



Guidelines for Special Event Applications

Special events which require municipal resources, the use of a Town facility, or take place on Town property or the public right-of-way require the approval of the Parks & Facilities Manager. In certain circumstances approval may be needed by the Director of Community Services and/or Town Council.

Application Forms

Application forms for Special Events being held on Municipal property are available at Town Hall, 12 Landing Court or on the Town's website www.quispamsis.ca.

Questions regarding the approval of special events may be directed to the Parks & Facilities Manager at (506) 849-5735, by fax (506) 849-5799 or by e-mail at bbrown@quispamsis.ca.

Applications must be completed, signed by an authorized representative and submitted at least thirty (30) days in advance of the event to ensure adequate time for review, consideration and availability of municipal resources.

Forms may be submitted by mail to:

Barry Brown
Parks and Facilities Manager
Community Services Department
Town of Quispamsis
P.O. Box 21085
Quispamsis, NB E2E 4Z4

or by fax to: (506) 849-5799

or by e-mail to:
bbrown@quispamsis.ca

Facilities

If an event requires the exclusive use of a municipal facility, the event organizer must reserve the facility through the Town of Quispamsis Parks & Facilities Department (506) 849-5505 and pay the applicable fees.

The rental fee for the facility must be paid at least three (3) weeks in advance of the event date. The applicant must pay a damage deposit in the amount of two hundred dollars (\$200) and sign the Facility Rental Agreement to secure the facility. The damage deposit required could be set higher depending on the duration and type of event being held. The damage deposit is refunded to the applicant five (5) business days after the rental date, provided no damage has occurred and the site is cleaned to the satisfaction of the Community Services Department.

Failure to comply with the requirement to clean the site within your rental timeframe will result in the forfeiture of the damage deposit. In addition, such failure may eliminate applicants from consideration for future events.

Cancellation

In order to cancel a booking and obtain a refund of monies paid, notice must be given to the Quispamsis Town Hall at least ten (10) business days before the rental date. Otherwise, the rental fee will be forfeited, and only the damage deposit will be refunded.

The Town of Quispamsis reserves the right to cancel an event up to and including the

day of the event, or at any time during the event.

Organizers must designate and provide the name of, an on-site individual who has the authority to intervene with and/or stop the event if necessary at any time during the event.

Special Occasion Permit (Alcohol)

In order to sell, serve or allow liquor to be at your event you are required to obtain a liquor license. Applications for the Special Occasion Permit must be received by the Licensing Services, Safety Services Division, Department of Public Safety, at least 15 days prior to the proposed date of the event.

For more information call the Department of Public Safety at (506) 453-7472.

Event Supervision

An On-site Event Supervisor must be appointed and is responsible for coordinating set-up and clean-up details. The Event Organizer is responsible for leaving the area clean and litter-free and is responsible for any property damage that may occur during the event.

The on-site liaison must have the authority to shut down the event in case of emergency or contravention of the permit conditions, and must carry a copy of the approval on his/her person throughout the event.

Safety Plan

In all instances a written safety plan must accompany the special event application form and must include the following information:

- a) The resources (people/equipment) which will be committed to implement the plan;
- b) A traffic control plan including provision for emergency vehicle access, the location of barricades and/or other traffic control devices; the traffic control plan must take into consideration the Public Transit schedule;
- c) An appropriate plan to maintain communication amongst on-site personnel, as well as designating an on-site individual who has the authority to intervene in the event; and
- d) Proof of Fire Department approval for fire safety elements such as, but not limited to, fireworks, tents, and heaters.

Director of Community Services may require the provision of qualified security personnel for an event, the cost of which is borne by the event organizer.

Use of municipal streets or rights-of-way impact on the transportation system and events requiring their use must follow the normal flow of traffic and allow for the passage of emergency vehicles. Some exceptions may apply, however these must be approved by the Engineering and Public Works Department.

Insurance

Event organizers must provide a Certificate of Insurance showing proof of a Comprehensive Policy of Public Liability and Property Damage insurance of no less than two million dollars (\$2,000,000).

The Certificate of Insurance must name the Town of Quispamsis as an additional insured with respect to the event.

Vehicle and Roadway Access

Vehicles are prohibited from driving on pathways, park service roads, or open space without written permission. In the case of residential roadways being blocked off, it is the responsibility of the applicants to provide written notice to all residents affected.

Any request for the use of or closure of a Provincial Highway is subject to the approval of the Minister of Transportation for the Province of New Brunswick.

Access to businesses, residences and churches must be maintained. The event organizer is responsible for notifying residents and/or merchants who may be affected by the special event prior to the event date.

The event organizer is responsible for informing the general public and KV Police Force of any street closures or transportation restrictions, or other impact on non-participants.

The event organizer may wish to utilize local media for this notification, i.e. newspaper, radio and television advertisements.

Site Maps

Maps detailing the specific locations of tents, washrooms, stages, food services, seating, fencing, vehicles, etc. are required. Include a description of activities and the locations with your original application.

If parking is required for your event you should note this on your site map. Please

provide the number of anticipated vehicles and type (example: cars, commercial vehicles, buses, etc.).

Races/Parade/Roadway Maps

Maps detailing race/walk/parade routes, all roadway closures or use, and the assembly and dispersal areas identified. Include street names, dates and times, etc.). Please attach a description and route map with your original application.

General Conditions

The site/route will not be used for any other purpose other than that which is stated in the approval provided to the event organizer.

The event organizer is responsible for participant conduct.

The event organizer is responsible for ensuring the cleanliness of the site/route both during and following the event.

Any food services, portable toilets or sewage pump-out facilities require the approval of the Department of Health & Community Services of the Province of New Brunswick.