

Special Event Application



Section 1: Event Information

Event Name

Event Date(s)

Event Time(s)

Set Up Times

Take Down Times

Event Description Briefly describe your event

Event Location

Event Venue Check all that apply

Park

Street

Sidewalk

Indoor Facility

Other

Event Activities Check all that apply

Parade

Athletic Event

Fundraiser

Beer Garden

Food Vendors

Fireworks

Live Music

Live Performers

Other

Will you charge admission to your event?

Yes

No

Has this event been previously produced?

Yes

No

Anticipated Attendance

Estimated Number of Staff/Volunteers

Section 2: Site & Safety Planning

Site Plan

A Site Plan is a map reference of your event that identifies the location of buildings, roadways, parking lots, loading zones, tents, washrooms, event activities, etc.

I understand it is the responsibility of the applicant to communicate relevant requirements to vendors and participants Yes

I understand that all tents must be secured with weights following manufacturer's directions, or by using a minimum of 20lbs per leg for pop-up tents, dependent on weather conditions Yes

Safety Plan

Event organizers are responsible for developing written step-by-step plans to ensure public safety and communicating these plans to vendors, including loading and unloading requirements and park use guidelines.

Does your event include any road closures or use of sidewalks, parking lots, etc?

Yes

No

On the day of your event, who will be responsible for onsite safety?

Safety Leader Name

Safety Leader Cell

Have you arranged for First Aid Attendants to be onsite during the event?

Yes

No

I need help with First Aid planning

Will propane, butane, or open flames at the event?

Yes

No

Please send copies of site and safety plans with the application.

Do you require assistance with a Site, Safety, or Traffic Plan?

Yes

No

Section 3: Activity Permits & Additional Information

It is the applicant's responsibility to obtain all permits, licences and certificates required for this special event and to have copies ready to provide upon request.

Insurance

Applicants are required to show proof of general liability insurance that meets event requirements. More details can be found in the Special Events Guide.

1. Minimum of \$2,000,000 coverage against third-party bodily injury and property damage losses with additional named insured: Northern Rockies Regional Municipality.
2. Cross liability clause.
3. Covers all activities taking place at the event and is in place during set-up and clean-up.

I understand the insurance requirements. Yes

Will there be food vendors / trucks at the event?

Yes

No

Waste & Recycling

It is the event organizer's responsibility to remove waste and provide recycling options after your event. Please explain how you will manage this, especially if you have food vendors at your event.

Will alcohol be served at the event?

Yes

No

Please use this space for any comments or questions.

Section 4: Applicant Information

Applicant's Full Name

Legal Name of Organization

Is your organization a registered non-profit society?

Yes

No

Your organizing committee is comprised of

Volunteers

Paid Staff

Mailing Address

Street Address

City

Province

Postal Code

Phone Number

Email Address

Website

Signature

Name of Signature

Year