

Jim Deva Plaza
The Spring & Summer Event Sponsorship Application Form 2020

Application Deadline: 20th March 2020 (5PM)

A. Organization Details

Full Organization Name _____

Address _____

City _____ Postal Code _____

Organization Website & Social Media _____

B. Organizational Qualifications (highlight one)

Not-for-profit

Charity

Corporate

Other: _____

C. Event Leader Contact Information

Name _____

Phone _____

Email _____

Position _____

D. Event Information

Event Name _____

Event Type (highlight one): Recurring One-time

Event Date(s) (Proposed)¹ _____

Event Coordinator Name (if different from project leader)

How would your event primarily engage residents and visitors to the West End community? (i.e. through learning, teaching, performance, games, a market, or an exhibition) Please include who in the community the event is primarily aimed at engaging.

¹ Please note: Event dates are not guaranteed. Event dates can only be held once the applicant has made an event application to the City of Vancouver Film and Special Events Office.

E. Resources / Budget

The plaza will provide all applications with the following in-kind support:

- Promotion through the plaza website, social media channels and onsite event signage.
- Services of the plaza coordinator.
- Access to power and a limited number of tents and tables (if required).

Requested Amount \$ _____

Total Event Budget \$ _____

Funding Need - Why is sponsorship needed? What will sponsorship be used for? (i.e. equipment rental, volunteer recognition, marketing/promotion, hiring of a coordinator, etc.)

Other Funding Sources – Please identify other funding sources that have been explored or identify how you will make up shortfalls in cost. Include in-kind and/or external sources.

Past Event Experience (either organizationally or through event coordinator)

F. Additional Information

This Event Sponsorship Application does not replace the process of applying to the Film and Special Events Office for event permits and approval. This application can be made separate from the sponsorship request and sponsorship does not affect whether an event is approved.

If approved, all events will require 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. You will need to identify your insurance provider after submitting your event application to the Film and Special Events Office.