

Grand Parade - Facility Application Form
HRM Community Development - Facility Scheduling
P.O. Box 1749, Halifax, NS B3J 3A5 (902) 490-7100 Western Region Office

Organization Name (if applicable): _____

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Telephone(Home): _____ Business/Alternate: _____

E-Mail: _____ Fax: _____

NAME OF /TYPE OF EVENT: _____

Have you booked an HRM facility for this event in previous years? " Yes " No

If yes, which facility? _____

Was it an appropriate venue? " Yes " No If 'No', why not? _____

Date of Event: _____ **Start Time/Load In:** _____

End Time/Load Out: _____

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.

Do you require services from Municipal Operations Staff prior to, or during, your event? " Yes " No

If yes, please list requirements: _____

There **MAY** be additional costs charged to the client for any additional services provided by HRM staff (this could include any requested services (ie delivery of barricades) as well as the repair of any and all damages, additional garbage pick up, additional electrical requirements etc.).

Do you plan to request permission for a **CANOPY TENT** " Yes " No

If yes, please ensure you receive permission from staff regarding installation and location.

Do you require access to electricity? " Yes " No (**The Services of an HRM electrician may be required.**)

There is a \$15.00 charge for access to electricity.**

Will you be **asking** to provide portable toilets on site? " Y " N

If yes, HRM has a pre-approved site location on Argyle Street which allows for 8-10 units.

A copy of your Permit (obtained from Traffic/Right of Way) must be provided to the Scheduling Office 2 weeks prior to the event.

List all additional equipment required for your event /to be brought on location and how it will be arriving on site:

Do you plan to have music at your event? " Y " N If yes, " Live or " Taped

You are required to adhere to the regulations respecting noise as per HRM By-Law N-200.

Amplified music is **NOT** permitted during normal working hours (8 am - 6 pm).

Events must be covered by **\$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.

Event Restrictions:

1. HRM 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.

2. Only **Canopy-style tents** are to be used in Grand Parade. Enclosed structures are not permitted.

3. Banners/signs are typically not permitted on site - some exceptions may apply.

4. Advertising is typically not permitted on site - some exceptions may apply..

5. 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.

6. 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.

7. 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.

8. Fair/carnival (dunk tanks, balloon release etc.) type activities are not permitted in Grand Parade.

9. Vendors/concessions not permitted except by special permission.

10. The consumption and/or selling of Alcoholic beverages on or about the Grand Parade is 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 ALL ITEMS OUTLINED IN THE '**GRAND PARADE GUIDELINES**' THAT HAVE BEEN PROVIDED.

Signature: _____ Date: _____

Office Use Only:

Staff Receiving: _____ Date: _____