

## Special Event Application Form

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### Section 1: Applicant Information

#### 1. Community Group/Organization Title

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#### 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. The Town requires that all Special Event Organizers carry third party liability insurance at a level of \$2,000,000, inclusive of bodily injury and property damage. If your event is serving or selling alcohol, the Town requires Special Event Organizers carry third party liability insurance of \$5,000,000. A copy of all required insurance coverages is required to be submitted thirty (30) days prior to your event.

Have you included copies of your insurance documents with this application?

Yes   No

If no, please indicate the approximate date the Town can expect to receive your insurance documentation: \_\_\_\_\_

**Section 3: Facility Request**

**1. 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 Court  
 Skatepark     Carin Park     Baseball Field 2&3     Greening Drive Park

**2. 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: \_\_\_\_\_

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 4: 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. A cheque in the amount of \$150.00 will be sent in advance to the Town of Antigonish. This cheque will be returned to the event organizer once a post-event site inspection is complete.
- 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.
- Additional private independent insurance coverage may be required by the event organizer in the amount of \$1,000,000.00 for fundraising activities, fun-runs etc.
- 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 5: 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:

Tricia Cameron  
Manager of Parks and Recreation  
Town of Antigonish  
274 Main Street  
Antigonish, Nova Scotia  
B2G 2C4  
[tricia.cameron@townofantigonish.ca](mailto:tricia.cameron@townofantigonish.ca)  
902-863-7612

### 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:

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