

SPECIAL EVENT APPLICATION CHECKLIST

Before an application is considered complete, the following information is to be included. Please initial each line acknowledging each item is included in the application:

- _____ Completed Special Event Application form
- _____ Site Map
- _____ It is a minimum of 2 months prior to your event

SPECIAL EVENT APPLICATION FORM

Part A – Booking Information

Name of Organization _____

Address _____

City/Province _____

Postal Code _____

Type of Organization Non-Profit Private Company
 Community Association

Contact Name _____

Phone Number _____ Home _____ Cell
 _____ Work _____ Email Address

Alternate Contact Name _____

Phone Number _____ Home _____ Cell
 _____ Work _____ Email Address

Part B – Event Information

Type of Event (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Demonstration/Parade |
| <input type="checkbox"/> Party/Reception | <input type="checkbox"/> Run/Walk/Marathon |
| <input type="checkbox"/> Wedding Ceremony | <input type="checkbox"/> Hot Air Balloon |
| <input type="checkbox"/> Fireworks Display | <input type="checkbox"/> Inflatables (activity bouncer) |
| <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Concessions (food/refreshments) |

Part D – Event Organizer’s Additional Responsibilities

Event Security – Provide a detailed description of how and who will be providing for the event (volunteers, security company etc.)

Parking Plan – Provide a detailed description of where event staff, volunteers, participants and spectators will park during the event

Traffic Control – Provide a detailed description of traffic control measures including barricades

Emergency Vehicle Access

Site Cleanliness (during & following the event)

Public Washrooms (on site, delivery, how many?)

Damage (Public Property) – Any damage to Public property is the responsibility of the event organizers to pay for the repair.

Part E – Noise Guidelines for Special Events

Noise bylaw hours are: Monday to Sunday – 8AM – 10PM

Event organizers are responsible for the monitoring and control of noise resulting from their event. These guidelines are intended to assist organizers in ensuring the noise from the event does not intrude unreasonably on the public living in the area.

1. Event organizers shall designate a responsible individual who is available by phone on a 24 hour basis and who has the authority to respond appropriately to complaints regarding the event. The contact name, phone number, event name, dates, times and location will be provided to any member of the public wishing to contact the event organizers directly.

Part F – Signature and Authorization

I have read and will comply with all Event requirements:

Event Contact Signature _____

Event Contact Name (print) _____

Date _____

APPEAL FORM
For Special Events

Date: _____

Appellant information:

Name: _____

Address: _____

Home Phone _____

Cell Phone _____

Email address _____

Reason for Appeal:

Appeals will be forwarded onto District Council for decision.

Name of Applicant

Signature of Applicant