TOWN OF LADYSMITH

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

TOL Special Event Permit RENEWAL Application

This application form is SPECIFICALLY FOR ANNUAL EVENTS THAT ARE BEING RENEWED and 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 ☐

SECTION 2 – EVENT INFORMATION

Complete all fields

Name of Event:		
What year did the event last occur		
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

Purchase Tickets? (check yes or no) Yes ☐ No ☐

Open to Public? (check yes or no) Yes ☐ No ☐

Liquor available for consumption? Yes ☐ No ☐

Event Changes Details

Provide, in reasonable detail, any changes from the previous event to this one.

Where the location of the event may have been modified, please provide the following maps as well:

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

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 street 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 ***NOT ON THE STREETS IDENTIFIED ON 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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