

## Special Event Application Form

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### Section 1: Applicant Information

#### 1. Community Group/Organization Title

\_\_\_\_\_

#### 2. Community Group/Organization Contact Information

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Section 2: Event Information

#### 1. Please indicate the type of event you are looking to host:

Run/Walk    Parade    Birthday Party    Wedding    Performance/Showcase

Art Show    Family/Neighbourhood Celebration    Craft Sale    Festival

Other (please specify): \_\_\_\_\_

#### 2. Please indicate the number or approximate number of attendees you expect to attend your event:

Attendance: \_\_\_\_\_

#### 3. Please indicate the facility/location you are looking to book for your event:

Columbus Field    Chisholm Park    Regional Field    Sandlot Baseball Field

Whidden Street Park    Arbor Drive Park    Volleyball Court    Racquet Courts

Skatepark    Carin Park    Baseball Field 2&3    Greening Drive Park

#### 4. Please indicate the date(s), time(s), and other details including additional time for event set-up that may be required for your event booking:

Event Booking Date(s): \_\_\_\_\_

Official Event Start and End Date & Time: \_\_\_\_\_

Does your event require additional time for set-up/take down?    Yes    No

Set-Up Start Day & Time: \_\_\_\_\_

Expected Take Down End Day & Time: \_\_\_\_\_

5. Does your event require the Town to supply electricity?    Yes    No

Additional event information: (Please provide an overview of your event including other resources or materials such as traffic control approval, staging, waste/recycling bins, barricades, pylons, safety vests, facility preparation or other supports you may require from the Town.

### Section 3: Insurance

1. The Town requires that all Special Event Organizers carry third party commercial general liability insurance coverage at a level of \$2,000,000, for bodily injury including death, personal injury, and property damage including loss of use, and also covering for (a) blanket contractual liability; (b) owners' and contractors' protective liability; (c) broad form property damage; (d) tenant's legal liability; (e) non-owned automobile liability; and (f) contingent employer's liability and (g) products and completed operations liability. This insurance shall include the Town of Antigonish as an additional insured and contain both cross-liability and severability of interest clauses. If your event is serving or selling alcohol, the Town requires Special Event Organizers carry third party liability insurance of \$5,000,000.

#### 2. Agreement to share Proof of Insurance:

Before the Commencement Date of this Agreement, *(insert name of organization)*

\_\_\_\_\_ shall provide the Town of Antigonish with current certificates of insurance or a certified copy of the policies as well as renewal certificates or policies showing proof of required insurance. If there are any changes to the Agreement or coverage policies, the Town of Antigonish will be given 30 days written notice prior to cancellation, and prior to a material change of coverage that may be considered detrimental to the Town of Antigonish.

I, the undersigned, have read, understand, and agree to the insurance requirements and conditions and policies in this contract. I understand by checking 'I Accept' constitutes a legal signature confirming that I acknowledge and agree to the terms above.

I accept                       I do not accept

#### Section 4: Event Planning During COVID-19

Please indicate below who from your event is ensuring they are staying up to date with all public health updates as it related to COVID-19 and will communicate with the Town on event changes, as necessary.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand and accept that I, the event organizer, is fully responsible for adhering to and enforcing all provincial restrictions and following public health guidelines related to COVID-19 for event planning.

I accept                       I do not accept

#### Section 5: Permissions

##### Special Considerations

For an event that includes a run/walk, a detailed map must be provided of the proposed route. No flagging or painting is allowed on the sidewalk or street. It will be up to the responsibility of the event organizer to provide extra personnel if directional assistance is required. Any expenses required for traffic control are incurred by the event organizer.

##### Park Rules and Regulations for event bookings:

- All [municipal by-laws](#) must be adhered to.
- When the event is complete, the site must be returned to its original state, with all debris removed.
- Costs to repair any damages arising from the event will be charged back to the event holder.
- The event organizer shall be responsible for the conduct and supervision of all persons attending this event and shall ensure that all the regulations contained in this permit and other agreements pertaining to the event are observed. Vandalism, littering, abusive language, smoking and the use of alcohol without a license, shall be deemed as just cause to cancel the rental or reject future applications.

- The event organizer assumes full responsibility for all damage to this facility, the only exceptions being items described as regular wear, tear and damage by lightning and tempest.
- The event organizer shall indemnify and save the Town of Antigonish harmless for all and any damage, causes, suits or claims which may arise by virtue of the rental of the facility, whether such damages, causes, suits, or claims are occasioned by the event organizer or any other person while the organization has leased and is in control of the said facility. The event organizer further covenants and agrees to pay any costs that may be incurred pursuant to or arising from any damages, causes, suits, or claims.
- Facility rentals may be booked by persons 18 years of age or older.
- The event organizer shall be responsible for vacating, returning to the original condition and the removal of all rented or privately owned property, personal effects by the specified permit end time, unless prior written arrangements have been made with the Town of Antigonish.
- Whenever and to the extent that the Town of Antigonish shall be unable to fulfill or shall be delayed or restricted in fulfilling any obligation here under by any cause beyond its control, including acts of God, public enemy, acts of the Government, either of its Sovereign, Federal or Provincial, Municipal, fires or floods, the Town of Antigonish shall be released from the fulfillment of such obligation during the period it shall be so delayed or restricted in fulfilling such obligation.
- The Town of Antigonish has the right to refuse any event from being booked.
- Parks Maintenance staff from the Town will check the site and do necessary clean up or repairs prior to the event.

### Section 6: Declaration

I, the undersigned, have read, understand, and agree to the conditions and policies in this contract hereby accept the same on behalf of the said members of the organization or group. I acknowledge and agree that breach of any end of the said conditions may result in the termination of the allocated park time(s).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that typing my name in the signature box constitutes a legal signature confirming that I acknowledge and agree to the above terms.

### Section 7: Application Submission

Please submit your completed application and all associated supporting documentation to the following contact:

Kate Gorman  
Marketing and Communications Officer  
Town of Antigonish  
274 Main Street  
Antigonish, Nova Scotia  
B2G 2C4  
[kgorman@townofantigonish.ca](mailto:kgorman@townofantigonish.ca)  
902-318-6758

### Section 8: Application Approval

(This section is to be completed by the Director of Community Development or designate.)

This application for a facility rental for a Special Event is:

Approved       Denied

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes or event conditions from the Town: