



CITY OF PRINCE RUPERT
Development Services Department
 424 3rd Avenue West
 Prince Rupert, BC, V8J 1L7
Phone: (250) 627- 0960 **Fax:** (250) 627- 0979

APPLICATION TO HOLD A SPECIAL EVENT ON CITY PROPERTY

Office Use Only

Permit No. _____

Address of City Property: _____

Event Date: _____

Time(s): _____

Anticipated Attendance: _____

Purpose of this Event: _____

Name of Applicant: _____

Contact Person Managing this event:

(NAME)

(ORGANIZATION/POSITION/TITLE)

(CONTACT PHONE NUMBERS)

(EMAIL ADDRESS)

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, judgements, 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		NOTES
	YES	NO	
\$2,000,000. Liability Insurance?	_____	_____	_____
Security or Clean Up Deposit?	_____	_____	_____
Power	_____	_____	_____
Water?	_____	_____	_____
Lighting?	_____	_____	_____
Garbage Cans?	_____	_____	_____
Extra Servicing to port-a-potties?	_____	_____	_____

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

Application Approved? YES NO

Conditions to the application:

Sight must be left clean and free of debris. Any damage must be reported **immediately** to the Development Services Dept.

_____ Issued Permit No.

_____ Approved by:

Concerns:		
Notified	Date: _____	Time: _____