



APPLICATION FOR USE OF HISTORIC GARRISON DISTRICT



Please Note: Fredericton Tourism administrates green spaces in the Historic Garrison District (HGD) on behalf of the Province of New Brunswick, which is the jurisdictional authority in the Garrison.

Name of Organization, Group or Individual: _____

Contact Person: _____ Phone #: (w) _____

(h) _____ Fax: _____ E-Mail: _____

Address: _____ Postal Code: _____

Details of Request:

Name of Event: _____

Area Requested for Use (Barrack's Square or Officer's Square): _____

Date(s): _____ Start Time: _____ Finish Time: _____

Description/Purpose of Event: _____

Please answer the following questions about your event:

- (A) How many people do you expect for your event? _____

(B) Will admission be charged? Yes ___ No ___

(C) Will your event be licensed? Yes ___ No ___ (*If yes, you must contact the Liquor Licensing Board to obtain a liquor license*)

(D) Will any items be sold? Yes ___ No ___
- (A) Do you require additional City resources (*picnic tables, garbage cans, event bleachers, etc.*)? Yes ___ No ___

(B) If yes, have you made an application to the City Special Events Coordinator? Yes ___ No ___
- (A) Will you require the use of the outdoor stage in Officers' Square? Yes ___ No ___

(B) Will you be putting a tent up in the area? Yes ___ No ___
- (A) Do you require Power? Yes ___ No ___

(B) If yes, for what element of your event (*band, vendors, bouncing castle, etc.*)? _____
- (A) Will your participants make use of the City's public washroom facility? Yes ___ No ___

(B) Porta-potties are recommended for groups over 1000 and major licensed events.

(C) Do you require extended opening hours for the washroom facility? (*Normal hours of operation: 7:30am – 9:00pm*) Yes ___ No ___
- (A) Do you require the use of the City's Garrison Festival and Events Centre as a base for operations? (*Except for major festivals or events, the centre is not available between July 1st and September 1st*) Yes ___ No ___
- (A) Will your event have an impact on parking in the Garrison Officers' Square lot, the City Hall York Street lot or Queen Street? Yes ___ No ___

(B) If yes, what kind of impact?

(C) Will you require a portion of the parking lot gated off for your exclusive use? Yes ___ No ___ (*If yes, this must be requested separately in your application of the City's Special Event Coordinator*)
- (A) Will you have food vendors on site? Yes ___ No ___

(B) Will they require power? Yes ___ No ___

(C) Food Vendors must be licensed by the NB Department of Health

- 9. (A) Do you plan to hang banners, etc. from the balcony of the York Sunbury Museum? Yes ___ No ___
- (B) If yes, the request must be made to the York Sunbury Museum before your event.

Please provide event schedule and site plan.

Please read *Summary of Regulations for Event Permit in Historic Garrison District* provided with this application form and provide further details to demonstrate how your event meets those requirements (please attach an additional page if further explanation is required).

Once this form is complete please fax it to Fredericton Tourism at (506) 460-2474, drop it off to 11 Carleton St. or e-mail to Mary Nelson at mary.nelson@fredericton.ca

Signature of Applicant: _____ Date: _____

For Fredericton Tourism Office Use Only			
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Signature: _____	Date: _____
Notification to YSM: _____		Notification to Parking _____	Notification to Special Events Coordinator _____

Summary of Regulations for Event Permit for the Historic Garrison District

For complete regulations for use of the Historic Garrison District, which is under the *Historic Sites and Protection Act*, refer to New Brunswick Regulation 2001-34.

The "Board" means the Military Compound Board, which has provided the authority to review applications to Fredericton Tourism.

1. An Event Permit is required to hold an event in Barrack's Square or Officer's Square
2. Only the following organizations will be granted an Event Permit:
 - 2.1 Department of the Province of New Brunswick;
 - 2.2 Department of the Government of Canada;
 - 2.3 A municipality; or
 - 2.4 A non-profit organization or corporation.
3. In reviewing the application, Fredericton Tourism will consider:
 - 3.1 The nature of the event;
 - 3.2 The date and time of event;
 - 3.3 The use of amplified sound;
 - 3.4 What provision have been made for clean-up;
 - 3.5 Security arrangements;
 - 3.6 Parking;

- 3.7 Protection of adjacent property;
- 3.8 Acquisition of other necessary permits; and
- 3.9 Collection and payment of all taxes, levies or assessments.

4. Terms and Conditions:

- 4.1 All users of the Historic Garrison District are required to incorporate the Historic Garrison District name and logo into their printed and web-based promotional materials. This condition may be waived in certain circumstances.
- 4.2 If you require resources from the City (other than the Provincially-owned, City-managed green spaces themselves), you are required to make an application at least 60 days prior to the event date to the City's Special Events Coordinator.
- 4.3 All users of Garrison green spaces are required to conduct a pre-event site visit with staff from Fredericton Tourism. If City resources are involved, the City's Special Event Coordinator may also attend. This site visit will ensure your power needs can be met and that your event will not interfere with the ongoing operations of the York Sunbury Museum.
- 4.4 Garrison green spaces are provided "as is". Although City staff is available for consultations, it is the responsibility of event organizers to ensure all their technical and resource needs are planned and executed. It is wise to have technical/resource support on call. We can provide contact for technical support experienced in the Garrison, if required. Please understand that City staff cannot be expected to resolve major problems during your event.
- 4.5 An event may include an admittance fee only if the event area is enclosed and does not restrict access to buildings, attractions, or parking within the Historic Garrison District.
- 4.6 Voluntary contributions may be accepted from participants of the event only. General users of the Historic Garrison District should not be asked to contribute.
- 4.7 Fredericton Tourism may direct the event to be concluded at a specific time.
- 4.8 The Historic Garrison District (Fredericton Tourism) may require a deposit against damage or other costs.
- 4.9 Fredericton Tourism is not liable for events in the Historic Garrison District and may require applicant to obtain liability insurance for the event.
- 4.10 Vehicles are not permitted on the lawn although they may be allowed in certain circumstances.

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