

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.

Email completed applications to bookings@ladysmith.ca or drop it 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:	If same as Applicant Name, leave blank				Phone #:					
					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, in what year did it last occur				in?			
Location of Event:										
	DAY 1		DAY 2		DAY 3		DAY 4			
Date(s) / Time of Event	Date									
	Start Time									
	End Time									
Expected # of spectators each day										
General Purpose of Event										
	Athletic	Commercial	Community Celebration	Arts / Culture	Theatre					
Type of Event (check all that are applicable)	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), to 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 needed for your event:

Entertainment

Power/Water 30 amp (amphitheater)

Food/foodtrucks

Temporary Structures

AS NEEDED, USE ANOTHER PIECE OF PAPER
TO PROVIDE DETAILS.

SECTION 3 – 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 and a completed Town of Ladysmith application.

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 it off at the Frank Jameson Community Centre's front desk.

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.