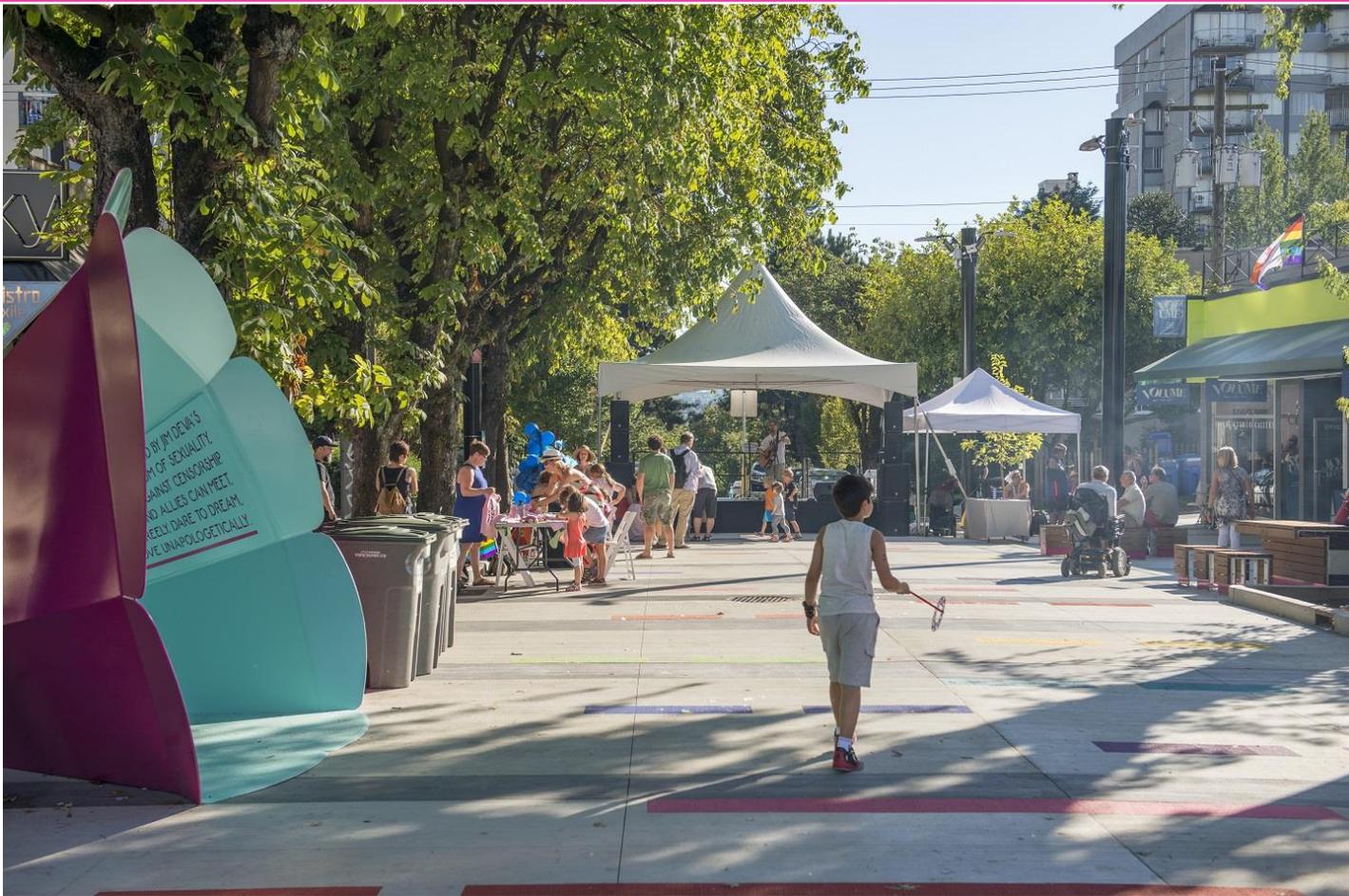


2018

Jim Deva Plaza Event Application



City of Vancouver

Table of Contents

Stewardship 2

What is the Jim Deva Plaza? 2

Apply to Hold an Event 2

 Getting Started 2

 Once Approved..... 3

Application Fees and Permit Charges..... 3

Insurance 4

Guidelines..... 4

 Noise Policy 4

 Cleanliness..... 4

 Respect 5

 Event Setup 5

FAQ..... 6

Event Checklist 7

Site Map..... 8

Plaza Stewardship

The stewardship of the Jim Deva Plaza is undertaken in a partnership between the City of Vancouver (CoV) and the West End Business Association (WEBIA).

The activation of the plaza is intended to be a community initiated process; however, permitting is required for any events held in the space. For those wishing to hold an event in the plaza, the following information outlines the application procedure.

***Note:** The information in this guide may be subject to change as we roll out the pilot phase of this project.

What is the Jim Deva Plaza?

Jim Deva Plaza is a community serving gathering space and home to a variety of events and activities. The plaza is located in Vancouver's Davie Village, next to the rainbow crosswalks at Davie and Bute Streets. The plaza is named after Jim Deva, long time community activist, founder of Little Sister's Book and Art Emporium, and advocate for Vancouver's LGBTQ2+ community.

Apply to Hold an Event

Getting Started

As a City-owned public space, all applicants wishing hold an event or activity in the Jim Deva Plaza must apply to the City of Vancouver Film and Special Events (FASE) office for the relevant permits (full details on their website [here](#)). **The City of Vancouver is responsible for processing and approving all event applications.** Once approved, the Jim Deva Plaza Coordinator is available to help your event run smoothly.

Step 1: Contact the Jim Deva Plaza Coordinator with the preferred date of your event. The coordinator will let you know whether the date you want is available and if your event can be accommodated in the plaza.

info@jimdevaplaza.ca
604-696-0144 ext. 225

Step 2: Fill out an [online application](#) for your event and submit it to the Film and Special Event Office for review and approval. Your FASE liaison will let you know if you need additional permits and can help you work through that process.

Step 3: Your FASE liaison will review the application and contact you. The liaison will let you know if your event is conditionally approved, if more information is needed, or if the City's partners need to review the event.

Step 4: Wait for the reviews, if required, and provide any additional information needed. The more complex your event is, the more lead time will be required by the FASE office.

Note: Do not advertise or promote your event until you get preliminary approval from the Special Event Office.

Application Fees and Permit Charges

A non-refundable application fee is required and is paid after your application has been submitted. See fee schedule below. If required, additional permit costs may be over and above the application fee. Please speak to the FASE staff for additional info about what your event requires.

Application type	Fee
Events organized by not-for-profit organizations	\$100.00
Events organized by commercial or corporate organizations	\$200.00
Additional Permit Fees	Variable

Depending on the nature of your event, you may also need additional permits. For more information about fees and permitting, please go to: <http://vancouver.ca/doing-business/fees-and-grants.aspx>

Once Approved

The Jim Deva Plaza Coordinator is available to help make your event a success. Once your event has been conditionally approved by the Film and Special Event Office, the coordinator will work with you to assist in planning a successful day.

1. Please review the site diagram at the end of this document (and on our website) for details regarding site setup and electrical outlet information.
2. Create a listing for your event for the Jim Deva Plaza website if desired and submit to info@jimdevaplaza.ca. Include event name, hours, brief description, 120x120 logo (jpeg)
3. The Jim Deva Plaza Coordinator will schedule a site visit with you 1 - 2 weeks prior to your event to review site setup, electrical hookups and noise and cleanliness policies. Please be aware of this procedure.
4. If you wish to promote your event, please create any social media posts you would like shared on the Jim Deva Plaza Facebook, Twitter, and Instagram accounts and send to info@jimdevaplaza.ca

Insurance

All groups using the plaza for an event will need to have liability insurance. The insurance requirements for events or activities on City property are a minimum coverage of \$2,000,000 Commercial General Liability against third party claims for bodily injury, death, property, and loss of use. Depending on the nature of your event, you may need higher coverage and a license agreement. Please see the [City of Vancouver website](#) or call FASE (604-257-8850) for more information on the insurance needed for your event.

The City of Vancouver has referred the following insurance companies who are believed to provide liability insurance for sport, leisure, recreation, special events, or facility rentals:

Shephard Ashmore (Vancouver) Insurance, Inc.

Apply directly online, at: <http://eventpolicy.ca>

(604) 684-9349

SBC Insurance Agencies Ltd.

(604) 737-3018

NOTE: Do not purchase insurance until you have received conditional approval from the FASE office.

Guidelines

Noise policy

Amplification is a privilege and should enhance the experience of visitors, neighbours and businesses in the plaza. Please refer to the [City of Vancouver's Noise Control By-Law](#) for details information on the City of Vancouver Noise Bylaws.

We ask that noise levels in the plaza be kept at a level that does not disturb neighbouring residents or businesses - your performance should be a welcome addition to the atmosphere of the plaza and not disturb people trying to do business or just enjoying a coffee.

A decibel reader will be kept on site and may be used to monitor your performance. The Jim Deva Plaza has the right to issue a warning for noise levels. Your ability to perform or hold an event in the plaza again may be revoked for performances which continue to be too loud after a warning.

Cleanliness

All groups using the space should leave the plaza in the condition in which they found it. This means having a plan for garbage and recycling removal at the end of your event and taking time to spot clean any messes. You must have a cleaning plan as part of your event application and will be asked to fill out a [Green Event Form](#) when you apply. This will ensure the plaza is kept as an inviting and safe space for everyone. For more information on greening your event, please review the City of Vancouver [Green Events Planning Guide](#).

Respect and the Living Legacy Statement

As part of Jim Deva's legacy, the plaza was created to be a safe space, inspired by Jim's lifelong passion for freedom of sexuality, gender diversity, and the fight against censorship. It is a space where LGBTQ people and allies can meet, share ideas freely, dare to dream, and love unapologetically.

Jim Deva Plaza is intended to be a safe, clean and welcoming community space, open and respectful to all. These values should be upheld in all events held at the plaza.

Event Setup

As this is a community space, we ask that all event organizers respect the surrounding residents, business and users of the plaza. Your event should work to bring the community into the space as much as possible. We would also ask that for the majority of events that 20% of the plaza adjacent to Davie Street is maintained for movable tables and chairs (see site map). This is to ensure that people always feel welcome in the plaza and have an opportunity to sit, relax and enjoy the space.

This can be accomplished in event setup through a number of methods. Tents should be oriented as much as possible to draw people into the plaza, rather than simply lining the edge of Davie Street. Tent walls should not be oriented with their backs to businesses in the plaza. Creating traffic flows with tents and activation should move people into and around the plaza, rather than just through it.

If you have any questions about event setup, please contact the plaza coordinator (info@jimdevaplaza.ca). They will review the setup with you prior to your event.

FAQ

Can I apply for funding to help offset the cost of my event?

The City of Vancouver provides some grants or subsidies to offset the costs of running an event. A list of the grants and subsidies which are currently available are on their website [here](#).

How do I know if the date I want is available?

Please contact the Plaza Coordinator (info@jimdevaplaza.ca or 604-696-0144 ext. 225) to learn if the plaza is available for the date you want.

When should I fill out an application form? I do not know all the details of my event yet.

As soon as you have a glimmer of an idea that you would like to even hold an event, please contact the Jim Deva Plaza Coordinator (info@jimdevaplaza.ca) so they can check the availability and get the information you will need. They will let you know if you should fill out the [application form](#) and submit it to the City's Film and Special Events Office.

It's almost time for my event and I have not received my permit yet. How do I know if I am approved?

You should be in contact with your event liaison from the Film and Special Events Office throughout the planning process. Conditional approval can be granted prior to permit issuance.

Can I film/photograph the plaza?

As this is a public plaza, personal photography and film are fair game. However, if the images are to be used for commercial purposes or if it will require exclusive use of the plaza, you will need to obtain a permit for the photo shoot. Please see the [filming application](#) for more information.

Do I have to bring my own audio equipment?

There are electrical outlets located onsite in each of the black poles. Please see the site diagram for amperage available. It is expected that you bring your own audio equipment for your event.

Preferred Supplier: Tom Lee Music (located at 929 Granville St.) has offered a 50% discount for the rental of audio equipment for events held in the plaza. Please email the plaza coordinator (info@jimdevaplaza.ca) if you are interested in contacting them about rental equipment.

Who can I contact with questions about my event?

For event applications and to find out whether your event has been approved, please go to the City of Vancouver's Special Events [website](#) and contact your liaison at:

Phone: 604-257-8850

Email: specialevents@vancouver.ca

The plaza coordinator is here to answer any questions you may have about planning your event and as a resource during the initial phase of the plaza.

Phone: 604-696-0144 ext. 225

Email: info@jimdevaplaza.ca

Event Checklist

3 - 6 months prior to event:

- Contact the Jim Deva Plaza coordinator(info@jimdevaplaza.ca) with preliminary information about your event to find out if your event can be held in the plaza and if the date is available
- [Submit an application](#) to City of Vancouver's Film and Special Events Office (FASE)
- Apply for relevant insurance for your event once your event receives conditional approval from FASE
- Ensure your application fee has been paid to FASE
- Apply for any grants from the City of Vancouver (information found [here](#))

1 - 3 months prior to event:

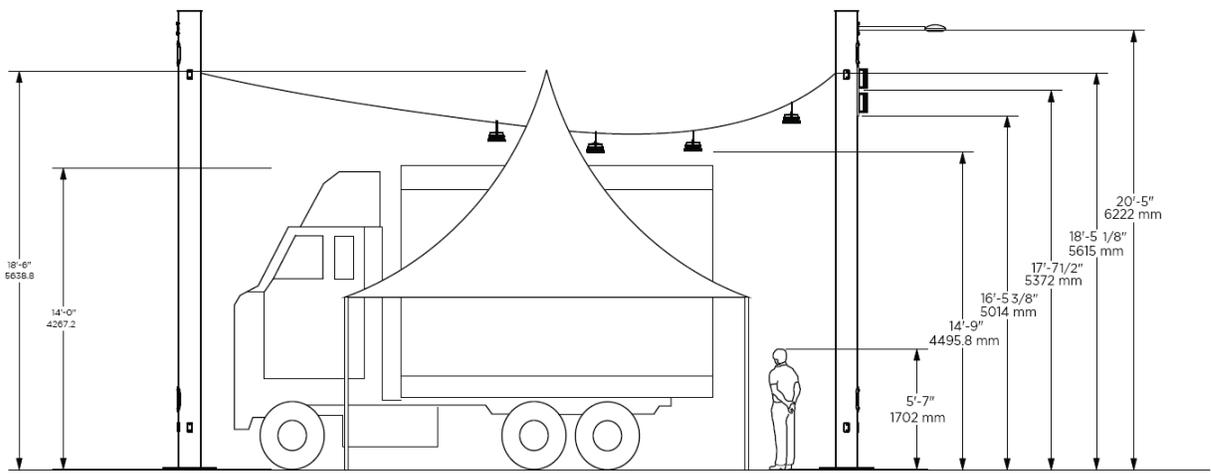
- Review the site diagram on the website
- Order any other materials you may need for your event such as audio equipment (see preferred suppliers)
- Create a listing for your event for the Jim Deva Plaza website if desired and submit to info@jimdevaplaza.ca. Include event name, hours, brief description, 120x120 logo (jpeg).

1 month prior to event:

- Submit all plans to your FASE liaison (Safe Event Plan Checklist, Green Events Form and Production Schedule including your set up and take down).

1 - 2 weeks prior to event:

- Meet with Jim Deva Plaza Coordinator to review site setup, audio hookups and noise and cleanliness policies
- Create any social media posts you would like shared on the Jim Deva Plaza Facebook and Instagram accounts and send to info@jimdevaplaza.ca
- Ensure physical copy of insurance forms and event permits are printed and brought to event



Catenary (Hanging) Light Clearances
 Please note the clearances available to accommodate tents, vehicles, and other structures.