TOWN OF LADYSMITH

Celebrate our Present. Embrace our Future. Honour our Past.

TOL Special Event Permit Application

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, therefore the event must not commence before the permit is issued. Prior to the application process, please review the Parks, Recreation & Culture Department's Event Handbook and confirm space availability.

Emailed completed applications to bookings@ladysmith.ca or dropped off at Frank Jameson Community Centre's front desk.

Date of Application: _____

SECTION 1 – APPLICANT INFORMATION

Complete all fields

Applicant Name:		Phone #:	
		Email:	
Event Spokesperson:		Phone #:	
	If same as Applicant Name, leave blank	Email:	
Applicant Organization:		Society #	

Type of Organization: (check one)

Non-profit		Individual		Government		Business		Other	

Address: _____

City: _____ Prov: _____ Postal Code: _____

SECTION 2 – EVENT INFORMATION

Complete all fields

Name of Event: _____

Is this a new event (check yes or no) YES ☐ NO ☐ If no, what year did it last occur in? _____

Location of Event: _____

Date(s) / Time of Event

	DAY 1	DAY 2	DAY 3	DAY 4
Date				
Start Time				
End Time				
Expected # of spectators each day				

General Purpose of Event: _____

Type of Event (check all that are applicable)

Athletic ☐	Commercial ☐	Community Celebration ☐	Arts / Culture ☐	Theatre ☐
Festival ☐	Market / Tradeshow ☐	Product Launch ☐	Commemorative ☐	
Concert or Performance ☐	Club Event ☐	Other (please specify) _____		

Fundraiser (identify primary recipient) _____

Purchase Tickets? (check yes or no)	Yes ☐	No ☐	Open to Public? (check yes or no)	Yes ☐	No ☐	Liquor available for consumption?	Yes ☐	No ☐

Event Details

Provide, in reasonable detail, how the event is being run, what is specifically being offered (and when), whom it is being targeted to attract, and how it is going to use the space.

Include maps (see Special Event Handbook for site maps as needed) for:

- Layout of the event
- Road closures or restrictions
- Traffic flow through the event (participants/spectators)
- Access points

Identify if any of the following will be part of or is needed for your event:

☐ Entertainment

☐ Power or Water

☐ Food

☐ Temporary Structures

AS NEEDED, USE ANOTHER PIECE OF PAPER
TO DETAIL OUT YOUR EVENT.

SECTION 3 – HIGHWAY SIGN STATIONS

The Town has two highway facing signs that are available for use at no charge (you must supply signs ready for installation). These are booked on an as needed basis only.

SIGN STATION REQUEST	CENOTAPH (SOUTH BOUND TRAFFIC) ☐	DAVIS ROAD (NORTH BOUND TRAFFIC) ☐
DISPLAY DATES	START DATE:	END DATE:
DESIGN GUIDELINES	Signs must constructed of 4' x 8' coroplast. The size of lettering used must be no less than 6" in order to be read at highway speeds. Primary Message: Your community event and specific date(s). Secondary Message: Graphics, sponsor logos, etc. Sign displays are updated on Mondays (two-week display limit unless otherwise approved).	

The information on this form is collected under the general authority of the *Community Charter* and *Freedom of Information & Protection of Privacy Act* (FOIPPA) and is protected in accordance with FIOPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.

SECTION 4 – EVENT STREET CLOSURE OR SHARED USE

Complete if event is occurring on public roadway only. Please check all that apply

	TYPE OF CLOSURE (check which)	**CLOSURE DAYS / TIMES**		
	Full sreet closure (no vehicle access)	DATE	START TIME	END TIME
	Partial street closure (one lane closed)			
	Shared street (no closure, but event is using street)			

	EXISTING STREET CLOSURE OPTIONS (Town has traffic control plans in place for organizers)	**OTHER STREET CLOSURE OPTIONS** (will require a traffic management plan be developed by organizer)		
	1ST Avenue - Methuen St. to Symonds St. *(may require highway closure)*	STREET USED	STARTING CROSS STREET	ENDING CROSS STREET
	1st Avenue – Roberts St. to Warren St.			
	1st Avenue – Roberts St. to Kitchener St.			
	1st Avenue – Roberts St. to Kitchener St. and High St. from 3rd Ave. to Roberts St.	IF YOUR EVENT IS OCCURRING ON STREETS NOT IDENTIFIED IN THE LIST TO THE LEFT, PLEASE IDENTIFY THE SPECIFIC STREET(S) ABOVE. YOU WILL BE REQUIRED, AS WELL, TO HAVE A TRAFFIC MANAGEMENT PLAN CREATED FOR YOUR EVENT.		
	1st Avenue – Roberts St. to Buller St.			
	1st Avenue – Roberts St. to High St.			
	1st Avenue – Roberts St. to Gatacre St.			

SECTION 5 – SECURITY DEPOSIT(S), LICENCES, PERMITS AND INSURANCE

Check all that are applicable to your event. No proof or monies to be submitted with application.

- ☐ Security Deposits
  All events require a security deposit of not less than $350 regardless of size and scope. This deposit may increase depending on the type of event, history, or other circumstances.
- ☐ Liability Insurance
  All events require third party liability insurance which names the Town of Ladysmith as an additional insured on it. The value of the insurance required will be between $2,000,000 and $5,000,000.
- ☐ Host Liquor Liability
  Like the liability insurance, the Town needs to be identified as additional insured on this and requires a copy of the form. All liquor events require coverage of not less than $5,000,000.
- ☐ Special Occasion Permit
  All liquor events require a Special Occasion Permit from the Liquor and Cannabis Regulatory Board
- ☐ Health Permit
  Any prepared-on site food services, or unpackaged food for sale requires health permit(s) from Vancouver Island Health Authority.

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	DATE

Email application to bookings@ladysmith.ca or drop off at the Frank Jameson Community Centre's front desk.

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