

## Share a Square for Plaza Programming

### 1. Guidelines

- Events is free and open to all members of the public.
- The plazas are public spaces and as such, events will not have exclusive use of the space. ie. you cannot ask other plaza users to leave
- Event organizers will demonstrate respectful behaviour towards neighbours and ensure nearby residents are not disturbed.
- Events will not obstruct any pedestrian thoroughfare or access to the plaza

### 2. Eligibility

<p>Organizer eligibility</p>	<ul style="list-style-type: none"> <li>• Plaza partners</li> <li>• Residents of the neighbourhood</li> <li>• Collaboration between one of the above and registered not-for profit society or charity, or arts-based performers</li> </ul> <p>Businesses are not eligible</p>
<p>Available Locations</p>	<ul style="list-style-type: none"> <li>• A public plaza or pop-up plaza (excluding 800 Robson &amp; ʁxʷłəṇəq Xwtl'e7énk Square)</li> <li>• <a href="#">Map of plazas</a></li> </ul>
<p>Eligible Activities</p>	<p>Small-scale activities are eligible, some examples might be:</p> <ul style="list-style-type: none"> <li>• Community games (eg. board games, chess, mah-jong, etc)</li> <li>• Non-commercial educational activities and events</li> <li>• Story-telling / Cultural Sharing</li> <li>• Picnic, Potluck, or eating together</li> <li>• Small-scale music / arts performances (acoustic instruments, or portable personal speaker with sound level intended for audience within 10 feet)</li> <li>• Community pop-up</li> <li>• etc</li> </ul> <p>Your event is not limited to the above activities. You're welcome to submit other ideas for small-scale activations.</p>
<p>Activities that <u>are not eligible</u> for Share a Square</p>	<p>Your event is not eligible if you are proposing:</p> <ul style="list-style-type: none"> <li>• Fossil fuel powered generators</li> <li>• Cooking food</li> <li>• Ticketed entry w/ sales</li> <li>• Closure of any street or sidewalk</li> </ul>

	<ul style="list-style-type: none"> <li>• High risk sports (eg. skateboarding)</li> <li>• Fundraising, advertising, or marketing related to earning a person or an entity a profit</li> <li>• Installation of structures (eg. stages, platforms, etc) other than a maximum of six 10ft x 10ft pop-up tents</li> <li>• Weddings</li> </ul> <p>If your event requires any of the above, please apply for a <a href="#">special event permit</a>.</p>
Attendees	Share a Square is intended for small-scale, neighbourhood-oriented activities. Larger events should apply for a <a href="#">special event permit</a> .
Time	Event and all set-up/clean-up activities between 9:00 a.m. and 10:00 p.m.
Organizer Responsibility	Temporarily moving furniture out of the way if needed. Cannot be stored off-site. Organizer must return plaza to the state they found it (e.g. put the furniture back in its place).

**COVID 19 Response:** All activities must abide by current provincial public health order relating to Covid19 and social distancing, seating and crowding.

## Share a Square Application Form

- Please fill the following form and send to: [plazas@vancouver.ca](mailto:plazas@vancouver.ca)
- Applications must be received at least 10 business days prior to your proposed event
- Staff will work with you to ensure your event and date(s) are eligible

<b>1. Event Organizer Contact Information</b>	
Name	
Email	
Cell	

<b>2. Organization Details (if applicable)</b>	
Name	
Address	
City	
Website	
Phone	
Email	
Type	

<b>3. Event Information</b>	
Event Name	
Date(s)	
Time	

Frequency	
Which Plaza?	
# of attendees	Provide your best guess of max # attendees at one time –eg. 50 at one time, 75 at one time, etc.

**4. Event Description**

a) Event overview: What will you be doing? Please provide a quick summary.

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b) Activities & equipment: Please describe:  
 - layout, setup, equipment you will provide (eg. tables, tents, etc)  
 - times, including setup and cleanup down time

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**5. Certification**

I hereby certify that all of the information provided on this form is correct, and agree to adhere to event guidelines and criteria provided by the City of Vancouver (found on previous page)

Signed		Date	
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