

Application for a New Festival or Special Event

- This form is for proposing a new festival or special event for Port Moody.
- Please review the City's *Festival and Special Event Handbook* and *Sustainable Events Policy* prior to submitting your application.
- Applications are due a minimum of three (3) months prior to requested date.

Applicant Information:

The "Presenter" is an individual, community organization, or company that has overall responsibility for the special event or festival ("event") management duties.

Presenter (organization or individual):

Contact Person: Email:

Phone: Cell:

Mailing Address:

Website:

This event is being organized by:

Registered non-profit Registration Number:

Private/Commercial/Business

Individual or group of individuals

Other Please specify:

The "Event Coordinator" is the point person for the event and the primary contact between your organization (the Presenter) and the City of Port Moody (the City), and is the onsite contact during the event.

Primary Event Coordinator: Email:

Phone: Cell:

Alt. Event Coordinator: Email:

Phone: Cell:

Event Details:

Name of the event:

Type of event:

- Cultural/Community Event
 Run/Walk
 Multi-Sport/Fitness
 Other

If other, please specify:

What is the primary purpose of the event?

- Community Celebration
 Fundraising
 Revenue Generation
 Promotional

This event is:

- Free to the Public
 Paid Entry
 Entry by Donation

Expected number of participants: Overall: Peak:

Desired Frequency:

- Annual Event
 One-Time Event

Desired Date(s), Location(s), and Times:

Date	Location	Set-Up		Event		Clean-Up	
		Start	End	Start	End	Start	End

Describe the portion(s) of the location you wish to use or the route your event will take. For events at Rocky Point Park, please specify if you are requesting use of open grass area, PCT Performance Stage, and/or the picnic shelter. Please attach a preliminary site plan or map.

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Event Details continued

Please provide a detailed description of your proposed event:

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Describe the objective of the event:

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Why have you chosen Port Moody as the location to host your event?

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Event Details continued

Please provide a timeline of key activities including set-up, the event itself, and clean-up.

Please complete the table or provide a separate schedule.

Date	Time	Activity Details

Please indicate if your event will include any of the following and provide details:

- | | |
|---|---|
| <input type="checkbox"/> Temporary structures (i.e., tents) | <input type="checkbox"/> Amplified sound (music or announcements) |
| <input type="checkbox"/> Sales of any kind (i.e., vendors) | <input type="checkbox"/> Fundraising activities |
| <input type="checkbox"/> Food-specific vendors | <input type="checkbox"/> Alcohol (i.e., beer garden) |

Please provide details:

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Event Details continued

List public safety considerations and/or event content that the City should be made aware of:

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City Support

Some City support may be available for certain aspects of your event on a cost recovery basis. This support may include waste management (rental of bins, removal and disposal of waste, etc), Parks staff time, and additional site preparations (e.g., additional landscaping or cleaning).

Please list areas where you are considering requesting City support (please note that the City does not have tables, chairs, or tents available for loan or rent).

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Qualifying groups may apply to Council for City support in the form of fee waivers, in-kind support, and/or financial grants. Please refer to the *Festival and Special Event Assistance Program* on the City website for further information. If you are planning to request support through this program, please indicate your intention below and submit a copy of the *Application for Support – Festival and Special Event Assistance Program* with this application. You will have the opportunity to revise the details of the support requested after discussing your event with staff. Please note that you will be required to present your request to Council at a Committee of the Whole meeting.

Are you requesting support for your event through the Festival and Special Event Assistance Program? Yes No

Please Note: If you are requesting in-kind support or funding from the City through the Festival and Special Event Assistance Program, please submit your application no later than six (6) months prior to the requested date(s) of your event.

PRESENTER RESPONSIBILITIES

- Assume responsibility for planning, organizing, leading, and controlling the event;
- Assume responsibility for ensuring that the proposed location or route is suitable and appropriate for the planned activity;
- Obtain all necessary municipal, provincial, and federal permits;
- Provide the City with all necessary documentation by the required deadlines;
- Take responsibility for safety and incident reporting and recording;
- Abide by all municipal bylaws; and
- Promptly pay all licensing, SOCAN, and performance fees.

INSURANCE

The City requires that the organizer have a Five Million Dollar (\$5,000,000) liability insurance policy in place, naming the City as additional insured. The policy must cover all activities taking place at the event and may not list any exclusions relating to activities being presented as part of the event. The policy must be in place from the first day of set-up to the last day of clean-up.

If any alcohol is being served at the event (such as a beer garden or vendor tasting), the insurance policy must include host liquor liability.

The City of Port Moody reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).

Initial

..... I have read and understand the responsibilities assumed by me as the Presenter.

..... I have read and understand the insurance requirements.

..... I have read and understand the City's *Festival and Special Event Handbook*.

..... I have read and understand the City's *Sustainable Event Policy*.

INDEMNIFICATION

The Presenter is required to hold and save harmless the City of Port Moody for all losses including bodily injury, death, and property damage arising out of the event.

By signing below, the Presenter agrees to indemnify and hold the City of Port Moody and its respective officers, employees, agents, and elected officials harmless from and against any and all actions, causes of action, claims, losses, debts, or demands as may be made at any time hereafter in respect of any negligent acts or omissions of the Presenter in the carrying out or intended carrying out of the festival/special event as detailed in this application.

Presenter (organization or individual):

Signatory Name: Date:

Signature:

Unsigned applications will not be accepted.

A full review of your application may take up to four weeks.

Submit your completed application to Aysha Martin, Parks Events Assistant.

amartin@portmoody.ca or 604-469-4669.

The personal information collected on this form is collected, used, retained, disclosed, and disposed of in accordance with the *Freedom of Information and Protection of Privacy Act*. Should you have any questions or concerns about the collection of your personal information, please contact the Information and Privacy Coordinator at 604-469-4571 or foi@portmoody.ca.

For internal use only

Application received on:

Divisional review and approval of application

Date:

Delegation and Council approval
required:

Yes No

Target meeting date:

Date:

Division	Required	Reviewed
Building, Bylaw, and Licensing		
Communications		
Cultural Services		
Facilities		
Fire-Rescue		
Parks		
Environment		
Police		
Operations		
Recreation		
Solid Waste and Recycling		

Event approved: Yes No (provide reason if not approved)

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Date:

Signature: