

Special Event Supplementary Form
Community Development - Facility Scheduling
PO Box 1749, Halifax, NS B3J 3A5 (902) 490-7100 (ph) / (902)490-4588 (fax)

Event Name: _____ Organizer/Contact: _____

This Form is to be submitted in addition to the Outdoor Facility Application Form.
Please complete the information in the spaces provided and attach all supporting documentation.
Special event organizer(s) may need to attend an on-site meeting with HRM staff prior to the event to discuss site layout, proper access points, site sensitive issues, etc.

1. Do you require access to any building located on the site you are requesting? " Y " N
If yes, indicate the number of keys requested _____ (**\$25.00 deposit per key required**).
2. Do you require access to electricity? (Please note: not all sites have accessible electrical outlets) " Y " N **There is a \$15.00 surcharge for access to electricity/outlets. An HRM electrician may be required.**
3. Will you be providing portable toilets? " Y " N If yes, site location must be provided to HRM staff for approval. If no, provide details of plans for providing washroom access:

4. The Event Organizer is required to complete garbage clean up after your event is over. Non compliance may result in additional charges to the event organizer.
5. Do you require vehicles on site? " Y " N ****PLEASE NOTE...Vehicles are only permitted on site for the unloading and loading of equipment.****
6. List all additional equipment to be used and how it will be arriving on site: _____

7. Do you plan to have any of the following on site during your event:
BOUNCY CASTLES " Yes " No
TENT (S) " Yes " No
OTHER.....Must Specify _____ " Yes " No
Over night? " Yes " No
Please state security provisions for over night storage of tents and/or equipment: _____

8. At your event, do you plan to sell: Alcohol " Y " N
Food/Concessions " Y " N
If yes, you must obtain the appropriate procedural guidelines from the scheduling office.
9. Are you planning to have vendors on site? " Y " N If yes, who are the anticipated vendors and what product will they be selling? _____ Vendors are not permitted on all sites. It is the organizer's responsibility to ensure vendors have all applicable licenses.
10. 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.
11. All events must be covered by \$2,000,000 Special Event Liability Insurance. (\$5,000,000 if alcohol is involved). A copy of the certificate must be provided to the scheduling office a minimum of 2 weeks prior to the event. *****Must confirm requirements with Scheduling Staff.**
12. Is it your expectation to have **any** work performed by HRM staff before, during, or after your event? " Y " N If yes, state expectations: _____

There may be additional costs charged to the client for any additional services provided by HRM staff (this includes requested services (ie. delivery of barricades) as well as the repair of damages, garbage pick up, etc.).
13. Will you be installing/displaying any signs, banners, etc. in conjunction with your event? " Y " N
If yes, how many? _____ What is being advertised? _____
Signage may NOT be hung from, or posted on, trees.

Additional Regulations:

1. All facility requirements must be outlined on the Application Form(s).
2. Site meeting required? **If 'yes': Meting Date:** _____ **Time:** _____
3. Public access to a park, etc. may not restricted in any way.
4. Vehicular access location to be identified at the site meeting. _____

For Office Use Only:

" Site meeting held	" Copy of Liquor license provided
" Facility Rental Contract Payment/Signing	" Washroom information
" Security	" Beer Garden approved
" Liability Insurance provided	" Fire Services
" Key deposit received (if applicable)	" Police Services