

Event Name: _____ Organizer/Contact: _____

This Form is to be submitted in addition to the Outdoor Facility Application Form.

Please complete the information in the spaces provided and attach all supporting documentation.

Special event organizer(s) may need to attend an on-site meeting with municipal staff prior to the event to discuss site layout, proper access points, site sensitive issues, etc.

1. Do you require access to any building located on the site you are requesting? Y N
If 'yes', indicate the number of keys requested _____ (**\$25.00 deposit per key required**).
2. Do you require access to electricity? (Please note: not all sites have accessible electrical outlets) Y N
There is a \$15.00 surcharge for access to electricity/outlets. An HRM electrician may be required.
3. Will you be providing portable toilets? Y N If 'yes', site location must be provided to HRM staff for approval. If 'no', provide details of plans for providing washroom access:

4. The Event Organizer is required to complete garbage clean up after your event is over. Non-Compliance may result in additional charges to the event organizer.
5. Do you require vehicles on site? Y N **NOTE...Vehicles are only permitted on site for the unloading and loading of equipment and cannot remain for the duration of the booking.**
6. List all additional equipment to be used and how it will be arriving on site: _____

7. Do you plan to have any of the following on site during your event:

BOUNCY CASTLES	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TENT (S)	<input type="checkbox"/> Yes	<input type="checkbox"/> No, If 'yes', size _____
OTHER.....	Must Specify _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	
OVERNIGHT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please state security provisions for over- night storage of tents and/or equipment: _____

8. At your event, do you plan to sell:

Alcohol	<input type="checkbox"/> Y	<input type="checkbox"/> N
Food/Concessions	<input type="checkbox"/> Y	<input type="checkbox"/> N

If 'yes', you must obtain the appropriate procedural guidelines from the scheduling office.
9. Are you planning to have vendors on site? Y N If 'yes', who are the anticipated vendors and what product will they be selling? _____ Vendors are not permitted on all sites. It is the organizers' responsibility to ensure vendors have all applicable licenses.
10. Do you plan to have music at your event? Y N If 'yes', Live or Taped
You are required to adhere to the regulations respecting noise as per HRM By-Law N-200.
11. All events must be covered by a minimum \$2,000,000 Special Event Liability Insurance (\$5,000,000 if alcohol is involved). A copy of the certificate must be provided to the Scheduling office a minimum of 2 weeks prior to the event. **Must confirm requirements with Scheduling Staff.**
12. Is it your expectation to have **any** work performed by municipal staff before, during, or after your event? Y N If 'yes', state expectations: _____

There may be additional costs charged to the client for any additional services provided by municipal staff (this includes requested services (i.e. delivery of barricades) as well as the repair of damages, garbage pick- up, etc.).
13. Will you be installing/displaying any signs, banners, etc. in conjunction with your event? Y N
If 'yes', how many? _____ What is being advertised? _____
Signage may NOT be hung from, or posted on, trees.

Additional Regulations:

1. All facility requirements must be outlined on the Application Form(s).
2. Site meeting required? **If 'yes': Meeting Date:** _____ **Time:** _____
3. Public access to a park, etc. may not be restricted in any way.
4. Vehicular access location to be identified at the site meeting.

For Office Use Only:

- | | |
|--|--|
| <input type="checkbox"/> Site meeting held | <input type="checkbox"/> Copy of Liquor license provided |
| <input type="checkbox"/> Facility Rental Contract Payment/Signing | <input type="checkbox"/> Washroom information |
| <input type="checkbox"/> Security | <input type="checkbox"/> Beer Garden approved |
| <input type="checkbox"/> Liability Insurance provided | <input type="checkbox"/> Fire Services |
| <input type="checkbox"/> Key deposit received (if applicable) | <input type="checkbox"/> Police Services |