



GREATER  
**VICTORIA  
HARBOUR**  
AUTHORITY

## **2019 EVENT APPLICATION PACKAGE**

### **OGDEN POINT**

This application form must be completed in order for the Applicant to be considered for an event permit at any facility owned by the Greater Victoria Harbour Authority (GVHA).

Please submit completed applications to Deanna Young via email.

**For additional information, please contact:**

Deanna Young Promotions

Tel: (250) 727.5989

Email: [deannayoungpromotions@gmail.com](mailto:deannayoungpromotions@gmail.com)

**Frequently asked questions:**

1. What type of insurance do you require? We require the food & beverage company, or host of the event to name Western Stevedoring 185 Dallas Rd Victoria BC V8V 1A1 (Western Stevedoring manages the terminal for GVHA) and Greater Victoria Harbour Authority 100--- 1019 Wharf Street Victoria BC V8W 2Y9 as a third party insured 2 million dollars
2. What is needed when requesting a site plan? A site plan is mostly required when the event is outside on the terminal not in a venue. We require the square footage required in order to quote you the correct amount as bare land is charged by the square footage. It also helps with notifying all terminal users of your event requirements. This site plan is important to see how your event will impact operations on a working terminal.
3. Why do you need our event schedule? We require your event schedule because of all the moving parts at a working harbor. We are constantly communicating with all terminal users to make sure we have easily executed events and that the commissionaires are up to speed on who is allowed in secure areas etc.
4. Will we need a special occasion license? We require a copy of your liquor license on site if you are serving alcohol as we are not a licensed venue.
5. Why do you require photos of signage ie; banners? We require images of banners that will be outside on the terminal, we are respectful of our neighbors being in a community neighborhood and want to make sure all signage is appropriate.
6. Why do I need to provide all the documentation outlined on the last page? You will not be issued your permit for the event without **all** the proper documentation.
  - Photograph of mobile vending unit
  - City of Victoria Business License
  - Certificate of \$2 million liability insurance with Greater Victoria Harbour Authority and Western Stevedoring named as an additional insured
  - Copy of Vancouver Island Health Authority Permit & BC Safety Code if using propaneIf food and beverage are being used on the terminal we need a copy of the caterer's business license and a copy of their Vancouver Island Health Authority permit to operate a kitchen. We also would like to have a photo of the mobile unit. Insurance was discussed in question 1.
7. Will we need a noise bylaw exemption? If you are on the Breakwater Barge or outside on the terminal you are required to apply for a noise bylaw exemption. Outside events must be complete by 10pm.
8. What type of payment do you accept? We accept cash, chq (payable to Western Stevedoring 185 Dallas Road Victoria BC V8V 1A1) or all major credit cards (subject to a 3% processing fee)
9. Do you accept e-transfers? No we don't accept e-transfers. Cheque, cash and credit cards are the only available payment options.
10. Is there parking on the terminal? There are 150 parking stalls in a paid lot patrolled by Robbins on the South side of the terminal near Pier A.
11. What are we looking for with regards to the Safety Plan on the application? We are wanting the organizer of the event to think about the possibilities of anything occurring during an event. We ask that you put any pertinent information on the application but don't worry about going into too much depth. i.e.: Organizer has First Aid etc. Cellphone to call 911, First aid kit onsite.

## **GVHA EVENT APPLICATION PROCEDURES**

Greater Victoria Harbour Authority (GVHA), a not for profit organization, requires any organized event or activity on GVHA property to have a permit.

Events are encouraged to acknowledge the traditional territories of the Lekwungen people (Esquimalt and Songhees First Nations) and incorporate suitable cultural components such as welcome ceremonies, drumming, and dancing into the event schedule if appropriate.

An event agreement (if granted) does not guarantee approval of subsequent years' permits as applications are reviewed on an annual basis.

### **Step 1:**

- The **event organizer** to submit your completed application to **Deanna Young Promotions** for review and approval at least 30 days in advance.
- Late and/or incomplete applications may result in a refusal of event application.

### **Step 2:**

- **Deanna Young Promotions** will check the current events calendar and confirm availability of date(s) requested.
- **Deanna Young Promotions** may require an in-depth operational review and a site visit for the proposed event. This will depend on the complexity of the event and/or issues associated with similar events in the past.

### **Step 3:**

- If the event application is approved, **Deanna Young Promotions** will issue a letter of event approval pending receipt of any outstanding documents, and a quote of event fees, based on details outlined in your application.
- The application must be finalized no less than 15 business days before the event. Late changes will result in a \$50/change fee added to the final invoice.

### **Step 4:**

- A permit will be issued to the **event organizer** once all outstanding documentation and payments, including any deposits, have been received.
- Cancellation policy is as follows: If the event is cancelled prior to 5 months before the event, 25% of the deposit will be returned. If event is cancelled within 5 months, deposit will not be returned.

### **Step 5:**

- Following the event, the representative for the GVHA property (Western Stevedoring) will issue a final invoice for all costs incurred. This may differ from the original estimate.
- The invoice must be paid upon receipt. Should the invoice remain outstanding, interest of 2% per month will apply.

### **Step 7:**

- Following your event, a review and debriefing by **Deanna Young Promotions** with you will be conducted to assist you in planning any similar future event

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Completed application forms must be signed and submitted in person, by email or in person to Deanna Young at [deannayoungpromotions@gmail.com](mailto:deannayoungpromotions@gmail.com) or by calling 250-727-5989. The individual signing the application form is responsible for ensuring that all conditions are met, and is expected to be the onsite contact person for the duration of the event.

**Please note that the information requested in this application is for activities taking place on GVHA properties only.**

### 1. APPLICANT INFORMATION

Applicant/Organization: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

- Registered Non-Profit (BC Society No. \_\_\_\_\_)
- Registered Charity (Charitable Registration No. \_\_\_\_\_)
  - Current Registered Charity Information Return filed?  Yes  No
- Corporation (BC Incorporation No. \_\_\_\_\_)
- Individual (non-commercial)
- Sole Proprietor
- Other (specify): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (work/home) \_\_\_\_\_ (cell)

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### 2. CONTACT PERSON

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position: \_\_\_\_\_

### 3. EVENT DESCRIPTION

Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location of Event: Which facility would you like to use? Please check all that apply.

- Pier B Building
- Pier A Warehouse
- Breakwater Barge Grassy Area
- Band Shell
- Parking Lot (specify which lot in details below)

What are the Purposes of Event?

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Are you fundraising for a charity or organization? If so, what percentage of revenue will be donated and to which organization?

Description of Event Activities

#### 4. EVENT SCHEDULE

Will your event involve multiple performance times?  Yes  No  
If yes, you must also attach a separate schedule/program outlining these times.

Days of Operation: \_\_\_\_\_

	(Date)	(hh:mm)
Setup Begins:		@
Event Begins:		@
Event Ends:		@
Strike Begins:		@

Site will be clean and clear by what date & time? \_\_\_\_\_

#### 5. EVENT INFORMATION

Anticipated No. of attendees: \_\_\_\_\_

Number of crew/volunteers: \_\_\_\_\_

Number of performers (if applicable): \_\_\_\_\_

a) Site Plan  Attached

Must be clear, to scale and contain all details as set out in this Application. Site Plan must show emergency access points.

Site plans available at <http://www.gvha.ca/community/events> or from Deanna Young Promotions.

b) Temporary Structures (e.g. tents, canopies, stage, generators, portable washrooms, etc.)  Yes  No

Type of Structure	Quantity	Dimensions

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- c) Food and Beverage (e.g. Food vendors, bottled water, pre-packaged snacks etc.)  Yes  No  
**VIHA permits and City of Victoria business licenses required for sales or handouts of food and beverage**

If yes, describe \_\_\_\_\_

- d) Alcohol (Will liquor, beer or wine be sold?)  Yes  No  
**Special Occasions License required for sales of alcohol**

If yes, describe \_\_\_\_\_

- e) Sales of any kind (e.g. merchandise, services)  Yes  No

Type of Sales	Number of outlets	Description of goods or services

- f) Sponsors  Yes  No

If yes, describe \_\_\_\_\_

- g) Entertainment  Yes  No

If yes, describe \_\_\_\_\_

- h) Amplified Sound (e.g. announcements, music)  Yes  No

**City of Victoria Noise Bylaw Exemption required**

If yes, describe \_\_\_\_\_

- i) Signs, banners, and other advertising  Yes  No

If yes, describe: \_\_\_\_\_

- j) Does your event have a First Nations component?  Yes  No

If yes, describe: \_\_\_\_\_

If no, would you like to incorporate a First Nations component (eg. A welcoming, blessing, drum or dance ceremony)?  Yes  No

- k) Filming:  Yes  No

Drone Use:  Yes  No

**GVHA Filming Licence OR a Transport Canada OR a Nav Canada Permit may be required**

If yes, describe: \_\_\_\_\_

- l) Other Proposed Activities or Additional Comments  Yes  No

**Additional approvals or permits may be required from GVHA or authority having jurisdiction**

If yes, describe: \_\_\_\_\_

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### 6. PERSONNEL

Describe number, roles and responsibilities for volunteers or coordinators

Number	Role	Responsibilities

Describe orientation and training program:

### 7. WASTE MANAGEMENT AND ENVIRONMENTAL PLANS

Describe waste management plan and environmental plan for recycling and environmental protection. Please note that there are penalty fees if GVHA maintenance staff is required to do extra garbage runs as a result of high levels of garbage associated with your event.

Waste Type	Management Plan

### 8. GVHA SERVICES

Describe any GVHA support you expect to require or request:

a) Equipment    Yes    No

b) Parking    Yes    No

If yes, show on Site Map and describe below

Number of stalls	Organizer, Vendor, Participant, Disabled, Other (describe)	Location

c) Access to Potable Water    Yes    No

If yes, describe purpose: \_\_\_\_\_

d) Access to Electrical Power    Yes    No

If yes, describe purposes, estimated power demand and how you intend to distribute power:

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### 9. NEIGHBOURHOOD IMPACT PLAN (This to be filled out only if requested by Deanna Young)

**Notification to neighbourhood:** Provide a written notification letter for GVHA to distribute at least 30 days prior to event. Letter must include details of event, measures taken to minimize impact to neighbourhood residents, and contact information for the event organizer. Depending on the size and complexity of your event, GVHA may require event organizers to deliver notification to a broader area.

Describe measures to minimize effect on neighbourhood:

### 10. TRAFFIC, TRANSPORTATION, ACCOMMODATION AND CROWD MANAGEMENT PLAN

Describe traffic effect on:

Roads \_\_\_\_\_

Event Site \_\_\_\_\_

How will people get to the Event Site?

Describe \_\_\_\_\_

How will you encourage alternate transportation (e.g. transit, taxi, bicycle)?

Describe \_\_\_\_\_

How will you manage people in and out of the Event Site?

Describe \_\_\_\_\_

What risks for crowd management and site security have been identified and how will they be addressed?

Describe \_\_\_\_\_

### 11. SAFETY RISK MANAGEMENT AND EMERGENCY PLANS

Have you identified the Emergency Access Points on the Site Plan?  Yes  No

If yes, describe \_\_\_\_\_

What First Aid requirements have you identified and how will you address them?

Describe \_\_\_\_\_

Who is the primary person to be in charge in the event of an emergency and how will they be contacted?

Describe \_\_\_\_\_

What resources and steps will be available and taken during an emergency?

Describe \_\_\_\_\_



## 2019 SPECIAL EVENT PERMIT APPLICATION

12. **ATTACHMENTS:** In order to have your application processed in a timely manner all applicable paperwork must be submitted with the application.

Have you attached the following (please check if attached)?

**Required Attachments:**

- Insurance
- Notification Letter
- Site Plan

**If Applicable:**

- Event Schedule
- Filming/Drone Use Permit
- Transport Canada Event Permit (*Events involving Inner Harbour water ways*)
- Special Occasions License
- Images of signs/banners
- VIHA Health Certificate
- Business License
- Noise Bylaw Exemption

### STANDARD PERMIT TERMS AND CONDITIONS FOR SPECIAL EVENT

1. **Grant of Permit.** Applicant is granted a non-exclusive and non-transferrable Permit permitting the Applicant to operate the event under the event name on the Site.
2. **Permitted Purpose.** Applicant may use the Site for the event and for no other purpose or purposes whatsoever. Applicant acknowledges that GVHA may, on 72 hours written notice, direct in writing that Applicant shall cease (a) the sale of any specific goods or services, or (b) any activity; whether previously permitted or not, from the Site, and the Applicant shall forthwith comply.
3. **Permit Fees.** Unless otherwise permitted, Permit Fees are payable upon receipt. Except as described herein, Permit Fees are non-refundable.
4. **Utility and other Costs.** Applicant agrees to pay when due all charges for gas, water, electricity and any other utilities, services or equipment provided to the Kio Site and to pay all accounts and expenses for all labour and materials supplied to the Site.
5. **Site Location and Relocation.** GVHA shall designate a site location. In GVHA's absolute discretion, GVHA may, on 72 hours' notice, and at any time in an emergency, require the Applicant to vacate the designated Site and relocate to a different Site. If Applicant does not agree to relocate, this Permit shall be terminated and GVHA shall reimburse Applicant for Permit Fees on a pro rata basis.
6. **GVHA Access.** GVHA shall, at all times and for all purposes have full and free access to the Site.
7. **AS IS, WHERE IS.** Applicant accepts Site AS IS, WHERE IS. Applicant acknowledges GVHA has made no representations or warranties regarding the Site, including regarding the zoning, suitability for the Applicant's business or activities, or disruptions due to noise, construction or any other cause.
8. **Own Risk.** Applicant acknowledges and agrees GVHA shall not be responsible in any way for any injury to any person, or for any loss or damage to any property belonging to Applicant, its officers, employees, agents, or invitees, including any loss or damage caused by theft, breakage, weather conditions, or attributable to electric or other wiring, fire or smoke, unless such loss, damage or injury was caused due to the gross negligence of GVHA or persons for whom it is in law responsible. Under no circumstances shall GVHA be responsible for indirect or consequential damage or for any business loss.
9. **Responsibility.** Applicant is responsible for ensuring the event is conducted in a safe and orderly manner; the event and activities are restricted to the Site; and the event activities do not interfere with other users of GVHA property.
10. **Damage to GVHA Property.** Any damage that may be occasioned to GVHA's property or any part thereof, or works connected therewith, by Applicant or caused by the activities of Applicant, shall forthwith be reported to GVHA. Damage costs shall be assessed and repair costs billed to Applicant. Vehicles are not to be driven onto grassed areas.
11. **Days and Hours of Operation.** Applicant shall hold the event during the days and hours permitted or as otherwise notified in writing by GVHA,
12. **Signage and Displays.** Applicant shall not construct, erect, place, apply or install any graphics, design, poster, sign or display on GVHA's property, including the Site, without first obtaining the written consent of GVHA. Signage must meet GVHA standards. The cost of installing, maintaining, changing and removing all graphics, designs, posters, signs or displays shall be borne by Applicant. Sandwich boards are not permitted

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13. **Use of Photographs or other Images.** For the purposes of your event, GVHA may from time-to-time provide Applicant with photographs or other images (“Images”) that may be owned by GVHA or some other copyright owner (the “Owner”). By accepting these Images Applicant acknowledges and agrees the Images are subject to the copyright protection of the Owner, but have been provided to you solely for Applicant’s fair internal use in the planning and production of the event (“Permitted Use”). Any other use may be copyright infringement. Applicant agrees that the Images must not be published in any reports, advertising or marketing, or on any website without obtaining copyright approval from the Owner. Applicant agree to indemnify and hold GVHA harmless from any and all claims, suits, losses, damages, costs or expenses, as a result of Applicant, or any related parties, using or disclosing the Images other than in accordance with this Permitted Use.
14. **Nuisance.** Applicant shall not do or permit to be done any act or thing on GVHA's property that is or would constitute a nuisance to the lands or premises of GVHA or its occupants, or to the public generally.
15. **Clean and Tidy.** Applicant shall maintain the Site and surrounding areas, including any other areas used by Applicant in a clean, neat and tidy condition, and free of waste, all to the satisfaction of GVHA. Applicant is responsible for the removal and appropriate disposal of all waste materials in accordance with applicable laws. No hazardous materials may be stored or disposed of on GVHA property. Applicant shall be responsible for subsequent cost for clean up by GVHA.
16. **Compliance.** Applicant shall abide by and comply forthwith at its expense with all laws, regulations, and bylaws made by federal, provincial, municipal or other authorities and all Rules and Regulations or directions as may be issued from time to time by GVHA concerning GVHA's property and its use.
17. **Indemnity.** Applicant shall indemnify and hold harmless GVHA, its directors, officers, agents and employees from and against all liabilities, losses, suits, claims, demands, fines, damages, costs and expenses (including all costs for investigation and defence thereof) based upon or attributable to this Permit or any actions taken or things done by Applicant, its officers, invitees, agents or employees unless such damage or injury was caused due to the negligence of GVHA or any other person for whom it is in law responsible.
18. **Insurance.** Applicant will take out and maintain during the term of the Permit a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Permit Area by the Licensee in the amount of not less than two million dollars (\$2,000,000.00) per single occurrence naming Greater Victoria Harbour Authority as an additional insured and shall provide GVHA with a certified copy of such policy or policies before Applicant commences any activities under this Permit. All policies of insurance shall contain a waiver of subrogation clause in favour of GVHA and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving GVHA 30 days’ written notice
19. Half cost is due up front. If the event is cancelled prior to 5 months before the event, 25% of the deposit will be returned. If the event is cancelled within 5 months, deposit will not be returned. GVHA may by written notice to Applicant terminate this Permit for cause: (a) for a breach of these Permit Terms and Conditions that continue after GVHA has given 72 hours written notice and Applicant has failed to cure the same; (b) if Applicant attempts to assign or sub licence this non transferrable Permit; (c) if any of the goods or chattels of Applicant are seized or taken in execution by a creditor of Applicant; (d) for violation of any applicable laws; (e) for physical assault or abusive behaviour towards any person; (f) non-payment; or, (g) if your activities or conduct are imminently harmful or injurious to the health or safety of the public
20. **Surrender.** On expiration or earlier termination of this Permit, Applicant must forthwith peaceably quit and deliver possession of the Site to GVHA in a safe, clean and tidy condition and remove any chattels or improvements constructed, placed or installed on the Site by or on behalf of the Applicant.
21. **Notice.** Any notice to GVHA shall be delivered to: Deanna Young Promotions c/o Western Stevedoring 185 Dallas Rd Victoria BC V8V 1A1. Notice to Applicant shall be in writing by any of the following means: (a) personal delivery; or (b) by registered mail to the address set out by the Applicant in this Permit: or (c) by email.
22. **Privacy Statement.** To the extent that any of the information provided in this Application and Permit is personal information, the Applicant consents to its use in accordance with this privacy statement. The information is collected for the purpose of identifying and contacting Applicant if there is an emergency or incident and administering and ensuring compliance with this Permit. Personal information will not be disclosed except as required by law or for the purposes for which it was collected. Applicant may update personal information or obtain a copy by contacting GVHA in accordance with the Notice provision in this Permit.

**The above-named Applicant acknowledges THIS IS AN APPLICATION FOR AND NOT A SPECIAL EVENT PERMIT AND:**

1. Confirms the contents of this Application are true to the best of the Applicant’s knowledge and belief;
2. Confirms the Applicant will carry out the Event in full compliance with the contents of this Application;
3. Agrees to comply with the Terms and Conditions set out above in this Application;
4. **Agrees to any Additional Terms and Conditions and any other supporting permits as made necessary by GVHA to approve the final Special Event Permit. If the Applicant does not agree with the terms specified in the permit, the Applicant will notify GVHA within 72 hours after receiving the permit;** and
5. Agrees to pay the Permit Fees in advance.

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Authorized Signatory of Applicant

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Printed Full Name

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Date