



APPLICATION TO HOLD AN EVENT IN NANAIMO HARBOUR LIMITS

Please complete the following section and return to the Harbour Master, Nanaimo Port Authority, 100 Port Drive, Nanaimo, BC (mail: PO Box 131, Nanaimo, BC V9R 5K4) (tel. 250-753-4146 • fax 250-753-4899) for processing.

OFFICIAL NAME OF PROPOSED EVENT _____

DATE(S) AND 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.

BRIEF 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

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 a Certificate of Insurance is to be forwarded to the Port showing 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 show Nanaimo Port Authority, its agents, tenants and lessees as additional named insured with respect to the event only.
- 3. _____ will indemnify and defend Nanaimo Port Authority, its agents, tenants and lessees against all suits, actions, claims, costs or demands arising from the above proposed event.

Other Requirements:

Authorized Signature
Nanaimo Port Authority

Authorized Signature of Applicant

Date
Updated June 12, 2018

Date