

# SPECIAL EVENT SIGNAGE APPLICATION FORM

DATE SUBMITTED:

APPLICANT INFORMATION	
Name	
Name of Organization Holding Event	
Mailing Address	
Phone Number	Email

SPECIAL EVENT INFORMATION	
Name of Event	
Date(s) of Event	Location of Event
Description of Event	

SIGNAGE DETAILS			
Sign Type (eg. fascia, freestanding, portable, window)	Sign Size (Max area: 2.0 m <sup>2</sup> . Max height of 3 m.)	Location of Sign (Pre-approved Location, Banner or Other Location. If other location please specify.)	
		<input type="checkbox"/> Pre-Approved Location #1	Highway 19A: South side of road before Laburnum Rd. <a href="#">View Location.</a>
		<input type="checkbox"/> Pre-Approved Location #2	Memorial Ave: East side between banner poles and first speed sign. <a href="#">View Location.</a>
		<input type="checkbox"/> Pre-Approved Location #3	Highway 19A: North side of road between Bennett Rd & Village Way. <a href="#">View Location.</a>

## RULES & REGULATIONS

1. The Special Event must be held within the Town boundaries.
2. Completion of this application form is not a guarantee that your application will be approved.
3. The Town of Qualicum Beach reserves the right to change, alter or refuse any or all requests.
4. A signed copy of this application is required prior to installing signage.
5. Sign(s) must be installed no earlier than 14 days before the event and removed no later than 2 days after.

DEPARTMENT USE ONLY		
Approved By	Signature	Date Approved

## APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

**IN PERSON:** #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

**EMAIL:** [qbtown@qualicumbeach.com](mailto:qbtown@qualicumbeach.com)

*Personal information on this form is collected under the guidelines of the Freedom of Information and Protection of Privacy Act ("FIPPA") and will only be used for the purpose of administering the Special Events Signage Application Form. Questions about this collection can be directed to the Corporate Administrator, Box 130, Qualicum Beach, BC or at 250-752-6921.*