

2440 Sidney Ave
Sidney, BC
V8L 1Y7



Town of
Sidney

250-656-4502
engineeringservices@sidney.ca
www.sidney.ca

Parks Use and Events Application

For Office Use Only			
Fee:	Approved By:	Date:	PUP#
Liability Insurance Town Umbrella	Park:		Deposit:

Section A: Applicant Information			
Name of Organization:			
Last Name:		First Name:	
Address:		City/Province:	Postal Code:
Phone No.:	Cell No:	Email:	

Section B: Event Information			
Date of Event:		Park / Area Requested:	
Event Start Time:	Event End Time:	Set Up Time:	Exit Time:
Type of Event: Public Private	Will you be providing your own insurance or purchasing from the Town? Provide my own Town Insurance	No. of Participants:	No. of Spectators:
You may be required to provide portable toilets. This will be reviewed by Town staff and advised.	Providing Portable Toilets Yes No	# of Portable Toilets:	Location of Portable Toilets:
To add your event to an online community event listing, please visit: exploresidney.ca/events			
I have read and understand the latest Provincial Health Officer guidelines			
Description of event / activities:			

Section C: Event Details	
Temporary Structures (tents, tables, chairs, etc.) *structures must be secured with sandbags, inground stakes are prohibited.	
Sound & Lighting	Do you require access to power? Yes No
Signs (posters, banners, etc.)	
Sale & Distribution of Merchandise (merchandise must be associated with event)	
Food Services (food trucks, BBQ, etc.)	
Clean up (garbage and recycling removal done by applicant if event has food trucks and/or has more garbage than the town receptacles can handle.)	
Parking / Loading / Unloading / Traffic Control	
Road Closure	
Alcohol (follow guidelines for alcohol sales in public parks/streets) Yes Documents attached	
Bouncy Castles – Technical Safety BC certification attached and proof of Certified operator. https://www.technicalafetybc.ca/technologies/amusement-devices/operating-permits Yes Documents attached	
Other	
<p>Important Considerations:</p> <ol style="list-style-type: none"> 1. Consumption, sale or distribution of alcoholic beverages requires approval from Town Council and a Special Occasion Liquor Licence, which can be obtained from the BC Liquor Control Board (BC Liquor Store). 2. A Business Licence may be required for the sale of any items on public property. 3. Request for a road closure or parking restrictions requires approval from Town Council. 4. Discharge of fireworks or other explosives requires a separate permit & approval from the Sidney Fire Department 5. Flying of unmanned air vehicles (UAV's or Drones) may require a special operations certificate, which can be obtained from Transport Canada and will require the approval form Victoria Airport Authority. 6. Should any assistance be provided by the Town and/or RCMP, the applicant is required to pay these costs. 	

Section D: Accessibility for Public Events Only	
I have read and will consider the items on the accessibility list located on the last page of this application.	
Section E: Requirements	
<ol style="list-style-type: none"> 1. Applicant is required to pay user fee upon approval of permit. 2. Applicant is required to provide the Town with a refundable damage deposit depending on size and type of event upon approval of permit. 3. Applicant is required to provide proof of insurance prior to the event indemnifying the Town of Sidney of any liability OR applicant is required to purchase a user group insurance policy through the Town, if applicable. 4. No costs are to be incurred by the Town. All costs, direct or indirect, associated with the event are the responsibility of the applicant. 5. Applicant is required to ensure all Town regulations (as per Policy WS-020) and applicable bylaws are followed. 6. Applicant may be required to provide portable toilets. Number of portable toilets required will be determined upon review of application 	
Applicant Signature:	Date:

Submit application by email to: engineering@sidney.ca

or hand deliver/mail to:

Town of Sidney
 Engineering Department
 2240 Sidney Ave.
 Sidney, BC V8L 1Y7

Accessibility Considerations

The Town of Sidney strives to make all community events and functions inclusive and accessible to everyone. This list is to serve as an organizing and planning tool for event coordinators involved with the logistics of an event or function. It is intended to enhance accessibility and inclusion, and to bring awareness of opportunities to remove barriers for individuals to fully participate.

We understand that some of the considerations may not be possible due to financial constraints or infrastructure limitations, however, we encourage event coordinators to consider the items listed below.

Considerations

Note: Mobility devices include wheelchair, scooters and walkers

Keep accessible parking spaces, building entrances, and sidewalks/pathways CLEAR at ALL TIMES, including during set up and take down of the event
Level and hard-packed surfaces pathways free of barriers/tripping hazards
Set up accessible viewing area
Set up an area for a quiet space or rest area for sensory sensitive individuals
Allow for easy movement providing sufficient space
Clear aisles and make wide enough to accommodate mobility devices
Provide directional signage to amenities and activities and place them at eye level for people using mobility devices
Use clear, large and easy to read signage
Use plain language and standardized symbols on signs - International Symbols of Access (ISA)
Ensure at least 1 wheelchair accessible washroom is available
Water bowls for service dogs and pets; and, if possible, designated relief area
If providing food, ensure to include allergy notifications
Ensure staff and volunteers are easily identified with nametags or t-shirts
Provide accessibility orientation to staff and volunteers to provide assistance as necessary
Establish evacuation plan for people with disabilities
Use a variety of communication methods – social media, posters, direct mail, etc.
Ensure audio and visual equipment functions effectively for those with hearing and visual impairments
Prepare digital information that meets accessibility standards – Web Content Accessibility Guidelines (WCAG)
Distribute print material that meets accessibility standards – large font, high contrast colors, descriptions for pictures, etc.
Use gender-neutral terms
Encourage a scent free environment