

## SPECIAL EVENT PERMIT APPLICATION

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### 1. CONTACT INFORMATION:

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

### 2. OWNER INFORMATION (IF DIFFERENT FROM ABOVE):

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

### 3. EVENT DETAILS:

Name of the Event: \_\_\_\_\_

Address of Event Location: \_\_\_\_\_

Building/Facility Name/Area: \_\_\_\_\_

Type of Event (check all that apply):

☐ Indoor      ☐ Outdoor      ☐ Public Event      ☐ Private Event

☐ Concert      ☐ Festival      ☐ Tournament/Competition

Other, please specify: \_\_\_\_\_

Has this event been held previously at this location:

☐ Yes, please list date: \_\_\_\_\_ ☐ No

#### 4. ATTENDANCE INFORMATION:

\*Number of People per Day: \_\_\_\_\_ Number of People for the Entire Event: \_\_\_\_\_

Number of Volunteers/Staff: \_\_\_\_\_ \*\*Number of Participants: \_\_\_\_\_

\* If more than 10,000 attendees per day Section 11 of By-law 54-2018 applies

\*\* Includes racers, runners, competitors etc., if applicable

#### 5. EVENT DATES AND TIMES:

DAY	EVENT DATE	EVENT TIME	ALCOHOL SERVING TIME
1	_____ DD/MM/YYYY	Start: _____ Finish: _____	Start: _____ Finish: _____
2	_____ DD/MM/YYYY	Start: _____ Finish: _____	Start: _____ Finish: _____
3	_____ DD/MM/YYYY	Start: _____ Finish: _____	Start: _____ Finish: _____
4	_____ DD/MM/YYYY	Start: _____ Finish: _____	Start: _____ Finish: _____

#### 6. EVENT ELEMENTS:

Sound Amplification: ☐ Yes ☐ No

Admission Fee: ☐ Yes ☐ No

Sale of Alcohol: ☐ Yes ☐ No

Fireworks: ☐ Yes ☐ No

Food Vendors: ☐ Yes ☐ No

Portable Washrooms: ☐ Yes ☐ No

If yes, provide number: \_\_\_\_\_

If yes, provide number: \_\_\_\_\_

\* Tents/Temporary Structures: ☐ Yes ☐ No

If yes, provide number: \_\_\_\_\_

Description: \_\_\_\_\_

Other (please identify): \_\_\_\_\_

\* Building permit required for tents larger than 60 m<sup>2</sup> or attached to a building

**7. SITE SECURITY:**

Security Hired: ☐ Yes ☐ No

If yes, provide number: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**8. FIRST AID and/or Medical Support:**

First Aid and/or Medical Support Hired: ☐ Yes ☐ No

If yes, provide number: \_\_\_\_\_

Highest qualification of on-site First Aid and/or Medical Support: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**9. ADDITIONAL REQUIRED INFORMATION:**

Please indicate any other information which may be relevant: \_\_\_\_\_

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☐ \*Site Plan

☐ Proof of Insurance (In accordance  
with section 4 of By-law 54-2018)

\*The site plan shall include the following information, if applicable:

- a) The boundaries and dimensions of the land where the event will take place, including security perimeter, if applicable
- b) Vehicle ingress and egress, parking, and points of entry for emergency vehicles
- c) Spectator and participant points of entry into the event grounds.
- d) Staging area for first aid/medical

- e) Location of security check points
- f) Location of food or refreshment sales and consumption
- g) Location of alcohol sale and consumption
- h) Toilet and other sanitary facilities
- i) Location of waste and recycling collection bins
- j) Stages, spectator areas, sound amplification devices, and grandstands
- k) The exhibition or sale of goods or services
- l) Areas for camping and tenting
- m) Area for the lighting fireworks
- n) Any other applicable information

#### **10. Sworn Declaration of Applicant**

I (we), \_\_\_\_\_ of the City/Town of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that the information contained in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same.

I (we) have read By-law 54-2018 and agree to abide by its regulations.

I (we) hereby covenant and agree to indemnify and save harmless The Corporation of the Township of Greater Madawaska its officials, agents and employees from all costs, expenses, damages, claims and actions that are directly or indirectly caused by or that are the result of the Special Event or that may result from the issuing of a permit for the Special Event.

I also certify I have the authority to sign this agreement on behalf of the Organizers of the Special Event.

\_\_\_\_\_  
Signature of Applicant

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**11. Sworn Declaration of Property Owner (if different from Applicant)**

I (we), \_\_\_\_\_ of the city/town of \_\_\_\_\_ in the  
\_\_\_\_\_ of \_\_\_\_\_ am the  
owner of the property identified in section 3 above and I (we) solemnly declare that I (we) have  
read By-law 54-2018 and agree to abide by its regulations.

I (we) hereby covenant and agree to indemnify and save harmless The Corporation of the  
Township of Greater Madawaska its officials, agents and employees from all costs,  
expenses, damages, claims and actions that are directly or indirectly caused by or that are the  
result of the Special Event or that may result from the issuing of a permit for the Special Event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner