



**FORM B - APPLICATION FOR RECURRING SPECIAL EVENT**

*Please Print*

Name of the Event : \_\_\_\_\_ Date Submitted : \_\_\_\_\_

Type of Event : \_\_\_\_\_ (funfest, festival, parade, concert, hike, etc...)

Location of Event : \_\_\_\_\_

Resources / Activities

\_\_\_\_\_ Street Closure

\_\_\_\_\_ Excessive Sound

\_\_\_\_\_ Tents / Inflatables

\_\_\_\_\_ Food Vendors

\_\_\_\_\_ Alcohol / Beer Garden

\_\_\_\_\_ Lottery / Fundraiser

\_\_\_\_\_ Electrical Access

\_\_\_\_\_ Fireworks / PyroTechnics

\* Updated Site Map : Please Attach or Draw on the back of your application form

\* Permission Obtained for use of Land : \_\_\_\_\_ (letter from registered land owner)

Event Set-up Date and Time : \_\_\_\_\_

Event Operational Date(s) and Time : \_\_\_\_\_

\* Attach Updated Program : \_\_\_\_\_

Event Tear-Down and Clean up : \_\_\_\_\_

Projected Attendance : \_\_\_\_\_

Request for Support : \_\_\_\_\_

Request for Notice of Exemption for Noise Bylaw : \_\_\_\_\_

Will Alcohol be served? : \_\_\_\_\_

Have RCMP been updated for your event? : \_\_\_\_\_

Has the local Fire Department been updated? : \_\_\_\_\_

Will First Aid be on site? : \_\_\_\_\_

Please identify in which of the following ways your event benefits our Community

\_\_\_\_\_ Event is operated by or for a non-profit/ charitable organization

\_\_\_\_\_ Event is a fund raiser for a local cause

\_\_\_\_\_ Event is intended to attract visitors to Richmond County

\_\_\_\_\_ Event is inclusive, accessible and available to the Community at Large

\_\_\_\_\_ The Event contributes to the Enhanced Quality of Life in Richmond County

Contact Person : \_\_\_\_\_ Phone \_\_\_\_\_ Other \_\_\_\_\_

Alternate : \_\_\_\_\_ Phone \_\_\_\_\_ Other \_\_\_\_\_

\* Attach proof of current insurance for this year's event

\* Submit deposit to Clerk : \_\_\_\_\_

#### SITE PLAN

\_\_\_\_\_ I have read and Understand the Special Event Bylaw for the County of Richmond

Signature of Applicant \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Clerk \_\_\_\_\_