



APPLICATION FOR USE OF HISTORIC GARRISON DISTRICT



Please Note: Fredericton Tourism administers green spaces in the Historic Garrison District (HGD) on behalf of the City of Fredericton and the Province of New Brunswick. You are required to make a Special Events application at least 60 working days prior to the event date to the City's Special Event Coordinator: 460-2000 or SpecialEvents@fredericton.ca.

Name of Organization, Group or Individual: _____

Is this a Registered Non-Profit Organization? [] Yes [] No Contact Person: _____

Phone #: (w) _____ (h/c) _____ Fax: _____

E-Mail: _____ Website: _____

Address: _____ Postal Code: _____

Details of Request:

Name of Event: _____

Is this primarily a fundraising event? [] Yes [] No OR Is this primarily a Cultural event? [] Yes [] No

Fundraising events, where the primary purpose is fundraising and there is no central, primary cultural, heritage or culinary component are not allowed.

Area Requested for Use (Barracks Square or Officers' Square): _____

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

Description/Purpose of Event: _____

Please answer the following questions about your event:

- 1. (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 ___
2. (A) Do you require additional City resources (picnic tables, garbage cans, event bleachers, etc.)? Yes ___ No ___
(B) If yes, have you submitted an application to the City's Special Events Coordinator? Yes ___ No ___
3. (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 ___
4. (A) Do you require power? Yes ___ No ___
(B) If yes, for what element of your event (band, vendors, bouncing castle, etc.)? _____
5. (A) Will your participants make use of the City's public washroom facility? Yes ___ No ___
(B) Do you require extended opening hours for the washroom facility?
(Normal hours of operation: 10am - 9:00pm) Yes ___ No ___
(C) Porta-potties are recommended for groups over 1000 and major licensed events.
6. (A) Do you require the use of the City's Garrison Festival and Events Centre in Officers' Square as a base for operations? (Except for major festivals or events, the centre is not available between July 1st and September 1st)

Yes ___ No ___

- 7. (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)
- 8. (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 Fredericton Region Museum? Yes ___ No ___
 (B) If yes, the request must be submitted for approval to the Fredericton Region 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 Karen Miller at Karen.miller@fredericton.ca

Signature of Applicant: _____ Date: _____

For Fredericton Tourism Office Use Only

Approved Not Approved Signature: _____ Date: _____

Event Organizer 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 Barracks Square or Officers' 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;
 - 3.9 Collection and payment of all taxes, levies or assessments; and
 - 3.10 Preference is given to events of a cultural nature
 - 3.11 Fundraising events, where the primary purpose is fundraising must contain a central, primary cultural, heritage or culinary component.
 - 3.12 Political rallies, protests, demonstrations, gatherings
 - 3.13 Social movement rallies, protests, demonstrations, gatherings
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 **You are required to make a Special Events application at least 60 working days prior to the event date to the City's Special Event Coordinator: 460-2000 or SpecialEvents@fredericton.ca.**
 - 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 operation of the Fredericton Region Museum and regularly scheduled programming.
 - 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. Calling out City staff after 4:30 p.m. and on weekends which results in an on-site visit to your event will result in a minimum four (4) hour call-out fee. A minimum flat rate of \$100 will be charged back to your organization (per staff person called out), if City staff are on site for four (4) hours or less; \$25.00 per hour if staff remain on site longer than four (4) hours.
 - 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 and events of a direct fundraising nature will not be approved.
 - 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 Event organizers may be invoiced for infrastructure maintenance following your event, including repairs to grass and ground conditions

- 4.10 Fredericton Tourism is not liable for events in the Historic Garrison District and may require applicant to obtain liability insurance for the event.
- 4.11 Vehicles are not permitted on the lawn although they may be allowed in certain circumstances with the prior approval of Fredericton Tourism.
- 5. All groups are responsible for garbage removal following their event, including fees for dumpster(s) rentals and removals. Arrangements for garbage collection and removal are the responsibility of the event organizer.**
- 6. Events of a political or social movement nature will not be permitted; including rallies, demonstrations, protests, and public awareness campaigns.
- 7. The City of Fredericton Tourism department follows the New Brunswick Installation and Inspection Act #85-578 and Regulation # 84-165 and the Current edition of the Canadian Electrical Code. In particular, the guidelines for electrical work and usage by non-professionals. The City of Fredericton will grant access to basic electrical panels (mobile unit), and the larger electrical box in which breakers are stored, to all festivals and user groups without specialized training. All electrical requirements for wired-in connections require a licensed, Electrical Contractor employing qualified electricians.

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