

Application for Special Event Organizer Licence

Date Received:		Licence Number:	
A. Type of Licence: Special Event Organizer			
<input type="checkbox"/> Individual		<input type="checkbox"/> Company _____	
B. Event Requirements			
APPLICATION , DOCUMENTS AND FEES <u>MUST BE SUBMITTED TWO (2) WEEKS</u> PRIOR TO THE EVENT FOR PROCESSING			
The following original documents must be included with this application:			
<input type="checkbox"/> Written permission from the Director of Recreation and Culture or his designate (Town Sponsored Special Event)			
<input type="checkbox"/> Written permission from the charitable or not for profit organization (Community Event)			
<input type="checkbox"/> List of Vendors (attached)			
For each Vendor:			
<input type="checkbox"/> Certificate of General Liability Insurance in the amount of two million dollars (\$2,000,000)			
<input type="checkbox"/> Certificate of Automobile Insurance in the amount of two million dollars (\$2,000,000.00) (if applicable)			
<input type="checkbox"/> Fee			
C. Special Event Organizer Information			
Last name:		First name:	Company:
Street address:		Unit number:	Lot/con:
Municipality:	Postal code:	Province:	e-mail:
Telephone number: () ()	Fax () ()		Cell number () ()
D. Special Event Information			
Event Name:		Event Date: _____ to _____	
Street address:			
Municipality:	Postal code:	Province:	e-mail:
Day/Days of Event Contact Information	Name:		Cell number () ()
E. Declaration of Applicant			
I _____ certify that:			
(print name)			
1. The information contained in this application, and other attached documentation is true to the best of my knowledge.			
2. I have authority to bind the corporation or partnership (if applicable).			
Date		Signature of Applicant	
F. Fees			
Special Event Licence Fee: \$78.00 per vendor			
For Office Use Only			
# of Vendors _____ X \$ _____ fee per vendor = \$ _____ TOTAL special event licence fee			
Date:		Approved by:	
Account number:			

