



**Application for Approval of Special Event**

Submission of this application does not, in any way, guarantee approval of your event. Late or incomplete applications may not be considered.

**Event Information**

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

Set Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Take Down Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Type: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Event Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Activities: \_\_\_\_\_

**Applicant Information**

Main Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Requested Venue: \_\_\_\_\_

**Applicant Request**

Services/Premises requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Documentation & Permits**

Please select all that will be submitted with your event application.

Site Map

Temporary Food Permit

Special Event Insurance

Music License

Security Plan

Movie License

Business License(s)

Liquor Special Event Permit