

Number of Expected Participants: _____
Number of Expected Spectators: _____

Included in this event will be: (check those which apply & please give details)

Entertainment: _____

Amplified Music: _____

Speeches: _____

Circle (S) if you are Selling or (O) if you are Offering:

Food: -----S or O, Beverages: -----S or O, Merchandise: -----S or O

Sponsor Signs and/or Banners: _____

Beer/Liquor Sales: Need approval from City of Duncan and DBIAS prior to approval

Additional Security: _____

Please provide any other pertinent details of your event which would be useful for us to be aware of:

On behalf of the applicant organization I/we acknowledge that I/we have read and understand the terms & conditions of the Application Guidelines and City Square Policies and agree to comply with the terms and conditions.

SIGNATURE: _____ DATE: _____

PLEASE INDICATE THE FOLLOWING ARE ATTACHED:

- PUBLIC LIABILITY INSURANCE (Naming the **City of Duncan** and the **Duncan Business Improvement Area Society** as additional insured)
- SITE PLAN
- RENTAL FEE \$300 (FOR COMMERCIAL PURPOSES)
- REFUNDABLE DAMAGE DEPOSIT \$300
- PERMITS AND OR LICENSES if applicable

CITY SQUARE EVENT APPLICATION AGREEMENT

The APPLICANT and the Duncan Business Improvement Area Society (hereinafter referred to as the AGENT) do agree as follows:

1. The AGENT retains the right to refuse any request.
2. That the APPLICANT shall procure at his own expense the necessary insurance, provincial/municipal licenses and all other permits as required for the purpose of carrying out the provisions of this contract. (Please attach copies if applicable.)
3. That the APPLICANT releases the AGENT from all liability of any and all bodily injury which may be sustained by the operator and all employees or workers. The APPLICANT must obtain Public Liability Insurance in the amount of \$2,000,000 per occurrence naming the City of Duncan and the AGENT as additional insured and submit a copy to the AGENT before the event.
4. The APPLICANT will submit a refundable damage deposit in the amount of \$300 to the AGENT before the Event.
5. Food concessionaires will prominently display their food booth permit, authorized by the Central Vancouver Island Health Region Authority.
6. There will be no alcoholic beverages consumed, dispensed from, or sold from any concession operating during an event without prior approval of the City of Duncan and the AGENT.
7. All electrical requirements will be submitted at the time of application. Service is limited to low-amperage; please note electrical hook-up is limited.
8. Event setup will take place in such a way as to keep access clear to all businesses in the event area.
9. The APPLICANT will ensure that no activity or event will cause a nuisance to owners or occupiers of adjoining public or private property.
10. All music and activities must end by no later than 11 pm.
11. The APPLICANT will ensure that any refuse is cleaned up before leaving the event site, or a clean-up fee will be charged. If it is felt that extra garbage receptacles are required, the AGENT will provide them on request from the APPLICANT.
12. Bollards will be set up on a temporary basis by the AGENT to close off traffic to the event area. The APPLICANT must not attempt to move/remove the bollards.

APPROVED BY:

APPLICANT:

DATE:

