



CITY OF
VANCOUVER
 City of Vancouver
 Special Event Application

Applicant Information

Date of Application	
Name	
Phone Number	
Alternate Phone Number	
Email Address	

Organization Information

This event is being organized by: <ul style="list-style-type: none"> • a private individual, <input type="checkbox"/> • a company <input type="checkbox"/> 	
Organization Name (if applicable)	
Charitable Registration Number	
Street Address	
City	
Province/State	
Postal Code/ZIP	
Fax Number	
Website URL	

Event name and description

Event Name:	
<u>Event Category:</u>	
Ticketed Public Event	<input type="checkbox"/>
Free Public Event	<input type="checkbox"/>
Private Event	<input type="checkbox"/>
<u>Event Sub-category:</u>	
Celebration / Public Festival - One Day	<input type="checkbox"/>
Celebration / Public Festival - Multi- Day	<input type="checkbox"/>
Demonstration or Rally - One Location	<input type="checkbox"/>
Demonstration (with March)	<input type="checkbox"/>
Religious or School Event	<input type="checkbox"/>
Parade	<input type="checkbox"/>
Walk or Run	<input type="checkbox"/>
Sporting Event (non-walk/run)	<input type="checkbox"/>
Corporate Function / Promotion	<input type="checkbox"/>
Block Party	<input type="checkbox"/>
Other	<input type="checkbox"/>
Event Description:	

Event Schedule

	Date	Time
Setup Start		
Event Start		
Event Finish		
Takedown Complete		

Event Location

• Street Address (please identify)	
• Park (please identify)	
• Vancouver Art Gallery	<input type="checkbox"/>
• Vancouver Public Library	<input type="checkbox"/>

Programming and Activities

How many guests, spectators or paid attendees are you expecting at your event?		
How many staff, volunteers and participants are you expecting at your event?		
Are you planning to have amplified speeches at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you planning to have background music at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you planning to use a large sound system or have amplified live performances at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to present fireworks or pyrotechnic special effects of any kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Food, Beverage, and Alcohol

Do you plan to serve (or allow to be served) any prepackaged food?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to serve (or allow to be served) any open food?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to serve (or allow to be served) alcohol at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to sell alcohol at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to sell (or allow to be sold) any goods or services at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Equipment and Site Plan

What is the cost of the equipment you are using for your event?	\$ _____	
Do you plan to erect any tents larger than 60m ² (645 ft ²) or any structures that are closer than 3m (9'-10") apart?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to erect any stages or similar structures higher than 4' or larger than 40m ² (430 ft ²)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to erect any bleachers or grandstands	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to use any temporary power services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you wish to close or restrict traffic on any streets or sidewalks for your event	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require control of any street parking for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you planning for any activities to take place on False Creek?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you planning for any activities to take place on navigable waterways other than False Creek?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to erect any structures on the water, whether anchored or otherwise, on a navigable waterway?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Promotion and Funding

<p>Installing banners on city structures is one way to promote your event. The City of Vancouver can, in some cases, install banners on some streets and on some traffic islands, and the city will also allow banners and signs to be installed across streets in special circumstances. Installation costs can be quite high, and average at around \$120 per banner, depending on the installation requirements. You are also responsible for production costs for the banners. Are you interested in displaying banners on city streets?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>The Office of Cultural Affairs offers the opportunity for non-profit groups to take part in their Transit Shelter Advertising Program. You are responsible for any production costs, and the program requires a lead time of 4 months. Would you like to put your event posters in Transit Shelters?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>The Office of Cultural Affairs administers the Celebration Grant Program, which offers financial assistance to cultural events such as community-based festivals, cultural celebrations and large parades in the city of Vancouver. Applications are typically received twice per year (in the spring and in the fall). Would you like to apply for financial assistance from the Office of Cultural Affairs?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

On behalf of the above-named organizer, I, _____ hereby agree to indemnify and save harmless the City of Vancouver, Vancouver Park Board, and Vancouver Police Board from and against claims or demands arising from the event described in this application and I agree to obtain appropriate liability insurance that is satisfactory to the Director of Risk and Emergency Management.

To submit application:

by mail:

Film & Special Events Office
 453 West 12th Avenue
 Vancouver, BC V5Y 1V4

Or Drop Off at: 126 Keefer St. Vancouver (between 8:30 am and 5:00 pm)

Or by Fax: 604-257-8859

Any questions: please call the Special Events Office, 604-257-8850