

**VILLAGE OF BLACKS HARBOUR**  
**APPLICATION FOR SPECIAL EVENT APPROVAL**

Date of Event: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Location: \_\_\_\_\_

Proof of a Comprehensive Policy of Public Liability and Property Damage Insurance (Certificate of Insurance) of no less than \$2 million dollars **must accompany** this application form when submitted to the Village Managers Office. The Certificate must name the Village of Blacks Harbour as an additional insured.

**Safety Plan:** A written Safety Plan must accompany this application and be in place for all events requesting use of streets and Provincial Highways. The Safety Plan must include requirements as outlined in the **Special Events Procedure**.

Time of Event: (a) Start and finish of event \_\_\_\_\_

(b) (b) Including set-up and clean-up \_\_\_\_\_

Has event occurred before? If so, date: \_\_\_\_\_

Approximate number of participants/spectators: \_\_\_\_\_

Number of Vehicles and Type (e.g. cars, pick-up trucks, and commercial vehicles):

\_\_\_\_\_

Name of on-site liaison person and how to contact on site (e.g. pager # or cellular phone #). This person must have the authority to shut down the event in case of emergency or contravention of the permit conditions, and must carry a copy of the approval on his/her person throughout the event.

\_\_\_\_\_

\_\_\_\_\_

Outline your plan for notifying businesses/residents who will be affected by this special event, and when will this be complete? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are any of the following proposed for the event?

Food/Vending: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Further Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Village resources do you require (excluding your Safety Plan) in order to hold your event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Reservation of Facilities:* If the facility at a municipal park or arena, etc. is required for an event, it is the responsibility of the event organizer to book the facility through the Administrative Assistant (456-4870) and pay any applicable fee.

The organizer hereby indemnifies and agrees to indemnify and save harmless the Village of Blacks Harbour in respect to any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site/route by the organizer.

On behalf of the applicant organization, I acknowledge that I have read and understood the conditions contained in the Special Events Policy #33 and agree to comply with them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_