

Overview

Cultural displays in City Hall support the City’s strategic goals of:

- promoting Coquitlam’s cultural diversity;
- enhancing cultural experiences;
- fostering awareness of diverse cultural groups;
- encouraging increased understanding of different cultures to further enrich the community, and;
- encouraging citizen engagement.

All displays must meet the display criteria outlined in the Cultural Displays in City Hall Policy. Applications are due each calendar year by February 1 (flexible dates for 2015 and 2016).

Contact Information

Contact Person: _____

Group: _____

Coquitlam Resident: Yes No Mailing Address: _____

Phone Number: _____ Email: _____

Website: _____

Display Description

What is the cultural significance of the proposed display?

Is the proposed display linked to a particular calendar – based cultural celebration? Yes No

What is the proposed display’s educational benefit to the broader Coquitlam community?

Please provide a brief description of the different components of the proposed display.

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The display case has two sections (see Cultural Displays in City Hall Policy for dimensions). How many sections does the proposed display require?

One Two

Preferred Date: _____ Secondary Preference: _____

Risk of Damage and Release of all Claims

The applicant acknowledges that City Hall is a public facility and there is some risk of damage to or loss of items displayed in the display cases. The applicant accepts that risk. Applicants may wish to consider obtaining insurance for their display items.

In consideration of being permitted use of the display case, the applicant hereby releases and discharges the City of Coquitlam and its elected officials, officers, employees and agents from and against all manners of actions, suits, costs, demands, claims or judgments whatsoever, of any nature including negligence, which he or she or it may have for any injury, damage to property or otherwise, at any time, relating to the applicant's use of the display cases.

Display Material Collection

As per the Cultural Displays in City Hall Policy, display materials must be removed by 5:00 p.m. on the Friday of their designated week or at another time as agreed upon by the City. Any display materials not collected will be disposed of sixty days from the agreed display end date following two contact attempts.

Other Information

Have you or the group you represent previously had a display at City Hall? Yes No

If "yes", when? _____

I have read and understood the Cultural Displays in City Hall Policy and declare that the proposed display is in accordance with this policy.

Signature

Date

Submission Date: _____

Thank you for submitting an application for a cultural display at Coquitlam's City Hall.

Applications can be submitted:

- By email: clerks@coquitlam.ca
- By Standard Mail: 3000 Guildford Way, Coquitlam, BC, V3B 7N2
- In person: City Clerk's Office - 2nd Floor - 3000 Guildford Way, Coquitlam, BC
- By Fax: 604-927-3015

Privacy Statement

I am consenting to the voluntarily collection and use of my personal information in accordance with Section 26(d) of the *Freedom of Information and Protection of Privacy Act*. I understand that the information provided by me will be used solely for the purpose of the City's Cultural Display Program and that my personal information will not be used for any other purpose.

I consent to the City of Coquitlam releasing my name to the public while reporting out on the Cultural Display Program. I understand that this may mean my name ends up on a document that it posted on the City website.

If you have any questions about the collection, storage, correction and/or use of your personal information please contact the Manager Community Planning at 604-927-3486.