

Please provide a contact name and number for your organization that can be publicly disclosed if required

ORGANIZATION (If applicable)		EVENT NAME	
CONTACT NAME		EMAIL	
ADDRESS	CITY	PROVINCE	POSTAL CODE
PHONE (Home)	PHONE (work)	CELL	FAX
ALTERNATE CONTACT NAME		ALTERNATE CONTACT EMAIL	
ADDRESS	CITY	PROVINCE	POSTAL CODE
PHONE (Home)	PHONE (work)	CELL	FAX
DATE OF EVENT	START TIME / Load in	END TIME / Load out	
HAVE YOU BOOKED A MUNICIPAL FACILITY FOR THIS EVENT IN PREVIOUS YEARS.		IF YES, WHICH FACILITIES AND FOR WHAT PURPOSE?	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS IT AN APPROPRIATE VENUE			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
Any application received for The Emera Oval must be accompanied by a DETAILED SITE PLAN . Depending on the size/scope of your event, RENTAL FEES apply. Costs will be determined by the Scheduling Office and you will be notified as part of the scheduling process.			
DO YOU REQUIRE SERVICES FROM MUNICIPAL OPERATIONS STAFF PRIOR TO, OR DURING, YOUR EVENT?		IF YES, PLEASE LIST	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
(There MAY be additional costs charged to the client for any additional services provided by municipal staff (this could include any requested services (i.e. delivery of barricades) as well as the repair of any and all damages, additional garbage pick-up, additional electrical requirements etc.).)			
DO YOU PLAN TO REQUEST PERMISSION OF / THE USE OF / ASK TO PROVIDE:			
TENT	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what size _____	If yes, please ensure you receive permission from staff regarding installation and location.	
ELECTRICITY	<input type="checkbox"/> YES <input type="checkbox"/> NO	The services of a Commissionaire and/or municipal staff may be required and additional charges will apply.	
PORTABLE TOILETS ON THE SITE	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, the municipality must pre-approve the site location. **Costs associated with portables are the responsibility of the event organizer	
MUSIC AT EVENT	<input type="checkbox"/> YES <input type="checkbox"/> NO	LIVE BAND <input type="checkbox"/> YES <input type="checkbox"/> NO	TAPED <input type="checkbox"/> YES <input type="checkbox"/> NO

You are required to adhere to the regulations respecting noise as per [By-Law N-200](#).

Events must be covered by a minimum of **\$2,000,000 Special Event Liability Insurance**.
A copy of the certificate must be provided to the Scheduling Office 2 weeks prior to the event.

LIST ALL ADDITIONAL EQUIPMENT REQUIRED FOR YOU EVENT TO BE BROUGHT ON LOCATION AND HOW IT WILL BE ARRIVING ON SITE

ANTICIPATED # OF PARTICIPANTS / ATTEENDEES

Event Restrictions:

1. **Event organizers must hire designated Emera Oval staff to be present during the set-up, execution, and tear down of any event held at THE EMERA OVAL.** The associated costs will be the responsibility of the Event Organizer.
2. Tents are permitted on site. Prior approval must be received with regards to placement. Staking is not permitted.
3. Existing Sponsorship Banners/Signage must remain on site and cannot be removed.
4. **The parking of vehicles on any portion of The Emera Oval site or the Common green-space is not permitted.** Vehicles are only permitted on site to unload/load equipment. Vehicles that do not comply will be ticked and/or towed.
5. **Vehicles of any kind are not permitted on the Oval surface.** Oil/grease will have an impact on ice making in the winter season; weight restrictions also prevent vehicles from using the Oval surface and damage may occur to the water pipes underneath the concrete.
6. **Clean Up of the site is the responsibility of the Event Organizer.** The Emera Oval site must be left in the same condition as it was found, including the placement of the benches. If further clean-up is required after you leave the site, you may be responsible for those additional charges. In some cases, the services of an HRM street sweeper may be required.
7. **Please ensure you schedule the time you actually require.** This includes the time you need for event set-up and tear-down.

I ACKNOWLEDGE THAT THIS APPLICATION IS ONLY A REQUEST. RENTALS FOR THE EMERA OVAL ARE NOT CONFIRMED UNTIL **ALL REQUESTED SUPPORTING DOCUMENTATION IS RECEIVED, ANY APPLICABLE FEES ARE PAID IN ADVANCE OF USAGE AND A CONTRACT IS SIGNED.**

I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED, REVIEWED AND AGREE TO ADHERE TO THE EVENT RESTRICTIONS LISTED ABOVEK AS WELL AS ALL ITEMS LISTED IN THE CONTRACT CLAUSES THAT ACCOMPANY THE FACILITY RENTAL CONTRACT.

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this form will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the use of the municipality’s Emera Oval, unless otherwise noted on the form. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or accessandprivacy@halifax.ca

Signature _____

Date _____

Print

Save As

Office Use Only:

Staff Receiving: _____ Date: _____