



APPLICATION FOR SPECIAL EVENT APPROVAL

Date of Event: _____

Name of Event: _____

Applicant Organization: _____

Contact Person: _____ Daytime Phone: _____

Mailing Address: _____ Home Phone: _____

_____ Fax Number: _____

Postal Code: _____ E-Mail: _____

Event Description: _____

Event Location: _____

Time of Event: a) start and finish of event _____

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, commercial vehicles): _____

Name of on-site liaison person and how to contact on-site (i.e. 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 City resources do you require (excluding your Safety Plan) in order to hold your event? Please be specific with these details, i.e. include numbers for items required and any other information which may be relevant:

Additional Comments:

I am the person authorized to execute documents on behalf of _____
_____(the applicant organization).

The applicant organization does hereby agree to indemnify and save harmless the City of Fredericton 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 *Guidelines for Special Events Applications* and agree to comply with them.

Signature: _____ Date: _____

NOTE: Do not forget to include the Safety Plan and the Certificate of Insurance with your completed application.