



APPLICATION TO HOLD AN EVENT WITHIN NANAIMO HARBOUR LIMITS

Updated February 19, 2025

Please complete the following application and e-mail to the Harbour Master at info@npa.ca (tel. 250-753-4146 • fax 250-753-4899) for processing.

OFFICIAL NAME OF PROPOSED EVENT _____

DATE(S) & TIME(S) OF PROPOSED EVENT _____

ORGANIZATION RESPONSIBLE FOR EVENT _____

*CONTACT PERSON(S) ORGANIZING THE EVENT – Please provide name(s), address(s), telephone number (s)

_____ *Email: _____

*APPLICANT NAME _____ *Cell: _____

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

BREIF DESCRIPTION OF PROPOSED EVENT _____

LOCATION OF PROPOSED EVENT _____

EXPECTED NUMBER OF PARTICIPANTS _____

ANY SPECIFIC SAFETY ISSUES WHICH MAY BE OF CONCERN, e.g. navigational hazards, fire hazards, water hazards or public safety concerns. Please provide a safety plan when submitting application for events occurring on the water.

WHAT ASSISTANCE WILL BE REQUIRED FROM THE NANAIMO PORT AUTHORITY BEFORE, DURING OR AFTER THE PROPOSED EVENT?

APPROVAL TO CONDUCT AN EVENT WITHIN NANAIMO HARBOUR

Approval is given for _____

to take place on _____ day of _____, _____ at _____ (time) subject to the following requirements:

- 1. All persons involved in the event shall comply at all times with the NPA Practices and Procedures, a guideline for Operations and Regulations of Nanaimo Port Authority and all other relevant safety regulations.
2. A copy of the Certificate of insurance is to be forwarded to the 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 only.
3. _____ will indemnify and defend His Majesty the King in the Right of Canada, Nanaimo Port Authority, its agents, tenants and lessees against all suits, actions, claims, costs or demands arising from the above proposed event.
4. Application fee in the amount of \$50.00 plus GST (non-refundable), upon submission of event application.

Other Requirements:

NPA Authorized Signature _____

Authorized Signature of Applicant _____

Date _____

Date _____