

Recreation Services
Special Event Application

Date Received: _____
Application # _____

This is an application request form to book the use of a City owned and/or operated property to hold a sporting or leisure special event. Filling out this application **does not** guarantee permission to use the property or facility will be granted.

This application must be filed with the City at least four weeks prior to the scheduled date of the special event.

Applicant Information

Individual/Organization Name: _____

Contact Name: Mr. Ms. _____

Address: _____

No. Street Name

City

Province

Postal Code

Contact Information: Work () _____ Cell () _____ Fax () _____

Home () _____ Email _____

Event Information

Name of Event: _____

Event Description (please provide an outline of activities that are planned for your event)

Event Date(s)		Time(s) Required	
From(mm/dd/yy)	To: (mm/dd/yy)	From: hh:mm	To: hh:mm
1.			
2.			
3.			
4.			
Set-up start time:			
Clean-up end time:			

Requested Facility

Wellington Street Complex:
 Fred Basha Memorial A Diamond ___
 Beach Volleyball Courts ___
 Soccer Field (Artificial Turf) ___
 Tennis Courts ___

Green Space (electricity available):
 Margaret Bowater Park ___
 Majestic Lawn ___

Ambrose O'Reilly Complex (St. Mark's Ave):
 Soccer Field ___
 Softball Field ___

Historical Sites:
 Captain Cook Monument ___
 Bartlett's Point ___

Monarch Complex (Atlantic Ave):
 Softball Field ___
 Soccer Field ___

Other _____

****If event is a walk or run you must provide a copy of the route you will be following for approval. Please include the assembly and dispersal area.***

Will your event include any of the following? If so please indicate on the line provided.

Alcohol: _____

Stipulation of Alcohol: If alcohol is to be provided at the event organizers must supply a special events liquor license with application. These are available at the Newfoundland and Labrador Liquor Corporation and must include the appropriate signatures.

Food: _____

Stipulation of Food: Please provide full details on the types of food, cooking procedures, and equipment or vendor information.

Food Sales and Additional Material Sales: _____

Stipulation of Sales: A daily vendor permit (\$50.00) will be required for the sale of food and other materials at special events. These can be purchased at City Hall from a Municipal Enforcement Officer.

Road Closure: _____

Stipulation of Road Closure: Please indicate any road closures and the associated time you may require for your event. A map of the area will need to be attached to this application. All road closure requests will need to be assessed before confirmation can be given to event organizer.

Temporary Structures: _____

Stipulation of Temporary Structures: Please provide details of any structures that you plan to set up at the event site. If necessary attach a diagram to this application.

Electricity: _____

Stipulation of Electricity: Please provide details as to why electricity will be needed on site for the event. If extension cords are needed the event organizer must provide them.

Signage: _____

Stipulation of Signage: Please provide details pertaining to signage prior and during the event. To use the signboards throughout Corner Brook a separate application will have to be submitted to the Community Services Department.

Fireworks: _____

Stipulation of Fireworks: In order to put off fireworks the event organizer will have to receive permissions from the Corner Brook Fire Department as well as specific permits, for example, an Aerial Permit.

Insurance Information

The event Organizer/Association/League/Team must obtain comprehensive general liability insurance protecting the City of Corner Brook against liability for bodily injury, death and property damage arising out of the event and listing the City as an “additional named insured” on the certificate. The minimum limit of \$2,000,000.00 (Two Million Dollars) will be per occurrence and have a cross liability clause. *A copy of your insurance certificate must be submitted ten (10) business days before the event date.*

Note: Insurance may be purchased from the City of Corner Brook. However, depending on the activity, risk factor and number of participants prices may vary.

Application Fees and Charges

Special Event Item	Fee	Note
Electricity	\$10.00	If requested for event
Turf and Site Repairs if damage occurs	Direct Recovery	Labor, Equipment and Materials
Special Events (concert, circus, walk, sport tournaments, fun days etc)	*Under 50 participants \$5.00 *Over 50 participants \$20.00 *Sport Tournaments \$20.00	Fees may be attached if request requires full control of City property
Non-Profit or Charitable Organization Events	No Charge	Supporting documentation providing eligible criteria may be necessary or fee may apply

Terms and Conditions

1. The event organizer is responsible for ensuring the chosen site is appropriate for the planned event. The event will be safe, orderly and restricted to assigned areas.
2. Property damage resulting from event, set up activities and/or take down activities, is the responsibility of the Event Organizer. Damage to City property will be reported to the Recreation Services Division immediately for assessment. Repair and/or replacement costs will be billed to the Event Organizer.
3. The Event Organizer must have an adequate monitoring and supervision system in place from the beginning of set up to the end of the take down to ensure compliance with all Recreation Services Terms and Conditions
4. The Event Organizer will leave the event area clean and litter free and may be billed for subsequent clean up costs.
5. Event Organizers will include a description of the method of garbage and litter collection. Barrels and other receptacles may be placed throughout the use area. However, dumpsters are restricted to hard surfaces and are prohibited from grassed and other high use sections of the site.
6. Event Organizers are responsible for trash collection of any and/or all vendors and will be responsible for communicating the garbage/litter collection process to them.
7. Recycling is highly encouraged during Special Events.
8. Event Organizers will provide and maintain the appropriate number and placement of portable toilets for event patrons. Portable toilets will be located on hardscape and will not impede pedestrian traffic flow or accessibility of the site by emergency vehicles.
9. Event Organizers are responsible for arranging for any restrictive traffic flow or the closure of any City thoroughfare by contacting the Community Services Department.
10. Only paper/plastic cups will be used for beverages on Event site. Glass containers are prohibited for safety reasons.
11. Barbeques (propane and/or briquettes) may be used provided they are in safe working condition and are not positioned as to cause damage to grasses/treed areas, asphalt, concrete, picnic tables or other site amenities. Barbequing may be restricted depending upon the site and/or planned activity. For example, Barbeques in Margaret Bowater Park are restricted from July 1st – Sept 5th due to available canteen services.
12. Sport leagues and other users of City sport fields will use only approved lining material preferably lime or latex paint.
13. If a large vehicle or tractor trailer is required for the delivery of materials or stage set up, the Event Organizer will provide adequate turf protection. In the same manner, trees and their roots must be protected from any damage. Any and/or all resultant damage will be reported immediately to the Recreation Services Division for assessment. Repair and/or replacement costs will be billed directly to the Event Organizer.

14. Electrical services beyond what is currently available at the event site, is the responsibility of the Event Organizer. Upon approval of the Recreation Services Division the Event Organizer may plan, arrange for installation and dismantle additional electrical services (s) using certified Electricians.
15. Use of tree lights, beyond the Tree Lighting Policy, by Event Organizers will be through written request to and permission of City Council.
16. Public Telephone service is unavailable at event sites. The provision of public telephone service is the responsibility of the Event Organizer with permission of the Recreation Services Division.
17. Organizers of Concerts will be responsible for the registration and payment of SOCAN (Society of Composers, Authors & Music Publishers of Canada) fees as legislated by the Government of Canada. Proof of registration will be submitted with the Special Events Application. SOCAN representatives can be contacted by telephoning 1-866-944-6223 or www.socan.ca.
18. Display tents are permitted on event site during special event only. Personal tents, canopies and overnight camping are not permitted.
19. The Event Organizer will designate one specific individual to service as the liaison between the Recreational Services Division and the organizing committee/organization. The role of this individual will be to work with the City of Corner Brook's Recreation Services Division, or other designated City Departments or Divisions, and event personnel/volunteers to ensure compliance with all special event guidelines and to prevent damage to the chosen site(s).
20. Organizers will comply with all Federal and Provincial Laws, Statues and Regulations in the implementation of a special event including all Municipal By-Laws.
21. The City of Corner Brook reserves the right to cancel or postpone a special event for any reason and will not be responsible for any associated cost or damaged accrued to the Event Organizer.

Agreement

The applicant organization does hereby agree to indemnify and save harmless the City of Corner Brook in respect to any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site/route by the organizer.

On behalf of the applicant organization, I acknowledge that I have read and understood the items contained in the Terms and Conditions and agree to comply with them.

Signature: _____ Date: _____