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**VICTORIA  
INTERNATIONAL  
AIRPORT**

Victoria Airport Authority  
201-1640 Electra Blvd  
Sidney, BC V8L 5V4

T: 250.953.7500  
F: 250.953.7509  
[www.victoriaairport.com](http://www.victoriaairport.com)

# APPLICATION FOR EVENT PERMIT

## (the “Application”)

This Application is for parties seeking permission from the Victoria Airport Authority (the “Authority”) to host an event on the Victoria International Airport lands (the “Airport Lands”). All Applicants, as defined below, must seek and obtain permission from the Authority before hosting any event on Airport Lands (the “Permit”). By completing and submitting this Application, the Applicant agrees to the terms and conditions herein contained with respect to the Application process, the Event set up, the Event, and post Event clean up.

**NOTE: Flying of unmanned air vehicles (UAVs) or drones are NOT PERMITTED within 5.5 km of the airport.**

**Email completed application to [events@victoriaairport.com](mailto:events@victoriaairport.com)**

## APPLICANT INFORMATION (the “Applicant”)

NAME OF COMPANY/SOCIETY <i>(if applicable)</i> :		COMPANY INC. NO/SOCIETY NO. <i>(if applicable)</i> :	
NAME <i>(of “Authorized Representative” of the Applicant)</i> :		POSITION TITLE <i>(if applicable)</i> :	
MAILING ADDRESS:		CITY AND PROVINCE:	POSTAL CODE:
BUSINESS PHONE:	FAX NUMBER:	EMAIL ADDRESS:	
HOME PHONE <i>(if applicable)</i> :		CELLULAR:	
ALTERNATE CONTACT PERSON <i>(Provide an alternate contact person that we may communicate with if necessary)</i> :			
BUSINESS PHONE:	FAX NUMBER:	EMAIL ADDRESS:	
HOME PHONE <i>(if applicable)</i> :		CELLULAR:	

## EVENT INFORMATION (the “Event”)

EVENT NAME:	TYPE OF EVENT: <input type="checkbox"/> Charity <input type="checkbox"/> Community <input type="checkbox"/> For Profit <input type="checkbox"/> Other (describe)
THE PURPOSE OF THE EVENT	
PROPOSED LOCATION/ROUTE OF EVENT/ACTIVITY <i>(Please include site plan/map)</i> :	
PROPOSED DATE(S) OF EVENT <i>(Please include day(s) of week)</i> :	

SET-UP TIME(S):	COMMENCE SET-UP:	AM/PM	DISMANTLE:	AM/PM
EVENT TIME(S):	START:	AM/PM	DISMANTLE:	AM/PM
APPROX. NUMBER OF PARTICIPANTS:	ESTIMATED NUMBER OF SPECTATORS:		VOLUNTEER/PERSONNEL:	

**EVENT DESCRIPTION (Describe all activities planned during this event):**

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HAS EVENT/ACTIVITY BEEN HELD PREVIOUSLY?	YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YES, STATE LOCATION AND DATE(S)
ARE THERE ANY CHANGES FROM PREVIOUS EVENTS?	YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YES, PLEASE NOTE CHANGES:
WILL CLEANUP OCCUR IMMEDIATELY FOLLOWING THE EVENT?	YES <input type="checkbox"/> NO <input type="checkbox"/>	IF NO, WHEN WILL CLEANUP OCCUR?

**FOOD SERVICE**

WILL YOU BE PREPARING AND/OR SELLING FOOD? YES  NO  IF YES, SEE BELOW

**IF THERE WILL BE ANY TYPE OF FOOD PREPARED AND/OR SOLD DURING YOUR EVENT, YOU ARE REQUIRED TO APPLY FOR A PRE-APPROVAL FROM ISLAND HEALTH. THEY CAN BE REACHED AT 250-519-3401. A COPY OF THE APPROVAL MUST BE SUBMITTED TO THE AUTHORITY BEFORE THE EVENT.**

**EVENT FEES AND PROCEEDS**

IS A PARTICIPATION FEE BEING CHARGED? YES  NO  IF YES, HOW MUCH PER PARTICIPANT? \$ \_\_\_\_\_

**ADVERTISING/PROMOTION**

CHECK TYPE OF PROMOTION YOU PLAN TO USE TO ADVERTISE YOUR EVENT:

TELEVISION <input type="checkbox"/>	RADIO <input type="checkbox"/>	NEWSPAPER <input type="checkbox"/>	BILLBOARDS/KIOSKS <input type="checkbox"/>
FLYERS <input type="checkbox"/>	POSTERS <input type="checkbox"/>	WEB PAGE <input type="checkbox"/>	OTHER _____

**SPECIAL SET-UPS**

CHECK APPROPRIATE CATEGORY BELOW AND FILL IN DETAILS ON NUMBERS, SIZE AND TYPE, IF APPLICABLE.

ANIMALS:	HOW MANY:	SPECIES:
BOOTHS:	HOW MANY:	PLEASE INCLUDE SITE SETUP PLAN/MAP

SIGNS:	HOW MANY:	SIZE:	LOCATIONS(S):
ELECTRICITY SOURCE (will generators be utilized?):	HOW MANY:	LOCATIONS(S):	

**PORTABLE TOILETS:** If there are no toilets or insufficient toilets available at the event staging area to accommodate the number of people, the permit holder may be requested to provide additional portable toilet facilities. VAA staff will advise you whether this will be required.

STAGING/SCAFFOLDING:	SIZE:	LOCATION:
CONCESSIONS:	TYPE:	LOCATION:
TENTS/CANOPIES:	HOW MANY:	LOCATION(S):
VEHICLE ACCESS:	HOW MANY:	TYPE/SIZE:
SOUND SYSTEM	PURPOSE OF SOUND SYSTEM:	
	LOCATION:	

OTHER TYPES OF SITE PREPARATION PLANNED (PLEASE DESCRIBE IN DETAIL – USE ADDITIONAL PAPER IF NECESSARY) :

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**EVENT RELATED ITEMS**

LIST ALL EVENT RELATED ITEMS (I.E.: T-SHIRTS, ITEMS WHICH INCLUDE THE EVENT NAME) TO BE SOLD AT THIS EVENT:  
**(NOTE: Sales of non-event related items are prohibited)**

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**PUBLIC SAFETY**

ATTACH A LEGIBLE ROUTE MAP WITH THE FOLLOWING INDICATED:

- TRAIL AND/OR ROADWAY ROUTES AND DIRECTION
- NUMBER AND PLACEMENT OF TRAIL MARKERS (TRAIL MARKINGS WITH A PERMANENT SUBSTANCE IS PROHIBITED)

WHAT ARE YOUR PLANS FOR ON-SITE SECURITY/MARSHALLING AND ROUTE CONTROL?

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WHAT ARE YOUR PLANS FOR MEDICAL ASSISTANCE?

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LIST ANY ADDITIONAL INFORMATION THAT THE AUTHORITY MAY FIND REASONABLY NECESSARY FOR DETERMINATION OF PERMIT APPROVAL:

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Additional Terms and Conditions of Use:

1. The Applicant shall not advertise the Event nor make any financial commitments with respect to the Event before first seeking and obtaining Permit approval from the Authority.
2. The person signing this Application must be an authorized representative of the Applicant, and shall be responsible for ensuring that all terms and conditions hereunder are met.
3. The Applicant contact person identified above shall be the main contact for this event, and is expected to be on site and available for the duration of the event.
4. The Applicant shall not conduct or cause to be conducted any act or bring any equipment onto Airport Lands that may cause electronic interference or hazard to the navigation of aircraft.
5. No goods of an explosive, dangerous, inflammable or noxious nature shall be brought onto the Airport Lands without the prior written consent of the Authority.
6. The Applicant will not:

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- (i) commit or suffer to be committed any waste upon the Airport Lands;
  - (ii) use or allow the Airport Lands to be used for any improper or unlawful purpose;
  - (iii) do or permit to be done anything in any way tending to injure the Airport Lands or the reputation of the Authority or its board of directors;
  - (iv) do anything or otherwise permit anything to be done, that might in the opinion of the Authority, acting reasonably, interfere with the drainage, sewerage, fire hydrant, heating, air conditioning, electrical, domestic water, gas, fire suppression, fire alarm, or plumbing on the Airport Lands; or
  - (v) do, cause or permit anything to be done in, upon or about the Airport Lands anything which might in the opinion of the Authority, be or create a nuisance, or a safety hazard, or which might cause annoyance to any other users of the Airport.
7. The Applicant accepts the event site in an “as is” condition, and agrees that neither has the Authority made, nor has the Applicant relied upon any representation, express or implied, concerning the site.
  8. The Applicant will purchase and maintain liability insurance covering liability for claims resulting from bodily injury (including death), personal injury, and property damage arising out of or in any way connection with the Event. Such policy will be written on an occurrence form basis and in an amount of not less than Five Million Dollars (\$5,000,000.00) per occurrence, and the Licensee will furnish the Licensor with certificates or other acceptable evidence of insurance required pursuant to this clause. The policy will name the Victoria Airport Authority and Her Majesty the Queen in Right of Canada as represented by the Ministry of Transport as additional insureds.
  9. The Applicant shall not have any claim or demand against the Authority or Her Majesty the Queen in Right of Canada as represented by the Ministry of Transport or any of their respective officers, servants or agents for detriment, damage, accident or injury of any nature whatsoever or howsoever caused to the Airport Lands or to any person or property brought, placed, made or being on the Airport Lands.
  10. By signing this Application, the Applicant agrees to indemnify and hold harmless the Victoria Airport Authority and Her Majesty the Queen in Right of Canada as represented by the Ministry of Transport from and against all claims, demands, loss, costs, damages, actions, suits, or other proceeding by whomsoever made, arising out of or resulting from the acts or omissions of the Applicant, or brought or prosecuted, for any loss, injury or damage, including death, suffered or incurred by any person including the Applicant’s contractors, employees and volunteers, and members of the general public arising out of or in any way connected with the Event. The provision of this paragraph shall remain in full force and effect notwithstanding the expiration or early termination of the Permit.
  11. All property at any time brought on to the Airport Lands in connection with the Event, including any equipment and supplies shall be entirely at the Applicant’s own risk and cost, and shall be the sole responsibility of the Applicant.

12. If this Application is successful, the Authority shall provide a non-exclusive temporary Event Permit only and it is not a waiver of the Applicant's requirements to obtain any further permits as may be necessary for the Event. The Applicant acknowledges and agrees that it shall procure and obtain, at its sole cost and expense, any other such licenses, permits and approvals as may be required from local municipalities, police or fire services, or any other applicable party.
  
13. It is the responsibility of the Applicant to know of and abide by all necessary codes, bylaws and regulations which are designed to secure the health, safety, convenience and welfare of persons and property. The Applicant also agrees to comply with and conform to all applicable environmental laws, bylaws and regulations.
  
14. At the conclusion of the Event, the Applicant must remove all event related equipment, personal property, and advertising from the Airport Lands without causing any damage or permanent disruption to the Airport Lands and any facilities thereon. The Applicant shall restore those portions of the Airport Lands used for the Event to the condition in which it was found, and to the satisfaction of the Authority, and all at the cost and expense of the Applicant and without any right on the part of Applicant to seek any compensation from the Authority for any reason whatsoever. (The requirements under this paragraph 14, shall collectively be referred to as, the "Clean Up").
  
15. Incomplete information may result in delays with evaluating or an outright rejection of this Application.
  
16. The Authority reserves the right to require additional information in order to assess this Application.
  
17. Upon approval of this Application, the Applicant shall pay to the Authority:
  - (i) a non-refundable administration fee in the amount of One Hundred (\$100.00) Dollars plus GST made payable to the Victoria Airport Authority; and
  
  - (ii) a refundable Deposit of Five Hundred (\$500.00) Dollars. After the conclusion of the Event the Authority shall conduct an inspection of the event site and if the Clean Up is completed to the Authority's entire satisfaction the Deposit shall be returned forthwith to the Applicant. In the event of failure on the part of the Applicant to perform the Clean Up to the Authority's satisfaction, the Authority shall have the right to use the Deposit to perform such Clean Up as may be required. Should the Authority's cost of Clean Up exceed the amount of the Deposit the Applicant shall repay and reimburse the Authority for all costs and expenses connected therewith or incidental thereto upon receipt of a full accounting thereof;

unless expressly waived by the Authority in whole or in part.
  
18. If the Authority suffers any costs or is otherwise obligated to make any payment for which the Applicant is liable by reason of any failure of the Applicant to observe and comply with any condition or covenant of this Application, such costs will be due and payable by the Applicant to the Authority within thirty (30) days from demand thereof as a further payment due under the Permit.

19. The Applicant acknowledges that the Authority may need to rescind its permission at any time and for any reason whatsoever without any compensation whatsoever accruing to or being claimable by the Applicant or any party.

**I, THE APPLICANT, HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS HEREIN:**

COMPANY/SOCIETY (IF APPLICABLE): \_\_\_\_\_

PER AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
NAME:

TITLE:

\_\_\_\_\_  
DATE OF SUBMISSION

**VICTORIA AIRPORT AUTHORITY'S APPROVAL FOR AN EVENT PERMIT AS REQUESTED HEREIN IS HEREBY GRANTED:**

PER AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
NAME:

TITLE:

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DATE OF APPROVAL