



**City of
Richmond**

Community Event Sign Application

Customer Service Department
6911 No. 3 Road, Richmond, BC V6Y 2C1
www.richmond.ca

Organization Information

Organization Name: _____ Date: _____

Mailing Address: _____ Unit No.: _____

City: _____ Province: _____ Postal Code: _____

Bus. Tel.: _____ Fax: _____ Other: _____

Email: _____

Contact Person: _____
First Last

Title/Position: _____

Tel: _____

Type of Sign: Event Registration Dimension of Sign: _____

Start Date: _____ End Date: _____

I hereby make application for a community event sign(s) approval in accordance with the above-stated information and declare that the statements are true and correct. I agree, if granted approval, to comply with all relevant bylaws now in force or which may come into force in the City of Richmond.

Name of Applicant: _____ Title/Position: _____

Signature: _____ Date: _____

Requirements:

- Photograph or pictorial depiction or written description of the sign. Exact dimensions to be provided.
- Completed Community Event Sign Application (Schedule A: Sign Location Request Form attached).
- A release and indemnity by the applicant in favour of the City, in a form and on terms acceptable to the City's Risk Manager (Schedule B: Release and Indemnity attached).

For school locations:

- Site plan showing property lines and placement of sign on the property. If the sign is on school property, please contact the Richmond School Board for permission. (Site plans can be generated from the Richmond Interactive Map showing property lines – see attached instructions.)

For Office Use

Received by: _____

Date: _____



**City of
Richmond**

**Community Event Sign Application –
Schedule A: Sign Location Request Form**

Customer Service Department
6911 No. 3 Road, Richmond, BC V6Y 2C1
www.richmond.ca

Description of Sign (Content)	Location Requested (Address and Description) If location is at a school, please provide a site plan for each school with sign placement.	For Office Use Approved (Y/N)



City of Richmond

Community Event Sign Application – Schedule B: Release and Indemnity

Customer Service Department
6911 No. 3 Road, Richmond, BC V6Y 2C1
www.richmond.ca

I/We, _____ agree to assume and hold harmless the City of Richmond, its officers, employees and agents from, all liability to any person or property of whatsoever kind or nature which occurs as a result of activities for which he was granted permission to place one or more community event signs on the location(s) approved by the City, in accordance with the provisions of all relevant bylaws in the City of Richmond, except that which results from the negligence or willful misconduct of the City of Richmond, its employees, agents, or representatives.

Further, _____ agrees to indemnify and defend, hold harmless the City of Richmond, its officers, employees and agents against any liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the organization or its representatives, including any officers or employees of the City of Richmond, or caused by or arising out of the condition of any City owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this license was issued, except that which results from the negligence or willful misconduct of the City of Richmond, its employees, agents, or representatives.

Release and Indemnity by the Organization:

Organization Name: _____

Name of Applicant: _____ Title/Position: _____

Signature: _____ Date: _____