



Development Services
424 3rd Avenue West
Prince Rupert, BC, V8J 1L7
Phone: (250) 627 0950 **Fax:** (250) 627 0979
Email: Engineering.Requests@princerupert.ca

APPLICATION TO HOLD A SPECIAL EVENT ON CITY PROPERTY

Date Received:	Permit No. SEP-	
Address of City Property:		
Event Date(s):	Start Time:	End Time:
Purpose of this Event:		
Name of Applicant:	Organization:	
Phone Number:	Alternate Phone:	
Email Address:		
Person Managing the Event (if other than above):	Position or Title for Organization:	
Phone Number:	Alternate Phone:	
Email Address:		

Included in this event will be:	YES	NO
Alcoholic Beverages	☐	☐
Food Preparation (will require Northern Health certificate to be submitted with this application)	☐	☐
Merchandise or Food Selling (will require Business Licence/s)	☐	☐
Temporary Structures (stages, tents, etc.)	☐	☐
Entertainment	☐	☐
Amplified Music / Speeches	☐	☐

Other Details of this Event (please include aerial map of the location):

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.

By typing my name below, I agree that this form of electronic signature has the same legal force and effect as a manual signature.

Applicant Signature

Date

REQUIRED:	YES	NO	NOTES
\$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		
Cow Bay Marina		
Development Services		
Engineering		
Operations (Public Works)		
Facilities & Maintenance Manager		
Fire Department		
RCMP		
Recreation		
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.

Approved by: _____

Date: _____

Concerns:

Notified: Date: _____ Time: _____