

Event Notification & Permit Application

Special Event Notification & Permit Application

Event Organizer Information	
Organization Name	Organization Website
Organization Address	
Primary Contact	Title of Primary Contact
Email of Primary Contact	Phone Number

Event Information -- Demographics	
Name of the Event	Date of the Event
Start Time	End Time
Start of Set Up	End of Take Down
Public Land or Private Land (circle one)	
Location of the Event (be specific)	Venue for the Event (if applicable)
Expected Attendance Total	Expected Attendance Daily
Expected Attendance (Participants)	Expected Attendance (Spectators)
Category of Event (Check all that apply) Sport Music Political Other	If "Other," please specify
Describe Your Event	

Event Information - Hazard & Risk Identification	
Identify Potential Stakeholder Concerns (Check all that apply) Amplified Sound Crowd Management Impact on Local Police & Fire Services Impact on Local Hospitals Noise from Crowd Parking Restrictions Road Closures Sanitation & Garbage Management Smoking	Identify Potential Hazards and Risks (Check all that apply) Access and Egress for Site Alcohol Service Onsite Amusement Rides Bodies of Water Overnight Camping Extreme Weather Fireworks Food Services Lack of Shade or Shelter Live Animals Motorized Off Road Vehicles Open Fires Protesters Present Recreational Drug Use Temporary Structures Tiered Seating/Bleachers
Other potential issues of concern:	

Event Information - Hazard & Risk Mitigation	
Alcohol Permit in Place	
Building Permit in Place	
Crowd Management Plan - Access and Egress	
Environmental Footprint Reduction	
Festival Health/Harm Reduction Services Onsite	
Fire Department Consultation	
Gate Searches	
Health Messaging on Event Website	
Health Services Consultation (Local Hospital)	
Medical Services Onsite	
Onsite Medical	
Police Services Onsite	
Potable Water Accessible Onsite	
Public Health Consultation	
Sanitation - Number of Toilets per Attendees	
Separation of Vehicles and Pedestrians	
Traffic Management Plan	
Respect for Noise Bylaw	
Respect for Venue Capacity	
Security Services Onsite	
Stakeholder Consultation	
Vendor Oversight	
Other (Specify)	