



PLEASE PRINT

Department of Community Services

SPECIAL EVENTS APPLICATION

To be completed a minimum of 60 business days prior to event. It is the responsibility of the applicant to secure their event location and review this application in its entirety.

EVENT INFORMATION

SECTION 1

Name of Event: _____

Location (i.e. park, playground, road(s)): _____

Description of Event:

- Block Party
- Competition
- Festival
- Television/Film/Commercial/Photo Shoot
- Concert
- Fair
- Parade/Procession
- Run/Walk
- Other (specify): _____

Event Start Date(s): _____

Event End Dates(s): _____

Event Start Time: _____

Event End Time : _____

Set Up Date / Time: _____

Take Down Date / Time: _____

Event Rain Date(s): _____

Is this an annual event?
 Yes No

Is there an admission fee to the event?
 Yes No

If yes, fee charged: _____

Total expected attendance
(including participants and public):

- 1 - 25 251-500
- 26 - 100 501-1000
- 101-250 Over 1000

If over 1000, please specify expected attendance _____

CONTACT INFORMATION

SECTION 2

Provide contacts with whom we may communicate for City approval

Corporate / Organization Information
(if applicable)

Main Contact

Event Day Contact
(if different from main contact)

Name : _____

Name _____

Name : _____

Address: _____

Address: _____

Address: _____

City: _____ Province: _____

City: _____ Province: _____

City: _____ Province: _____

Postal Code: _____

Home Phone: _____

Home Phone: _____

Website: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

Traffic & Parking

Does your event require the closure of roads i.e. full road(s), partial lane reduction or sidewalk? Yes No

Please note: All road closures require council approval.

If yes, the submission of a traffic plan with this application is required. The traffic plan includes:

- The route, outlining all closures (including start and end time for each closure)
- Identification of where **all** barricades will be placed for closures
- The number of volunteers/security/marshals and identification of their exact location

Do you require barricades/signs from the City of St. John's? Yes No

Please note: If required, a request form will be provided to you. All requested items may or may not be available. Organizer is responsible for pick-up and return.

Do you require parking meter bagging? Yes No

Please note: If required, a request form will be provided to you. There is a fee associated with this service.

St. John's Regional Fire Department

Will your event or film shoot utilize:

Fireworks/ Pyrotechnics? Yes No

Controlled Explosions? Yes No

For large events and road events (i.e. races), organizers are to complete an Event Emergency Plan.

For a guide to completing an Event Emergency Plan, please visit <http://sjrfd.ca/wp-content/uploads/2015/08/Event-Emergency-Plan-Guide.pdf>

Parks

Do you require equipment (garbage containers, stanchions, etc.) from the City of St. John's? Yes No

Please note: If required, a request form will be provided to you. All requested items may or may not be available.

Garbage collection is the responsibility of the event organizer. The use of recycling stations is strongly encouraged.

If your event is occurring in a City Park, will you require vehicle access for equipment drop off / pick up? Yes No

If yes, please indicate approximate times: _____

Please note: Vehicle access is not guaranteed and is subject to strict terms and conditions. Vehicle access may require the organizer to pay a refundable key deposit for access.

Royal Newfoundland Constabulary

Does your event require a police escort / police presence? Yes No

Please note: Provision of police is subject to availability. More than one vehicle may be subject to fees as imposed by the RNC.

If yes, please describe your request including the number of officers, their role and the requested arrival/departure time:

Does your event require traffic control at signalized intersections? Yes No

NL Liquor Corporation

Will your event provide liquor? Yes No

If yes, organizer must supply a Special Events Liquor License with this application, available at:
<http://www.nliquor.com/corporate/services/apply-for-a-special-event-license>

Service NL

Will food be available to participants/public during your event? Yes No

Standard Health Guidelines (food and sanitation) can be found by visiting: <http://www.health.gov.nl.ca/health/publichealth/envhealth/temporary.pdf>

Will food vendors be used? Yes No

If yes, please list all vendors:

Please note: The event organizer is responsible for ensuring all vendors are licensed under the City of St. John's and/or Government Services Centre.

If the organizer is providing food, without the use of a licensed vendor, the organizer must contact Government Services Centre to inquire on obtaining a Temporary Food License. http://www.servicenl.gov.nl.ca/forms/pdf/appl_temporary_food_est.pdf

Medical Coverage

Will medical coverage be provided by a First Aid Agency? Yes No

If yes, please provide the name of the First Aid Agency: _____

If no, will you have volunteers/staff certified in First Aid? Yes No

Quantity of volunteers/staff providing First Aid coverage: _____

Security

Will your event utilize security? Yes No

If yes, what type? Security Company Volunteer Security

Security Company name, if applicable: _____

Contact Person: _____ Contact Number(s): _____

If Volunteer Security, please identify quantity and roles:

Audio/Visual

Will the event utilize sound/amplification system? Yes No

If using a sound/amplification system at your event, please refer to the City of St. John's Noise By-Law at:
<http://www.stjohns.ca/city-hall/about-city-hall/laws-and-regulations/?ByLaws.nsf/nwByLawNum/1405>

Are you requesting an extension to the City of St. John's Noise By-Law? Yes No

If yes, specific time: _____

Please note: All noise by-law extension requests require council approval.

Will your event utilize a generator? Yes No

Please note: Generators of a certain size may require inspection by City staff, this will be discussed upon application review.

Will your event utilize any temporary structures? Yes No

If yes, temporary structures to be used: Bleachers Tent(s) Stage(s) Inflatables (i.e. Bouncy Castles) Fencing Other

An accurate plan is required showing the layout of all items listed above.

Certain structures may require the provision of more detailed technical drawings certified by a Professional Engineer, certified in Newfoundland and Labrador. This will be discussed, if required.

Organizer must provide proof that they have obtained a Commercial General Liability Insurance Policy in relation to the special event with limits of not less than **TWO MILLION DOLLARS (\$2,000,000.00)** inclusive per occurrence for bodily injury, death and damage to property, including loss of use thereof. The Policy must be in the name of the Organizer and must name the City as an additional insured. The Policy must include coverage for Cross Liability and shall contain an endorsement to provide the City with thirty (30) days written notice of cancellation or material change that would diminish coverage.

If fireworks or pyrotechnics are used in the event, all of the same terms and conditions of insurance shall apply and, in addition, the insurance certificate must include fireworks or pyrotechnics as an insured activity and the limits of the General Liability Insurance Policy must be increased to not less than **FIVE MILLION DOLLARS (\$5,000,000.00)** inclusive per occurrence.

If liquor is to be provided, the Organizer must comply with all of the requirements set out by Newfoundland Liquor Corporation including, but not limited to, providing an insurance certificate containing coverage for Host Liquor Liability.

A copy of a valid insurance policy to be submitted with this application.

For non-profit organizations and individuals who do not otherwise carry insurance, the City of St. John's Special Event Insurance coverage is available.

Do you wish to apply for coverage under the City of St. John's Special Event Insurance Policy?

Yes No

Upon submission of the Special Event Application, the organizer agrees to the following:

- To ensure the physical setting is kept safe for participants and the general public attending the event.
- If I become aware of a situation that could lead to injury or property damage that, I will take immediate and decisive action to prevent participants and general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident, the organizer will follow the 'Incident Reporting Procedures' below. An incident includes; bodily injury to participant, myself, the public or damage to City owned property or third party property:
 - Call 911, Police, Ambulance, Fire etc., when assistance is required
 - Within the next working day advise the following City of St. John's representative: E. Clarke, Risk Manager, at 709-576-8102
 - Cooperate with City of St. John's staff, police, investigating authorities and the insurance companies involved.
- To use City of St. John's facilities and equipment provided to me, if applicable, in a manner consistent with its intended use and application.
- To abide by the by-laws, rules and regulations, policy and procedures of the City of St. John's.
- I/the *Organization* understand that the issuance of a Special Event Permit if one is required, or approval of this special event, in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct *myself/Organization* in a manner that does not contravene any Federal, Provincial or Municipal law.

Consent to Collection, Use and Disclosure of Personal and Other Information

Personal information on this form is collected for the purposes of administration, management and enforcement of the City's special events permits and applications. Personal information along with other information provided with this application will be shared among authorized City staff for the purposes of administering and managing who have input or an interest in the special event.

Agreement to Indemnify and Hold Harmless

Upon signing the application, the applicant agrees to save harmless and indemnify the City of St. John's and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the City and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the special event described in this application or anything pertaining to the Special Events Permit should one be required and granted.

Release of Waiver of Liability

Upon signing the application, the applicant hereby releases, waives and forever discharges the City and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the City may be responsible in respect of the conduct of the said event.

I certify that I have read this entire application form and am fully aware of its terms and conditions and my obligations created by it. I certify that I am 18 years of age or older. By submitting this application electronically, I hereby agree to the terms and conditions on my own behalf, or on behalf of the organization that is being represented or for whom this application is being made.

Applicant Name: _____ Applicant Signature: _____ Date (yyyy-mm-dd): _____

Received: Online Other Received By: _____ Date (yyyy-mm-dd): _____

For More Information:

Email: specialevents@stjohns.ca

Phone: 709-570-2186

Please Send Completed Applications To:

City of St. John's
 Department of Community Services
 PO Box 908
 St. John's, NL A1C 5M2
 Attn: Special Events Advisory Committee

Email: specialevents@stjohns.ca
 or
 Fax: 709-576-8300
 or
 Drop at Access St. John's, 1st Floor, City Hall