

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? | | | |
| YES | | NO | | | | | |
| WAS IT AN APPROPRIATE VENUE | | | | | | | |
| YES | | NO | | | | | |
| <p>Any application received for the Grand Parade must be accompanied by a DETAILED SITE PLAN. Depending on the size/scope of your event, RENTAL FEES may apply. Costs will be determined by the Scheduling Office and you will be notified as part of the scheduling process.</p> | | | | | | | |
| DO YOU REQUIRE SERVICES FROM MUNICIPAL OPERATIONS STAFF PRIOR TO, OR DURING, YOUR EVENT? | | | | IF YES, PLEASE LIST | | | |
| YES | | NO | | | | | |
| <p>(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.).</p> | | | | | | | |
| DO YOU PLAN TO REQUEST PERMISSION OF / THE USE OF / ASK TO PROVIDE: | | | | | | | |
| CANOPY TENT | | YES | NO | If yes, please ensure you receive permission from staff regarding installation and location. | | | |
| ELECTRICITY | | YES | NO | The services of a Commissionaire and/or municipal staff may be required and additional charges will apply. Payment will be due in advance of your event. There is a \$15.00 charge for access to electricity. | | | |
| PORTABLE TOILETS ON THE SITE | | YES | NO | | | | |

| DO YOU PLAN TO REQUEST PERMISSION OF / THE USE OF / ASK TO PROVIDE: (continued...) | | | | | | | | |
|---|-----|----|-----------|-----|----|-------|-----|----|
| MUSIC AT EVENT | YES | NO | LIVE BAND | YES | NO | TAPED | YES | NO |
| You are required to adhere to the regulations respecting noise as per By-Law N-200 . Amplified music is NOT permitted during normal working hours (8 am - 6 pm) | | | | | | | | |
| 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 / ATTENDEES | | | | | | | | |

Event Restrictions:

- Municipal staff, at their discretion, may require that security be present during any event held at the Grand Parade.
Security will be at the cost of the Event Organizer.
- Only **Canopy-style tents** are to be used in Grand Parade. Enclosed structures are not permitted.
- Banners/signs are typically not permitted on site - some exceptions may apply.
- Advertising is typically not permitted on site - some exceptions may apply.
- The parking of vehicles in the Grand Parade is not permitted. Vehicles are only permitted on site to unload/load equipment. In some cases a PARKING PASS may be obtained from the City Hall Commissionaire for space(s) located on Argyle St.
- Vehicles may **NOT** unload and load equipment in the vicinity of the Cenotaph.

EVENT SET UP MUST NOT COME WITHIN TWENTY (20) FEET OF THE CENOTAPH MONUMENT

- Sunday bookings for Grand Parade will not be permitted to start prior to 1:00 pm in order to accommodate Sunday Church services taking place At St. Paul's Church.
- Fair / carnival (Dunk tanks, balloon release etc.) type of activities are not permitted in Grand Parade.
- Vendors / concessions are not permitted except by special permission.
- The consumption and/or selling of alcoholic beverages on or about the Grand Parade are not permitted.

I ACKNOWLEDGE THAT THIS APPLICATION IS ONLY A REQUEST. RENTALS FOR GRAND PARADE 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 Municipal Facilities. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-943-2148 or privacy@halifax.ca

Signature

Date

Office Use Only:

Staff Receiving: _____

Date: _____