | |
|-------------------------|--------------------------------------------------------------------|
| • Athletics | involves competition of an athletic nature. |
| • Club Event | event supporting a club’s purpose (i.e. Rotary) |
| • Commemorative | acknowledges significant dates or occurrences. |
| • Commercial | events that are designed to generate surplus revenue. |
| • Community | provides the community with an opportunity to celebrate. |
| • Festival | celebration with cultural or artistic activities. |
| • Fundraiser | event that generates funding for a specified recipient. |
| • Market / Tradeshow | provides community with opportunity to purchase crafts, food, etc. |
| • Product Launch | introduction of a new product to generate interest and sales. |
| • Theatre / Performance | concert, performance or display of theatre arts. |

In addition to the category of event, we also track the type of event being hosted in terms of whom is able to attend, where it occurs and any costs associated to it. This includes:

- Open to the public?
- Have to purchase tickets?
- Any age restrictions?
- Is liquor available?
- Any other access restrictions?

EVENT SIZE DETERMINATION

Event size is reviewed with a few lenses which increases the complexity of the event:

- Number of facilities and/or public spaces used.
- Attendance expectations
- Impact on public access

Generally, the department classifies special events as small, medium, large or extraordinary.

Key Differences between event categories:

EVENT ACTIVITIES / USES	SMALL EVENT	MEDIUM EVENT	LARGE EVENT	EXTRAORDINARY EVENT
Uses minimal spaces & limited time	✓			
Uses multiple spaces		✓	✓	✓
Minimal road closures	✓	✓		
Multiple road closures			✓	✓
Liquor is served		✓	✓	✓
Food (perishable) is served		✓	✓	✓
Attendance is under 200 persons	✓			
Attendance is 200 persons to 499 persons		✓		
Attendance is 500 persons to 3,999 persons			✓	
Attendance is over 4,000 persons				✓
Requires Town of Ladysmith employees in its delivery				✓
Public access is not impacted	✓			
Public access is mildly impacted		✓		
Public access is strongly impacted			✓	✓

Examples of these are:

- Small Block Party / Concerts in the Park
- Medium Brits on the Beach / Vancouver Island Trail Running Series
- Large Ladysmith Days / Arts on the Avenue
- Extraordinary Light-up / Festival of Lights

APPLICATION OVERVIEW

CONFIRMING SPACE

Contact the PRC Booking Clerk (bookings@ladysmith.ca) to confirm that the space you are requesting is available. You can also show up at the Frank Jameson Community Centre, and talk to the clerk at the front desk, or call 250.245.6424

Have an idea for a special event and don't know where it will work? Check out our appendix with photos of our event spaces or talk to our front desk staff.

START YOUR APPLICATION

Once the Town staff has confirmed the space is available (they will also place a temporary hold on it), start the TOL Special Event Permit Application process.

PRC staff will email you a fillable version of the document (printed copies are available through our front desk as well), or you can find them online here:

[Facility Booking Request Form](#)

[TOL Special Event Application](#)

[TOL Special Event RENEWAL Application](#)

Or go to this web page for more information:

<https://www.ladysmith.ca/parks-recreation-culture/special-events>

APPLICATION STEPS OVERVIEW

We recommend that all applicant submit their application well in advance of it occurring to ensure that you and the Town are successful in making it happen. The general timelines for submitting a completed application (examples of event types can be found on page 5):

Event Size	Application Due (No Liquor)	Application Due (Liquor/Cannabis Involved)
Small	30 days in advance	45 days in advance
Medium	60 days in advance	No additional time required.
Large	90 days in advance	
Extraordinary (recurring)	90 days in advance	
Extraordinary (new)	120 days in advance	

Sections 1, 2 and 3 - Primary Fields

Section 1 – Applicant Information

Provides us with details on who is applying, which organization is involved, whom the spokesperson will be and how to contact them.

Section 2 – Event Information

Provides us with event overview information, includes location, date, time, attendance estimates, type (category), costs and initial mapping of the event.

Know in advance. Some of our facilities have fees attached to their usage. Find out which ones with our Fees and Charges Bylaw:

[Fees and Charges Bylaw](#)

Section 3 – Security Deposit(s), Licences, Permits and Insurance

Provides us with the key information if liquor is being sold as part of this event. It also covers off Third Party Liability insurance requirements. Your application may include items such as:

- TOL Liquor Special Event information:
 - Site map for layout, liquor control area, seating, food, etc.
 - Whom is serving
 - Number of persons planned for
 - Completion of applicable applications / permits
 - Identify recipient of proceeds (non-commercial)
- One of two different levels of third-party liability insurance is required (depends on type of activity and whether liquor is involved)
- A security deposit will be required at the time of confirmation. This deposit will be for the event but may include additional deposits for keys, electrical access, or other like items.

Go online for more information from the Liquor and Cannabis Control Branch on their Special Event requirements:
[Special Event Permit Manual](#)
[Special Event Permit Application](#)

Sections 4, 5, 6, and 7 - Supplementary Fields

Section 4 - Supplied by Event Organizer

Provides us with details on what equipment or services are being brought to the site as part of the event. Your application may include items such as:

- Food vendors (e.g. food trucks)
- Entertainment
- Tents
- Portable toilets (porta-potty)
- Tables and/or chairs

Depending on how many things are being brought into the event, a site map identifying the layout may be required.

Section 5 - Requests from the Town

Provides us with your initial request on what equipment, support or services that the event may require. Be aware that fees may apply to some or all requests. Your application may include items such as:

- Garbage and/or recycling bins (Large or Extraordinaire events only)
- Barricades (typically for street or trails closures)
- Road, park or trail closures
- Power or water access
- SaddleSpan Tent (available at Transfer Beach Amphitheatre only)
- Chairs (maximum ~ 60 available)

Section 6 - Safety & Site Plans

Provides us with an overview of how your event will be run safely, ensuring the safety of both attendees and those organizing and operating it. Normally, the more complex your event is, the higher need there is for well developed safety plans for everyone involved. Your application may include items such as:

- Site safety plan
- Security plan
- Road, park or trail closures
- Emergency response plan
- Traffic control plan
- Public flow management
- First aid locations and emergency access
- Event notification signage

A Traffic Management Plan is completed by a qualified traffic-control person. The plan is created to minimize or eliminate conflicts between event participants / attendees and vehicles

Section 7 – Other Considerations

Not necessarily required on the application but additional items for consideration by Special Event Applicants include items such as:

- Other applicable bylaws (like Noise, Parks, Animal Control...)
- Outside agency requirements (Health Authority, Entandem...)
- Accessibility options
- Recycling and waste management
- Site cleanup

Submit Your Application

Once you have completed the form, please submit your application, including any additional information (as available at time of submission - site plans, liquor licence, liability insurance, etc.) to email: bookings@ladysmith.ca

Once received, PRC staff will review your TOL Special Event Application, checking and/or confirming:

- Completeness
- No conflicts and determine suitability of your event in the space
- Availability of requests from the Town

If any questions arise from your application, PRC staff will reach out to discuss them with you.

Once completed, and all documentation submitted and approved, the Town will issue a Special Event Permit. This permit must be displayed on site at your event.

Saddlespan Tent at Transfer Beach's Amphitheatre.



Old Time Christmas in downtown Ladysmith.



APPLICATION FLOW CHARTS

TOL SPECIAL EVENT FLOW CHART

Step	Applicant Steps	PRC Staff Steps
1	Check-in on space availability	
2		Tentatively book space
3	Fill out TOL Special Event Application (or Special Event RENEWAL Application)	
4	Submit TOL Special Event Application	
5		Review Application
6		Ask Questions / Clarifications
7	Respond to Questions / Clarifications	
8		Application sent for internal referral
9		Ask Referral Questions / Clarifications
10	Respond to Referral Questions / Clarifications	
11		Approve / Deny Application
12		Finalize Contract
13	<ul style="list-style-type: none"> - Signing of Final documents / payments - Signing and Payment of contract - Proof of liability insurance - Damage Deposit Received 	
14		Special Event Permit(s) released.
15	Event Occurs	
16	Event Follow-up	Event Follow-up

TOL LIQUOR SPECIAL EVENT FLOW CHART

Step	Applicant Steps	PRC Staff Steps
1	Fill out TOL Liquor Special Event Application	
2	Submit TOL Liquor Special Event Application Includes all items on application	
3		Review Application
4		Confirm location is pre-approved
5		Ask Questions / Clarifications
6	Respond to Questions / Clarifications	
7		Application sent for internal referral / RCMP
8		Ask Referral Questions / Clarifications
9	Respond to Referral Questions / Clarifications	
10		Approve / Deny Application
11		Finalize Contract
12	Signing of Final documents / payments <ul style="list-style-type: none"> - Signing and Payment of contract - Proof of liability & liquor host insurance - Damage deposit received 	
13		TOL Liquor Special Event Permit(s) released TOL permit must match LCCB's permit
14	Event Occurs	
15	Event Follow-up	Event Follow-up

DETAILED APPLICATION REQUIREMENTS

PRIMARY FIELDS

SECTION 1 - APPLICANT INFORMATION

Complete this section of the form using your primary contact information for yourself and the organization that you are representing. This information is used for creating the Special Event Permit and for our tracking purposes.

Field	Information needed
Applicant Name	Full name of the person completing the application
Phone #	Phone # of the person completing the application
Email	Email of the person completing the application
Spokesperson	Identify if you are or are not the spokesperson (key contact) for this event for the organization. If a different person, the next three boxes are completed identifying the spokesperson and their contact details: <ul style="list-style-type: none"> • Spokesperson Name • Spokesperson Phone # • Spokesperson Email
Applicant Organization	If applicable, the name of the business, agency or non-profit applying
Type of Organization	Check off the type of organization is applying. Only check a single box or fill in the space by other.
Society or Business #	If applicable, the society number for the organization
Address	Mailing address, including PO Box where applicable, and includes the next 3 boxes: <ul style="list-style-type: none"> • City • Province • Postal Code

SECTION 2 - EVENT INFORMATION

Complete this section with details about the event, as outlined below:

Field	Information needed
Name of Event	Full name that will be used for promoting the event
New Event?	Check off if this is a new event, if not, identify the last year it occurred.
Location of event	General location and then specify, as needed, precise location. See maps within this handbook to assist in appropriate descriptions
Date(s) of event	Start and end date. For non-consecutive dates, list each date individually.
Number of participants or spectators	Estimated number of attendees (excluding staff or volunteers)
Purpose of event	Provide a very short description of the event
Type of event	Check off as many event types as applicable. If none, please fill in the blank under "other"

Purchase tickets?	Check off whether tickets will be sold for entry to the event.
Public or private event	Identify whether the event is open to the general public.
Liquor available for consumption	Check off if the event will be offering liquor for consumption on site.
Event details	<p>Provide, in reasonable detail, how the event will be run, what is specifically being offered (and when), who it is intended to attract, and how the space will be used.</p> <p>Include maps (use ours where reasonable) for:</p> <ul style="list-style-type: none"> • Layout of the event • Road closures or restrictions • Traffic flow through the event • Access points <p>Depending on complexity, additional maps / details may be required. See Section Five for more information.</p>

SECTION 3 – SECURITY DEPOSIT(S), LICENCES, PERMITS AND INSURANCE

Security Deposit

All special event organizers will be required to submit a security deposit of not less than \$350.00 at the time of booking the requested facility.

This deposit is to offset any damage, incidents or other instances that may require the Town to repair, replace or mediate.

As a result, the value of the security deposit may increase above \$350.00 depending on the size and scope of the event and/or the performance of the special event organizer in making timely payments in past events.

For further information on Security Deposits, please see Section 15 in the Event Bylaw:

[Town of Ladysmith Events Bylaw #2196](#)

Liability Insurance

Third party liability insurance naming the Town of Ladysmith as additional insured is required for all events, with coverage set at the following levels:

Most Small and Medium events:	not less than \$2,000,000 third party liability or higher depending on event activities.
Large and Extraordinary events:	not less than \$5,000,000 third party liability or potentially higher, depending on activities.
Events with liquor:	not less than \$5,000,000 third party liability and host liquor liability or potentially higher depending on activities.

EVENT SIZE	COMMON INCREASED RISKS				LIABILITY INSURANCE (in millions)		
	Involving road crossings	Traffic control in place	Impact sport or activity	Liquor is served	Third Party Liability		Host Liquor Liability
					\$2 mil.	\$5 mil.	\$5 mil.
SMALL					√		
				√		√	√
			√			√	
MEDIUM					√		
				√		√	√
		√				√	
LARGE OR EXTRAORDINARY	√					√	
						√	
				√		√	√

Proof of the appropriate third-party liability insurance is required:

- For small events, at least 15 days prior to the first day of the event.
- For all other events, a minimum of 30 days prior to the first day of the event.

For third party liability, the Event Organizer (Licensee) will provide evidence of commercial general liability insurance covering third party claims for bodily injury, death, property damage and loss of use. The proof of this is a copy provided by the insurer which includes the Town of Ladysmith identified as an additional insured on the certificate.

Host liquor liability insurance is additional coverage under your third-party liability insurance, which must be clearly identified on the form presented to the Town.

Third Party Liability insurance can be sourced through any insurance agent with or without the additional coverage of host liquor liability.

Failure to provide proof of appropriate insurance coverage does result in cancellations of all bookings and events.

Business Licence

Any commercial entity delivering services on Town of Ladysmith property must have a current business licence. A business licence can be purchased through City Hall with all information (including the application form) [available online](#).

The licence may be either a single licence from the Town of Ladysmith or an inter-municipal licence which includes the Town in it. Your business licence number is to be included on your special event application.

Non-profit societies and government agencies are exempt from the requirement to have a business licence.

PLEASE NOTE:

Mobile Food Trucks are only required to provide proof of the business licence they are based from. A Town business licence is not required.

Liquor Special Events

Permitted Locations

Liquor Special Event Licenses are only permitted in the following locations, of which the Director of Parks, Recreation & Culture has the authority to approve:

- Outdoors:
 - Aggie Fields
 - Downtown
 - Forrest Field
 - Harmony Square
 - High Street Ball Field
 - Holland Creek Ball Park
 - Transfer Beach Park
- Indoors
 - Aggie Hall
 - Frank Jameson Community Centre (FJCC)

Requests for any and all other sites require the approval of Council, via the Parks, Recreation & Culture Department.

The Town has a separate TOL Liquor Special Event Application form to be completed for their internal review process of the licence. It contains similar requirements as per the Province's Liquor and Cannabis Control Branch (LCCB) version found here:

[LCCB Special Event Application](#)

Hours of operation of the Special Occasion Licenced areas are permitted as follows:

TIMES	LOCATIONS						
	Aggie Fields	Aggie Hall	Downtown	Frank Jameson Community Centre	Forrest Field & Holland Creek Ball Park	Harmony Square High Street Ball Field Holland Creek Ball Park	Transfer Beach Park
11:00am to 8:00pm	✓				✓		
11:00am to 9:00pm			✓			✓	
11:00am to 10:00pm							✓
As set by the Province or as staffing permits		✓		✓			

Overview of the TOL Liquor Special Event Application

Any organization planning to serve liquor at an event must complete and submit the required information on the [TOL Liquor Special Event Permit Application](#). The event organizer must provide proof of the Liquor Special Event Permit within the following timelines:

Small Events	45 days in advance
Medium Events	60 days in advance
Large Events	90 days in advance
Recurring Extraordinary Event	90 days in advance
New Extraordinary Event	120 days in advance

Liquor Special Event - Section 1: Applicant Information

All information provided in this application must match the details submitted to the LCCB for the Special Event Permit.

Field	Information Needed
Applicant Name:	Full name of the person completing the application
Phone #:	Phone # of the person completing the application
Applicant Organization:	Name of the Organization applying for the permit
Email:	Email of the person completing the application
Liquor Service Delivered by:	If you, the applicant, are not the person or organization providing the bartending / liquor sales, identify the following: <ol style="list-style-type: none"> 1. Name of organization / business 2. Main contact
Address:	Address of the Applicant, including street / mailing address, city, province and postal code.
Beneficiary of Proceeds:	If this is a fundraising event, specify the recipient of the proceeds.

Liquor Special Event - Section 2: Event Information:

Ensure that the information provided matches with the LCCB event, liquor sales and hours information.

Field	Information Needed
Name of Event:	Name of the event that liquor service is being provided for.
Location:	Pre-approved locations are identified on the back of this form. If using the fillable form, they are shown in the drop-down list.
Specific Location:	If a large location is identified, specify where in the large location the liquor service is being provided.
Date of Event:	Date(s) of the service being provided.
Hours of Event:	Overall hours of the event, not the liquor service hours
Hours of Liquor Service:	The specific hours of liquor service being provided
# of Participants:	Total number of participants for liquor sales

Liquor Special Event - Section 3: Additional Requirements:

All applications require the following items at the time of submission:

Field	Information needed
Details of Control	Identify where entrances and exits are located. Where security staff will be posted.
Security Deposit	A deposit of \$350 is required. If this application is part of a large event, only one \$350 deposit is needed.
Food availability	As per LCCB requirements, food for attendees needs to be identified.
Third Party Liability and Liquor Host Insurance	A minimum of \$5,000,000 insurance is required with the Town of Ladysmith named as additional insured.

Outdoor Locations	
Site Plan	Provide a clear and detailed map indicating the specific location of the liquor service area. The map should include: entrances and exists, designated liquor service area, fencing or barriers, security personnel locations.
Vehicle Parking	As needed, identify how parking will be handled.
Seating	Identify specifically how seating will be set-up, if required
Washrooms and Garbage / Recycling Bins	Identify the location of washrooms (or portable toilets), garbage and recycling bins. <i>Note: Rule of thumb for portable washrooms is 1 portable per 50 to 75 persons.</i>

The applications for a Liquor Special Event Licence from the Liquor & Cannabis Control Branch (LCCB), to permit the sale or consumption of alcohol can be found online at:

[LCCB Special Event Application](#)

Note: *All Liquor Special Event License applications are subject to review by the local RCMP detachment*

PLEASE NOTE:

The LCCB uses the term “Special Event Permit” for their liquor licences. For clarity, we use the term “TOL Liquor Special Event Permit or Application”

Applications will not be finalized unless the TOL Liquor Special Event Permit and a facility use agreement for the event has been issued.

SECTION 3 – SUPPLIED BY THE EVENT ORGANIZER

Please provide detailed information about the equipment being brought to the event site. For events with significant quantity of materials, include a map showing their layout and location. The following information is required for each equipment type, along with any special permitting restrictions.

Equipment Type	Information Required	Special Permitting/Restrictions
Tents	Identify sizes, quantities and setup locations.	Tents can not be staked into the ground. All tents must be anchored securely using weights.
Food vendors	Identify names, vehicle sizes, and parked/set-up locations.	<p>All food vendors require a permit from the Vancouver Island Health Authority (VIHA).</p> <p>Commercial operations (such as food trucks) require a current business licence. Refer to section 5.2.3 of the VIHA guide for further information.</p> <p>More info can be found here: VIHA Planning Guide for Temporary Events and Markets</p>
Entertainment	Identify the type of entertainment and special requirements for them.	<p>Entandem fees may apply for recorded music being used. Indicate usage on application.</p> <p>If sound amplification is being used, identify power requirements and how they are being met.</p>
Portable Washrooms	Identify quantities and placement.	<p>Ensure, if multiple day event, that cleaning is scheduled to occur by the company hired.</p> <p><i>Rule of thumb is a minimum of 1 portable washroom per 50 to 75 persons.</i></p> <p><i>Note, if an event is being held where washrooms are present. Portable washrooms may be needed if the # of attendees exceeds the capacity of stalls in the washrooms.</i></p>
Tables and/or chairs	Identify number and location chairs / tables are being brought to. If high number a map needs to be provided.	Ensure chairs/tables are placed on solid ground. All legs need to have sealed ends to minimum their sinking into soils.
Fireworks	<p>See Bylaw 2115 Fireworks for specific requirements.</p> <p>Approval for fireworks must be secured in advance of the TOL Special Event permit being processed.</p>	
Event Signage	If you are considering placing signage on Town property for your event in advance or on the day(s) of the event, please detail what is proposed.	

SECTION 4 – REQUESTS OF THE TOWN

<p>Town Highway Signage (located by the Cenotaph and Davis Road)</p>	<p>A permit is required for these signs, which can be found here: Sign Street Closure Permit</p> <p>The two signs will be placed within the Town's sign stations and be taken down when the event is over.</p> <p>Material: 4' x 8' coroplast Letter Size: <i>Minimum 6" for primary letters</i> Content: Primary – <i>community event and date(s)</i>: Secondary – <i>graphics or sponsor logo</i></p>	
--------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

Equipment Rental/Usage

Provide us with your initial request for equipment being loaned to the event. Include details of quantity, duration, pick-up/drop-off location. Note that rental, security or cleaning fees may be applicable for any or all equipment.

Certain equipment has specific restrictions, as outlined below:

Equipment Type	Information Required	Restrictions
Garbage or Recycling Bins	Quantity of each.	Reserved for large or extraordinary events.
Barricades	Quantity and drop-off location.	Typically reserved for street or trail closures.
Power Supply	See maps for details on available power supplies.	
Water Supply	See maps for details on available water outlets.	
Off-Highway Signage	The Town is responsible for installing the highway signage only. Complete the sign application form if desired to be added.	Events that use or impact the highway may trigger further review via the Ministry of Transportation and additional event notification requirements.

SaddleSpan Tent

The Town offers a SaddleSpan Tent (see photo on page 9) for installation at the Amphitheatre at Transfer Beach Park. The tent is available to rent to any special event with the following considerations and costs:

- SaddleSpan Tent Rental fee (\$1,236 in 2025, \$1,273.08 in 2026) which includes:

- Amphitheatre use for the day at no additional charge
 - Set-up and take down.
 - Fee must be paid 30 days in advance to secure installers.
- Timelines for usage
 - May to September: 8:00am to 10:00pm with set up starting no earlier than 6am and take down completed by 12:00am (no amplified sound, during set up or take down)
 - October to April: will be weather dependent.
- Multi-Day Events
 - Additional days incur only the Amphitheatre rental fee (see [Fees and Charges](#) for more information)
 - Overnight security is required for multi-day events. Security can be contracted by yourself or through the Town (estimated cost: \$300-\$500, depending on market rates).

Street Closure and Use Permit

Events that involve the use of Town streets -- whether through a full closure (e.g., parades) or shared use (e.g., running races) -- require prior approval from the Corporate Services Department. This applies to any event that directly affects street access, traffic flow, or public use of roadways. Examples of such events include:

- Parades
- Street Markets
- Block Parties
- Races
- Soap Box Derbies, etc.

Some events may only require approval from the Corporate Services Department while others could also require a simple traffic management plan. Traffic management plans are usually needed when vehicles and the public share the same space—whether during setup, takedown, or while the event is happening. These plans help identify where barricades, flaggers, advance notice signage, and other support staff may be needed.

Will I need a Traffic Management Plan?

The following table outlines when a Street Closure Permit and/or Traffic Management Plan is required:

Type of Event	Example	Street Closure Permit Required?	Traffic Management Plan Needed?	
			Yes	No
Not directly impacting any Town Streets, roads or parking lots.	All candidates meeting at Aggie Hall.	No		✓
Closes a parking lot or a portion of a street. Street is a low volume roadway (typically residential side streets)	Block party on Warren Street between 4 th Avenue and 5 th Avenue.	Yes		✓
Closes a parking lot or street; vehicles are not permitted for some or all of the time.	Arts on the Avenue operating on 1 st Avenue between Buller Street and Warren Street	Yes	✓	
No street or road closure is planned but event attendees will be on the roadway / in the parking lot intermixing with traffic.	Vancouver Island Trail running series – running from the corner of Methuen and 6 th Avenue to the underpass under Highway #1.	Yes	✓	

The Street Closure Permit application is available here: [Street Closure Permit](#)

Further information on this permit can be sought through the Corporate Services Department at info@ladysmith.ca

SECTION 5 - SAFETY AND SITE PLANS

Depending on the complexity and attendance levels of your event, additional plans may be required to provide oversight and guidance to critical situations. These plans may include:

Overall Site Plan

An overarching plan to identify key locations for the event to provide an understanding of where key event activities, equipment and facilities will be placed. The plan should include, as applicable:

- Tents
- Food trucks
- Stands and bleachers
- Porta-potties
- Liquor service areas

Site Safety Plan

A site safety plan is targeted for events where a significant number of event attendees will be situation in a space together. This plan will detail where key assistance provided by the event coordinators will be located on site. This includes but is not limited to:

- First aid stations
- Water stations
- Hazardous areas (where attendees are not permitted typically) and mitigation of them
- Fire extinguishers
- General aid / assistance stations

Security Plan

The need for the use of security and emergency access will be evaluated on an event-by-event basis. Where required, the cost of the security will be borne by the event organizer. The name of the Security Company and proof of bonding will be required 28 days prior to the event.

Included in the plan is the name, contact details of the company providing security, location of each security individual and area of responsibility.

Emergency Response Plan

The event site plan will be forwarded by Parks, Recreation & Culture to the Town of Ladysmith Fire Rescue to ensure adequate measures are in place for fire and life safety concerns. When developing the emergency response plan, ensure that it includes processes for, at a minimum:

- Identification of potential emergencies (e.g. evacuation)
- Emergency vehicle access routes
- Communication protocols
- Resources being accessed
- Key people and their roles/responsibilities

Traffic Control Plan

Special events that use Town of Ladysmith streets, laneways, sidewalks, bicycle facilities, and other transportation infrastructure are required to submit a Street Closure Application (see section 5.2.2 above) and control traffic through event zones.

A traffic control plan:

- Must be completed by a qualified traffic-management professional.
- Outlines the temporary traffic control devices used to protect event staff, volunteers and participants and move road users safely through the event zone.
- Contains details on how and where the specific traffic control devices will be used and implemented and on what schedule.
- If applicable, the Traffic Control Plan must be submitted to the Town of Ladysmith a minimum of 45 days prior to the event for review and approval.

Signage Plan

A separate signage plan may be needed for complex events where site, access and public safety is highly detailed. The separate plan may have separate layers that identifies signage specifics such as:

- Vehicle access / travel roads
- Road closures
- Directional signage (foot, bike and vehicle signage)
- Event site safety requirements

Route Plan

A route plan is only required when the event occupies a trail or road network or a compilation of both. It needs to clearly identify flow of event attendees, all interaction points with non-event attendees.

Parking Plan

For large or extraordinary events where parking will be impacted, a detailed parking plan will be the responsibility of the event organizer and will be submitted to Parks, Recreation & Culture a minimum of 45 days prior to the event.

The parking plan needs to clearly identify all parking areas being managed, entry and exit points, and how controls are being put in place to manage vehicles entering / exiting said areas.

SECTION 7 – OTHER CONSIDERATIONS

Bylaws

The type of event being organized may trigger review of one of the Town’s bylaws to ensure compliance with its regulations. To that end, here is a simple table of some of the bylaws and their relevance to events:

Subject	Relevant Bylaws
All special events	Special Event bylaw
Dogs or other animals	Parks usage bylaw Dog Licensing bylaw Animal and Poultry bylaw
Amplified sound	Noise bylaw
Fireworks	Fireworks bylaw
Food trucks or other licenced food sellers	Business Licence Bylaws NOTE: , that any commercial food vendor (food truck or caterer) must have a valid business licence from the Municipality that they are based. This is in addition to a valid health permit from the Island Health Authority.

To find “most” of our bylaws, go to this page: [Frequently Requested Bylaws](#)

Outside Agencies

Several outside agencies are involved in the safe delivery of services and/or ensuring fair compensation occurs to others.

Entandem Fees

When recorded and/or live music is used in any public setting, a music license is required. Whether that's background music playing or being performed by live performers in a retail space, restaurant or bar, DJs playing in a nightclub, music at a fitness studio, or music at a function, live concert/festival, or at a sports event, a music license is legally required.

Entandem administers public performance licenses on behalf of RE: SOUND and SOCAN, each of which represents the public performance rights in all copyright-protected music used in Canada, not just Canadian-made music. Royalties collected by each organization for performances in Canada of music made by non-Canadians are distributed to their creators.

If Entandem fees apply, the amount will be added to the facility rental agreement and the Town will forward the fees to Entandem on your behalf.

For more information, please visit <https://www.entandemlicensing.com/> or email license@entandemdev.wpenginepowered.com or by calling 1.866.944.6223 during business hours.

Vancouver Island Health Authority (VIHA)

Any event involving food vending or personal services require to have an approved permit from VIHA within 14 days of the event approval. Specifically this covers off events such as:

- Food being served.
 - Service or product booths.
 - Food market
 - Mobile food service
- Farm markets
- Personal Services such as piercings, tattoos, micro needling, etc.

Best information on the process and requirements for VIHA's permitting process can be found here: [Island Health Planning Guide for Temporary Events and Food Markets](#)

[Click here for VIHA's Temporary Food Service Application](#)

NOTE: *Animal areas do not require specific permitting but must meet and adhere to the [Provincial Guidelines for Prevention of Zoonotic Diseases from Petting Zoos and Open Farms](#).*

Any petting zoos or animal exhibits / interactions must be clearly identified on your special event application and on the event map.

Technical Safety BC (TSBC)

For safety items [Technical Safety BC](#) is the agency that permits the regulations and inspects services when it comes down to items such as gas, electrical, plumbing, amusement devices and such.

As a result, all equipment used must meet their requirements along with any other applicable codes (such as the Fire or Building Codes).

Accessibility

All special event operators must ensure proper accessibility and a viewing area for the physically disabled is provided. Any special events that feature performances on a band shell or main stage must provide designated accessible areas for use by patrons with physical disabilities.

Garbage & Recycling

Cans and Bottles

The event organizer will supply recycling containers for beverage cans and bottles.

The special event organizer will supply the same number of recycling containers as garbage containers and place them appropriately throughout the site. Recycling containers will be labelled with the words "Recycle" or "Cans & Bottles" and will have the recycling symbol (the Mobius Loop) on the label or the container to signify that it is a recycling container.

Vendor Recycling

The event organizer will ensure that a suitable location is provided for food and merchandise vendors to place flattened corrugated cardboard boxes. These will be kept separate from any other recyclable or garbage.

Clean-up

The event organizer will ensure that the facility, grounds or combination there-of will be returned to as close to the same condition as reasonably possible post event.

This includes:

- The removal of all equipment, garbage, recycling, tents, etc. from the facility(ies) used.
- The removal of all flagging, signage, and other temporary markers used and put in place by the organizer.
- The placement of any temporary equipment borrowed from the Town (barricades, garbage barrels, etc.) returned to the drop off location of such.

If any damage occurred during the course of the event, it is the responsibility of event organizer to document and report the damage to the Town. Reporting of the damage should include:

- Description of how the damage occurred and by whom (if known)
- Photograph of the damage incurred

Damage means anything more than normal wear and tear from use on the grounds, facilities and/or equipment provided to or used by the event.

Pending on the type/amount of damage that occurred, the event security deposit will be used for repair purposes.

SECTION 8 – POST EVENT FOLLOW-UP

Once your event is over, Town staff will reach out looking for a quick synopsis on “how did it go”. The Town is interested in maintaining an understanding of the great impact that special events have for our community and visitors.

The synopsis will include an overall rating of the success of the event, how many people were involved in its delivery and in its attendance. What worked well, what needed fine tuning?

The information gathered is not only for modifying the event for its next iteration, but for us to report on how events involve, shape and celebrate the Town of Ladysmith.