



# APPLICATION TO HOLD AN EVENT ON PIONEER WATERFRONT PLAZA

Please complete the following application and return to [info@npa.ca](mailto:info@npa.ca) or Nanaimo Port Authority, PO Box 131, 100 Port Drive, Nanaimo, BC V9R 5K4 (tel. 250-753-4146 • fax 25-753-4899) for processing.

OFFICIAL NAME OF PROPOSED EVENT \_\_\_\_\_

DATE(S) & TIMES OF PROPOSED EVENT (also include set up and take down / clean up time)

	START DATE	START TIME	END DATE	END TIME
Set Up				
Event				
Clean Up				

PURPOSE & BRIEF DESCRIPTION OF PROPOSED EVENT \_\_\_\_\_

EXPECTED NUMBER OF PARTICIPANTS \_\_\_\_\_

\*ORGANIZATION / PERSON RESPONSIBLE FOR EVENT ("Licensee") \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

\*Email Address \_\_\_\_\_

\*EVENT DAY CONTACT \_\_\_\_\_ \*Cell \_\_\_\_\_

Event day contact information will be made available on the Nanaimo Port Authority website.

## APPROVAL FOR USE OF PIONEER WATERFRONT PLAZA

The Nanaimo Port Authority hereby grants \_\_\_\_\_ (hereinafter called the "Licensee") represented by \_\_\_\_\_, permission to use the Pioneer Waterfront Plaza as outlined for the period \_\_\_\_\_

Subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement and provided also that:

1. The Licensee shall comply, and shall cause its employees, agents, contractors, invitees and all persons involved in the event to comply at all times with the NPA Practices and Procedures, a guideline for Operations and Regulations of Nanaimo Port Authority and all other applicable laws, bylaws, statues, and regulations in respect of the use of the licensed area.
2. A copy of a Certificate of Insurance is to be forwarded to the Nanaimo Port Authority with a minimum \$3,000,000 public general liability coverage for the event and must include a cross liability clause and personal injury coverage. **The certificate must identify the Nanaimo Port Authority, its employees and its agents as additional named insured with respect to the event.**
3. Rental fee in the amount of \$ \_\_\_\_\_ plus GST is received by \_\_\_\_\_ (date).
4. The Licensee will indemnify and defend Her Majesty the Queen in the Right of Canada, Nanaimo Port Authority, its employees and its agents against all suits, actions, claims, costs or demands arising out of the use and/or occupancy of the licensed area by the Licensee, its employees, agents, contractors and invitees.

Other Requirements:

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/Licence and the Terms and Conditions contained herein and attached hereto and hereby warrants and represents that he/she executes this Permit/Licence on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature  
Nanaimo Port Authority

\_\_\_\_\_  
Date

**NANAIMO PORT AUTHORITY  
TERMS & CONDITIONS FOR USE OF PIONEER WATERFRONT PLAZA**

1. Licensee shall not use Pioneer Waterfront Plaza for any other purposes than that stated in their Application to Hold an Event on Pioneer Waterfront Plaza.
2. Licensee will be present at all times during the event and will assume responsibility for participant and/or performer conduct. Excessive sound and inappropriate content situations causing a nuisance to surrounding pedestrians, residents and businesses (as determined by the Nanaimo Port Authority) are not permitted under any circumstances and may result in cancellation of facility use.
3. No events involving amplified music will be permitted without prior approval of the Nanaimo Port Authority.
4. Licensee is entitled to use only Level 3 of the Pioneer Waterfront Plaza (as indicated on the attached plan) unless specifically approved by the Nanaimo Port Authority.
5. Licensee is not granted exclusive use of Pioneer Waterfront Plaza and is not to impede general public access to the site.
6. The Licensee agrees to start and end their event according to the times indicated on this contract only. Failure to do so will result in additional charges.
7. **CANCELLATION POLICY**
  - a) For bookings up to 3 hours in duration including preparation – cancellations in writing must be made a minimum of 4 working days in advance, otherwise, the Licensee will be required to pay the full rental fee.
  - b) For bookings greater than 3 hours in duration including preparation – cancellation in writing must be made a minimum of 90 days in advance, otherwise, the Licensee will be required to pay 50% of the rental fee, plus any costs incurred by the Nanaimo Port Authority. A minimum deposit of \$250.00 or the value of the rental fee, whichever is less, will be paid at the time of the booking.
8. The Licensee shall not assign or sub-let the whole or any part of the space contracted for without the written consent of the Nanaimo Port Authority.
9. The Licensee is responsible for all costs associated with this event including but not limited to all equipment, supplies, additional staffing, set ups and take downs, cleanup, and facility damages, unless otherwise agreed.
10. Unless otherwise agreed, nothing contained in this License shall be construed as an undertaking or agreement by the Nanaimo Port Authority to provide or maintain for the benefit of the Licensee any equipment or personnel or to undertake any maintenance, janitor service or other works of like nature during the Licensee's use and occupation of the premises herein before described.
11. Nothing contained in this License shall take effect as or constitute a warranty or guarantee by the Nanaimo Port Authority as to the fitness, availability or condition of the said premises or the fixtures and fittings therein or of any equipment given, loaned or rented by the Nanaimo Port Authority to the Licensee independently of this License.
12. The Licensee shall not permit anything to be brought on or any act done on the Pioneer Waterfront Plaza, that would invalidate or increase the premium on policies of insurance held by the Nanaimo Port Authority or which may injure or deface the premises.
13. The Licensee shall not construct, erect or attach any fixtures of any kind to any part of the Pioneer Waterfront Plaza, without the written consent of the Nanaimo Port Authority and if so erected, the Licensee covenants to remove the same and restore and leave the premises in the same condition they were at the time the Licensee entered into occupation. If such restoration is not to the satisfaction of the Nanaimo Port Authority, all such repairs are to be carried out by the Nanaimo Port Authority and all costs involved are to be paid by the Licensee.
14. The Licensee shall indemnify and save harmless and keep indemnified the Nanaimo Port Authority and its employees, and agents, from all and any legal liability for loss, costs, or damages resulting from bodily injury, including death, of or to any person or persons, or for damage to the property of others, arising out of the Licensee's, its employees, agents, contractors and invitees use and/or occupancy of the premises which this agreement relates.
15. The Licensee shall indemnify and save harmless and keep indemnified the Nanaimo Port Authority from all liability for any loss or damages to any property of the Nanaimo Port Authority during or occasioned by the occupancy of the same save and except reasonable wear and tear.
16. The Licensee shall engage, provide and pay for adequate fire and police protection or other personnel deemed necessary by the Nanaimo Port Authority, during the period of the Licensee's use and occupation, and should the Licensee fail to provide any of the aforesaid services required, the Nanaimo Port Authority may provide the same and the Licensee shall pay the cost upon demand.
17. The Licensee will provide for event self-regulation including an event security plan that will allow for public safety and ensure reasonable steps will be taken to prevent any unlawful activity from taking place.
18. The Licensee to ensure that equipment and/or supplies **are not** set up in front of the cannon at the entrance to the Plaza which is fired at 12:00 noon during the summer months.
19. The Licensee will be responsible for site cleanup ensuring the site is left in the same condition it is found. **Use of confetti is not permitted.** The Licensee agrees to pay all costs incurred by the Nanaimo Port Authority for cleanup, repairs and/or services resulting from the event.
20. Waiver of one or more terms of this agreement shall not be thereafter deemed a modification or waiver of any other terms of this agreement and all other terms and conditions shall remain in full force and effect.
21. The Licensee agrees that in the event of any strike or lockout, the Nanaimo Port Authority will not be held responsible or liable for providing said facilities.
22. The Licensee covenants to pay all fees, licences, taxes and tariffs of the Society of Composers, Authors and Music Publishers of Canada where applicable, and the Licensee covenants to abide by all bylaws, ordinances and regulations, and in particular, covenants that it will not suffer or permit alcohol to be had or consumed on the premises, unless the Nanaimo Port Authority provides its approval in writing and a lawful licence therefore shall first have been procured.

**The Licensee agrees to follow these additional conditions of use (as indicated). Any violation of these conditions or of any municipal, provincial or federal laws, bylaws or regulations may result in the cancellation of this contract.**

23. Licensee agrees that the event shall be open to the public and that no charge or collection of monies shall be made to the public.
24. Licensee is to ensure that vehicle access to the site is strictly controlled. Vehicles may access the site for delivery and pickup purposes only and only during the designated setup and takedown schedule. Vehicles are not to remain parked on the site throughout the day. All vehicles are to be encouraged to use the loading zones to minimize vehicle traffic on the site. It is understood that at least 1/3 of the vendors will load on and off the Plaza from the loading zones on the parking level. Gateposts are to be put back in their sleeves immediately after delivery of equipment and/or supplies to avoid them being a tripping hazard. **Licensee is responsible for picking up keys to the electricity and gate from the Nanaimo Port Authority Wharfing Office at 10 Wharf Street, Monday through Friday, between 8:30 AM and 4:30 PM.**
25. (a) The sale of food or merchandise **is not permitted** to take place in conjunction with this event unless specifically requested and approved by the Nanaimo Port Authority.
- (b) Licensee is to ensure that all vendors obtain a City of Nanaimo business licence and a Board of Health permit (for those selling food products). Product sales, including food and beverages, are restricted to items and goods that are **not available** from the commercial outlets on the lower level of Pioneer Waterfront Plaza.
- (c) Permission is granted for the sale of handmade and homegrown products only. This permission is conditional on approval from other regulatory agencies where necessary.
26. Licensee will pay all salaries, wages, fees and commissions of all personnel employed by the Licensee, and pay all royalties, author's, publisher's and composer's fees which may become payable as a result of the performance(s) / event.
27. Licensee agrees that only the following bands will be performing \_\_\_\_\_
28. Licensee to provide temporary toilet facilities for the duration of the event. Number of toilets to be provided \_\_\_\_\_
29. The RCMP are to be notified of the event.
30.  Approved local not-for-profit group and/or society providing events/activities open **free of charge** to the general public.  Commercial or outside organization hosting events/activities open **free of charge** to the general public.
- Approved local not-for-profit group and/or society providing events/activities **at a charge** to the general public.  Commercial or outside organization hosting events/activities **at a charge** to the general public.
31. A security deposit in the amount of \$ \_\_\_\_\_ is required and must be paid no later than \_\_\_\_\_
32. Licensee to pay water usage charges of \$ \_\_\_\_\_ and /or hydro charges of \$ \_\_\_\_\_.
33. Other: \_\_\_\_\_