

1. **Name of Special Event:** \_\_\_\_\_

2. **Event Organizer (Organization):** \_\_\_\_\_

Organization Category:                       Non-Profit                       For-Profit

3. **Primary Contact for Event:**

Name of Applicant: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Office/ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

4. **Date(s) of Event:** \_\_\_\_\_

5. **Start time of Event:** \_\_\_\_\_ **End time of Event:** \_\_\_\_\_

6. **If you are applying as, or your event includes a parade run, walk, march or street closure, please include the following information:**

Location of assembly: \_\_\_\_\_

Time of assembly: \_\_\_\_\_

Proposed route:

Location of assembly: \_\_\_\_\_

Time of assembly: \_\_\_\_\_ Number & type of entries: \_\_\_\_\_

7. **Location(s) of Event:**

8. **Event's Occurrence:** (please check):                       One-Time                       Annual                       First Year

9. **Estimated Event Attendance:** \_\_\_\_\_

**10. Description of Event:** *(including purpose, target audience and main activities)*

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**11. Does your Event plan to include food and/or merchandise vendors? If so, please describe how:**

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**12. Total Event Budget (estimate only):** \_\_\_\_\_

**13. Does your event require municipal services (Police, Traffic, Transit, Parks and and/or Road Operations, etc.)? If so, please describe below:**

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*Please Note: Some municipal services are subject to costs to and are the sole responsibility of the event organization.*

**14. Will you be using live or recorded music as part of your event?**       No:       Yes:

*If the answer is yes, Canadian copyright law requires that you obtain a performing rights license from SOCAN ([www.socan.ca](http://www.socan.ca)) or 1-855-957-6226 ext 1623.*

**15. Please attach a copy of your site plan and any route maps (if applicable). Also attach any additional information or material you deem relevant.**

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## Municipal Requirements

16. Halifax Regional Municipality (The municipality) and the Special Events Task Force follow the Special Events Administrative Order ([Administrative Order Number 2014-010 ADM](#)). This administrative order clearly outlines timelines, costs, procedures and responsibilities of the event organizer and the municipality to ensure the delivery of safe, efficient and accountable events. Applications must be submitted, in writing, no less than 120 calendar days in advance of the start of the event. Any applications received after the 120 days will be assessed on a case-by-case basis as and if scheduling permits.
17. **Insurance**  
Where a special event is being held on municipal lands, the following insurance requirements shall apply:
- (a) The municipality requires special event organizers to provide and maintain General Liability insurance subject to limits of not less than Two Million dollars (\$2,000,000) inclusive per occurrence for incident, bodily injury, death and damage to property. The policy will be held with an insurer acceptable to the municipality and the policy shall contain a cross liability, waiver of subrogation and include coverage for tenant's legal liability and personal injury.
- (b) The event organizer shall provide a Certificate of Insurance within 10 business days of the event date, evidencing proof of the required insurance with the municipality named on the policy as Additional Insured.
- (c) Dependent on the scope and nature of the special event and as determined by the municipality (Risk and Insurance Services), the event organizer may be required to provide additional insurance coverage in excess of Two Million dollars (\$2,000,000).
- (d) If the special event involves sale of liquor or if liquor is consumed as part of the special event, the required General Liability limits are increased to Five Million Dollars (\$5,000,000) per occurrence, with liquor not excluded from the policy and the special event must comply with the requirements of Administrative Order 53, the *Municipal Alcohol Policy*.
- (e) The event organizer must complete and sign a Statement of Indemnification, in the form provided by the municipality.
18. Where the special event is held on municipal lands, the organizer shall be present on site at the event for the duration of the event, observe all applicable laws, ensure that an approved event starts and ends on time; and ensure the municipal lands are returned to their original state and cleaned of all debris and waste after the special event is over. Organizers are responsible for all damage to municipal lands and associated infrastructure as assessed by municipal staff, at the organizer's special event.
19. The applicant/event organizer acknowledges that the municipality is subject to Part XX of the *Municipal Government Act* (SNS 2008 c 39) regarding Freedom of Information and Protection of Privacy, that the municipality may be required to disclose applicant/event organizer information in response to an access to information request and that the information provided by the applicant/event organizer to the municipality in this application may be disclosed to third parties, including but not limited to volunteer committee members, elected officials and government agencies, for the purposes of this application.

By signing below the applicant hereby confirms that he/she has the authority to bind the event organizer, that all information included in this application is, to the best of his/her knowledge, correct at the time of submission and that the applicant/event organizer, shall comply with the municipality requirements of an applicant/event organizer as outlined in this application. If, after the applicant has signed this application, there is any change in the information provided, the applicant will provide an immediate update to their designated municipal Event Coordinator staff person.

\_\_\_\_\_

Date

Canada Post Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Witness Signature

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Applicant Witness Name

\_\_\_\_\_

Applicant Name

**Please complete all sections of the application and submit to Andrew Cox:**

Email: Andrew Cox at [coxa@halifax.ca](mailto:coxa@halifax.ca) or Shari Dillman at [dillmas@halifax.ca](mailto:dillmas@halifax.ca)

Mail: **Special Events Task Force  
Events & Cultural Initiatives**  
Halifax Regional Municipality  
PO Box 1749  
Halifax, NS B3J 3A5

**For more information – please contact email address above.**

**For Office Use Only**

Date Submitted

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