



Special Event Application

Any person requesting permission to sponsor a Special Event within a Park Land must submit this application to that Park Land administration.

Park Land includes Provincial Parks and Recreation Sites. Please complete all sections on this form. If a question is not applicable to your proposed Special Event, indicate "Not Applicable" in that section. Where the space provided is insufficient, attach required information on separate sheet.

Name _____ Address _____

Phone #(s) _____

Representing: _____ (And check one of the following)

_____ Unincorporated association

_____ Corporate business

_____ Non-profit association

_____ Partnership

_____ Sole Proprietorship

_____ Other

1. Describe the nature and objectives of the special event.

2. State why the event should be held in a particular park(s).

Name of park(s): _____

Why: _____

3. Date and time event starts: _____

Date and time event finishes: _____

4. Provide a detailed outline of the proposed schedule of activities included in set-up and take-down times.

5. State how the park environment, or park visitors, may be affected by the event, and what efforts shall be taken to avoid any negative effects.

6. Detail any special requirements needed in support of the event, such as temporary structures, or facilities from park staff.

7. Clearly outline all goods and/or services to be offered to the public and expected fees to be charged. Provide rationale if entrance fees are proposed.

8. Indicate proposed cost of holding the event and identify source(s) of funding.

Cost: _____ Funding Source(s): _____

9. Provide an estimation of the number of event staff, participants and expected number of spectators who might be attracted to the park because of the activity.

Event Staff: _____ Participants: _____ Spectators _____

10. List the name(s), address(es), telephone number(s) and experiences of the sponsor(s) of the event, the project manager(s) or coordinator(s) of the event's operations, and any other key personnel.

11. List the permits from other agencies which shall be required (eg. Liquor Permit, etc.).

12. On a map outline the proposed location(s) within the park for the event and also attach a detailed site plan of all facilities and structures to be used or required.

13. Provide the method(s) of promoting the event and copies of the advertising copy. Advertising copy may be submitted after formal approval is given but must be approved before advertising copy is used.

14. Describe the insurance coverages for the event. There should be a minimum of \$2,000,000 public liability insurance for events.

15. Provide a list of all rules and regulations to be imposed by the sponsor(s) of the event.

16. Provide a plan of traffic and pedestrian controls, qualified security, and on and off-site communications during the staging of the event.

17. Describe the plan for garbage disposal and other sanitary measures both during and after the event. Note: Park garbage disposal sites are not necessarily available.

18. Provide justification if the event must be held at night.

19. Provide additional information for the following items: (if listed) or clarify any factors you feel are important regarding your special event proposal.

19.1

19.2

19.3

The above information is to be the best of my knowledge, accurate and complete.

Signed this date _____, 20_____.

Signature of Applicant

If this application is being submitted by a Non-Profit organization no application fee is required. A For-Profit organization must submit a \$20.00 application fee with this application.

Make cheque or money order payable to *Ministry of Parks, Culture & Sport*

Note: This is an application form only. Other service, rental and commercial operation fees may also be applied if a formal agreement is reached.