

Public Use of Grounds Application

Please fill in all information that applies to your event. Due to the volume of applications at certain times of the year at the Parliament Buildings, we respectfully ask for a **minimum of two weeks' notice**. The sooner we are advised of your event, the sooner we can secure your preferred date and time. All events must conform to the "Legislative Precinct Regulation".

1. Contact (Mandatory Information is indicated with a *)

* Your Name:

* Phone:

* E-mail:

_____ (_____) _____
(ten digit dialing)

Address:

City: Prov./State: Postal/Zip: Country: _____

2. Event Information

* Name of Event:

*Description:

Sponsoring Organization: *Person Responsible on-site: * On-site Phone:

_____ (_____) _____
(Include area code)

Sponsoring Organization Address:

City:

Prov./State: Postal/Zip: Country: Estimated Attendance: _____

•Type of Event:

- Band
- Choir
- Ceremony
- Demonstration
- Special Lighting
- Official Visit
- Rally
- Special Interest
- Photographs
- Other

*Area of Precinct Requested (subject to availability):

- Cenotaph
- Front Steps & Driveway
- Front Lawns
- Front Lawns, Steps & Driveway
- Front Fountain & Ceremonial Entrance (lighting)
- Rear Steps
- Rear Steps & Driveway
- Rear Steps, Driveway & Lawns
- Upper Rotunda (September-April)
- Other

*Event Date & Time:

"Date-m/d/y:

*Setup time:

*Starttime:

*End time:

*Takedown time:

3, Logistical Details (complete where applicable)

Major equipment you will setup:
(Sound, tables, risers, etc.):

Chairs required? (Choirs or Bands only):

Electricity required?:

Amount: _____

_____ - organizer brings power cords

Please describe crowd control arrangements:

Please describe portable toilet arrangements (events longer than 2 hours):

Please describe litter removal arrangements:

Please describe if you are requesting vehicle access to unload/load equipment (there is no parking available):

4. Comments

Other Requests/Questions:

The information collected will be used to determine the impact of this request on the Legislative Grounds and on other individuals using them. If you have any questions about the collection, use or disclosure of this information, please contact the Parliamentary Education Office at PEO@leg.bc.ca

Please return this form to PEO@leg.bc.ca