

Organization (If Applicable)		Event Name	
Type of Event	Date	Start time	End Time
Contact Name		Email	
Address	City	Province	Postal Code
Phone (Home)	Phone (Work)	Cell	Fax
Alternate Contact Name		Email	
Address	City	Province	Postal Code
Phone (Home)	Phone (Work)	Cell	Fax
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			
Preferred Location Requested: (Note: If unsure, please consult with scheduling staff for recommendations.)			
Facility	Day	Time	
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			
Number of participants			
	(There MAY be additional costs charged to the client for any additional services provided by municipal staff)		
Will the use of a vehicle be required?	Please Note:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	A vehicle pass is required and must be displayed at all times. Vehicles are only permitted on site for the unloading and loading of equipment. Vehicles <u>may not</u> remain on site for the duration of your booking.		

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 two weeks prior to your event date.

I acknowledge that this event application is only a request. This application is subject to the approval by the Supervisor, Major Parks (or designate). Event booking will be confirmed upon approval and only when proof of insurance has been provided, applicable fees are paid in advance and the contract is signed.

For **signed** applications you may:
Fax 902-490-4588
or email Tracy Murphy murphyt@halifax.ca

Signature

Date

Office Use Only:

Staff Receiving: _____ Date: _____

If you have **questions regarding this form** please contact
Tracy Murphy – email murphyt@halifax.ca

*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 Municipal Facilities- Point Pleasant Park, 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*