

Application Process

Step 1 - Account Creation

Create an account with Log in and email address. Ensure the person applying is the main person planning the event as they will be the sole recipient of notifications and communications.

Step 2 - Create New Application

Step 3 - General Application Information

Provide applicant information such as contact info, mailing address, non-profit number, etc.

Step 4 - General Event Information

Provide general event details. The Event Description Box will be used to populate the City Online Event Calendar so please write a short description of the event for the general public. When choosing the location, indicate the park (ie Waterfront Park) and desired bookable spaces (ie Island Stage)

Step 5 - Event Details

Questions can be answered with YES, NO or UNSURE. A YES answer will prompt you to provide further information. A NO answer removes the question from the conversation. An UNSURE answer allows you to proceed through the application, however all questions need to be answered YES or NO in order to submit.

Step 6 - Application Review and Submission

Once an application is **Submitted**, you can no longer make changes until the Event Services Team reviews and updates the status as applicable.

Step 7 - Event Services Team Review and Information Gathering

The Event Services Team receives **Submitted** applications and reviews them for feasibility and suitability. If more information is needed, the Event Application Status will be changed to **Needs More Info** and the organizer will be notified. Discussion on event details and request for more information will occur. The organizer can update the application and resubmit. If approved, the organizer will receive a notification that the application has been **Conditionally Approved** and further information including security fees will be sent.

Step 9 - Under Review

After all information has been gathered, the status will be changed to **Under Review** and information will be shared with pertinent stakeholders for review. Stakeholders will review areas of their involvement to provide confirmation/approval of area.

Step 10 - Approval and Ready for Permit

Once all details are confirmed and requirements met/submitted, the status is updated to **Approved** and the Outdoor Event Permit is ready for signature and payment.

Step 11 - Event Completion & Post Event Survey

Once the event is completed, you will be prompted to complete a Post Event Survey. This important part of the event application process allows the Event Services Team to better serve you in the future.

Application Status Updates

There are two levels of approvals in the application process:

Overall Status

Draft – Application is in the works, and not yet submitted.

Submitted – Application has been submitted to the Event Services Office for date and location availability and feasibility.

More Information Needed – Areas of application are incomplete or lacking information.

Conditionally Approved – Preliminary approval for booking of date and park confirmed. Application fee required as confirmation. Final approval pending event meets all requirements through the permit process.

Under Review – Preliminary review is complete and application is shared with stakeholders for review and feedback.

Approved – All details are finalized and requirements are met and Outdoor Event Permit is ready to be issued. Payment is required.

Declined – At some point in the application process, event is deemed unsuitable or has not met requirements or followed conditions or bylaws.

Event Details – Question Approvals

Each question in the Event Details Section requires approval from applicable Outdoor Event Committee members (stakeholders).

Not Yet Reviewed – The approver has not reviewed the questions yet.

Under Review – The approver has seen the information.

More Information Needed – Information is missing and will be discussed in comment section.

Approved – Information is approved by all assigned approvers.

Declined – Request does not comply with City policies and/or bylaws and is not approved as part of the event.

Notes:

Events can be rolled over after the event.

The post event survey is required as part of permit process.

Site walks will take place when application status is at **More Info Needed**.