



Development Services Department
 424 3rd Avenue West
 Prince Rupert, BC V8J 1L7
 Phone: (250) 627 0946 Fax: (250) 627 0979
 Email: customer.service@princerupert.ca

APPLICATION TO HOLD A SPECIAL EVENT ON CITY PROPERTY

Permit No. _____

Office Use Only

Address of City Property: _____

Event Date: _____

Time(s): _____

Anticipated Attendance: _____

Purpose of this Event: _____

Name of Applicant: _____

Contact Person Managing this Event: _____

Phone Number: _____ Email Address: _____

Organization / Position / Title: _____

Included in this event will be:	YES	NO
Alcoholic Beverages	○	○
Food Preparation	○	○
Merchandise or Food Selling	○	○
Temporary Structures (stages, tents, etc.)	○	○
Entertainment	○	○
Amplified Music / Speeches	○	○

Details of this Event:

The applicant agrees to conform to all Bylaws of the City of Prince Rupert presently in force and to such special conditions, restrictions and regulations as contained in the attached schedule **and to such further special conditions as may be imposed by the Director of Operations**. The applicant further agrees to save harmless the City of Prince Rupert against all manner of actions, claims, debts, judgments, costs and expenses of any kind whatsoever which may be made against the City in consequence of and incidental to the granting of a Special Events Permit.

 Applicant Signature

 Date

FOR OFFICE USE ONLY

REQUIRED:	YES	NO	NOTES
\$2,000,000 Liability Insurance?	<input type="radio"/>	<input type="radio"/>	_____
Security or Clean Up Deposit?	<input type="radio"/>	<input type="radio"/>	_____
Power?	<input type="radio"/>	<input type="radio"/>	_____
Water?	<input type="radio"/>	<input type="radio"/>	_____
Lighting?	<input type="radio"/>	<input type="radio"/>	_____
Garbage Cans?	<input type="radio"/>	<input type="radio"/>	_____
Extra Servicing to port-a-potties?	<input type="radio"/>	<input type="radio"/>	_____

Department Contacted:	Sent to:	Comments:
Administration	_____	_____
Development Services	_____	_____
Engineering	_____	_____
Operations (Public Works)	_____	_____
Fire Department	_____	_____
RCMP	_____	_____
Museum of Northern BC	_____	_____

Application Approved? YES NO

Conditions to the application:

Venue site must be left clean and free of debris. Any damage must be reported **immediately** to the Development Services Department.

Issued Permit No.

Approved by:

Concerns:

Notified: Date:

Time:
