

## Application for an Existing Festival or Special Event

- This form is for requesting dates and approval for an existing festival or special event in 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.

Name of the event: .....

### **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: .....

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:

This event is:

☐ Free to the Public

☐ Paid Entry

☐ Entry by Donation

Expected number of participants: Overall: ..... Peak: .....

Schedule of Activities:

| Date | Location | Time | Activity Details |
|------|----------|------|------------------|
|      |          |      |                  |
|      |          |      |                  |
|      |          |      |                  |
|      |          |      |                  |
|      |          |      |                  |
|      |          |      |                  |

Describe how your event is changing from the last time it was presented:

(Has the location changed? Larger/smaller footprint? New activities?)

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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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### **Waste Management:**

A detailed waste management plan, conforming to the City's Sustainable Events Policy, will be required prior to approval of your event. The waste management plan may be submitted at a later date. Should you have any details on how you will manage waste, please include them now.

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## 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 (4) weeks.***

Submit your completed application to [events@portmoody.ca](mailto:events@portmoody.ca)

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](mailto: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: .....