

SCHEDULE 'A'

SPECIAL EVENT LICENCE APPLICATION FORM

PLEASE SUBMIT LICENCE APPLICATION TO THE MANAGER OF CORPORATE ADMINISTRATION

The City of Courtenay Special Events Regulation Bylaw No. 2396, 2005 prohibits the holding of a Special Event without a licence under that bylaw. This form must be completed fully and submitted to the City of Courtenay in order to obtain a Special Event licence. A licence is considered to contain all provisions of Special Events Regulation Bylaw No. 2396, 2005 as licence conditions which must be complied with by the applicant. By taking out a licence, the applicant contractually agrees with the City of Courtenay to comply with those conditions.

1. Name of event: _____
2. Location of event including street address: _____

3. Nature of event: _____
4. Estimated attendance: _____ Admission Charges: _____ YES _____ NO
5. Dates of event: _____
6. Hours of each day event is held: _____
7. Full name and address of applicant: _____

8. Telephone Number of applicant or contact person: _____
Fax number: _____
9. Full names and telephone number of any affiliated organizations and sponsors:

SCHEDULE 'A' CONTINUED

10. Describe fully, arrangements for the following, as applicable:

a) Potable water: _____

b) Sanitary facilities: _____

c) Waste collection and removal: _____

d) Food and drink storage, dispensing
preparation and use: _____

e) Off street parking of motor
vehicles as that term is defined
in the Highway Act: _____

f) Policing and other necessary
security on and around the site: _____

g) Traffic control in and around
the site: _____

11. Public Liability Insurance Documents Attached

- Yes
- No

SCHEDULE 'A' CONTINUED

12. Consent of the registered owner of the land for the holding of the Special Event if applicable:

- Not Required
- Yes, see below

The registered owner (s) of the land described above hereby consent to the holding of the above Special Event:

Owner (s) Name and Signature

Witness Name and Signature

Owner (s) Name and Signature

Witness Name and Signature

Your application will not be considered complete and a Special Events Licence will not be issued until you have supplied the following written approvals. Please check the appropriate box to indicate approvals are attached to your application.

- Medical Health Officer or their delegate**
- Courtenay Fire Department**
- Comox Valley RCMP Detachment**
- City of Courtenay Director of Regulatory and Property Services**
- Written approval from the City of Courtenay Director of Operational Services**
- Performance Bond (where required)**
- Public Special Occasion Liquor Licence Request (if applicable)**

By signing below, the applicant agrees to conform to City of Courtenay Special Events Regulation Bylaw No. 2396, 2005 including being solely responsible to pay all policing, site restoration and any other costs and agrees to release, indemnify and save harmless the City of Courtenay, its elected and appointed officers and employees from and against all claims, actions, causes of action, suits, demands, expenses, fees or fines arising from the holding of the Special Events.

Applicant Name and Signature

Witness Name and Signature

Applicant Name and Signature

Witness Name and Signature

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used for the purpose of responding to your request.