



## Special Events Application

Event Information

**SECTION 1**

**To be completed a minimum of 60 business days prior to the event. It is the responsibility of the applicant to secure their event location and review this application in its entirety.**

Name of Event \_\_\_\_\_

Location (i.e., park, playground, road) \_\_\_\_\_

Description of Event:

Block Party/Play Streets

Parade/Procession

Concert/Festival

Community Fireworks

Competition

Run/Walk

Media (film, TV, commercial, photo shoot)

Other (Specify) \_\_\_\_\_

Event Start Date \_\_\_\_\_

Event End Date \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

Set Up Date & \_\_\_\_\_  
Time

Take Down Date & \_\_\_\_\_  
Time

Event Rain Date \_\_\_\_\_

Is there an admission fee to the event?                      Yes                      No

**The City of St. John's Parks Bylaw prohibits the exchange of money in City Parks. No person shall sell or offer for sale in a park any commodity or thing, and no person shall solicit or collect any money in a park. This applies to the sale of food & beverages, admission fees for entertainment, events, or activities, etc.**

Total expected attendance, at one time \_\_\_\_\_

Total expected attendance, throughout event \_\_\_\_\_



NEWFOUNDLAND AND LABRADOR, CANADA

**Corporate/Organization Information (If applicable)**

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Website \_\_\_\_\_

**Main Contact**

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**Event Day Contact**

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Traffic & Parking**

Does your event require the closure of roads, partial lane reduction, or sidewalk closure? Yes      No

If yes, the submission of a traffic plan with this application is required. The traffic plan is to include:

- The route, outlining all closures (including start and end time for each closure).
- Identification of where all barricades will be placed for closure.
- The number of volunteers/security/marshals and their exact location.

Does your event require the rental of parking spaces? Yes      No

**St. John's Regional Fire Department**

Will your event utilize:

Fireworks/Pyrotechnics Yes      No

Controlled Explosions Yes      No

Your event may be required to complete an Event Emergency Plan; if so a template for this plan will be provided to you.

**NL Liquor Corporation**

Will your event provide alcohol? Yes      No

If yes, organizer must submit a [Special Event Liquor License Application](#)

**Parks**

For events being held in a City Park, do you require additional equipment (i.e., garbage containers)? Yes      No

- Garbage collection and removal is the responsibility of the event organizer. The use of recycling stations is strongly encouraged.

If your event is being held in a City park, will you require vehicle access for equipment drop off/pick up? Yes      No

- Vehicle access requests are not guaranteed.

If yes, please indicate approximate times \_\_\_\_\_

**Royal Newfoundland Constabulary**

Does your event require a police escort or a police presence? Yes      No

- Provision is subject to availability. Fees may be associated and are imposed by the RNC. If yes, please describe your request including the number of officers, their role and the requested arrival and departure time:

Does your event require traffic control at signalized intersections? Yes      No

**Service NL- Environment Health**

Will food be available to participants/public during your event? Yes      No

Will food vendors be used? Yes      No

If yes, please list all vendors:

The organizer is responsible for ensuring all vendors are licensed under the City of St. John’s and/or Service NL.

Please visit the [Service NL](#) website to access information on Temporary Food Application and public health (i.e. handwashing and portable washroom requirements).

**Medical Coverage**

Will medical coverage be provided by a First Aid Agency? Yes  No

If yes, please provide the name of the First Aid Agency \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact Number \_\_\_\_\_

If no, will you have volunteers/staff certified in First Aid? Yes  No

Quantity of volunteers/staff providing first aid \_\_\_\_\_

**Security**

Will your event utilize security? Yes  No

If yes, what type?  Security Company  Volunteer Security

Security Company name, if applicable \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact Number \_\_\_\_\_

**Audio/Visual**

Will your event utilize a sound amplification system? Yes  No

Please refer to the City of St. John's website for [Noise By-Law](#)

Are you requesting an extension to the City of St. John's Noise By-Law? Yes  No

If yes, to what time? \_\_\_\_\_

**Third Party Vendors**

**SECTION 4**

Will your event utilize third-party vendors? Yes  No

- Examples of third-party vendors include tent provider, bouncy castle provider, caterer, audio/visual provider, portable washroom provider, etc.

If yes, please list all third-party vendors:

**Temporary Structures**

**SECTION 5**

Will your event utilize a generator? Yes  No

If yes, what is the size (wattage) \_\_\_\_\_

Will your event utilize any of the following temporary structures? (i.e., bouncy castles/archway)

Bleachers  Tent(s)  Stage(s)  Fencing  Inflatables

If your event will utilize a tent(s) and/or stage(s), please provide detail on quantity and size:

If your event will utilize any of the temporary structures listed above, a site plan indicating the proposed layout of the structures is required with this application.

Certain structures may require the provision of more detailed technical specifications, as well as a certification by a Professional Engineer, certified in Newfoundland Labrador. This will be discussed upon application review.

**Insurance Requirements**

**SECTION 6**

At least 10 days prior to the event, the Organizer must provide proof that they have obtained a Commercial General Liability Insurance Policy in relation to the special event with limits of not less than **TWO MILLION DOLLARS (\$2,000,000.00)** inclusive per occurrence for bodily injury, death, and damage to property, including loss of use thereof. The Policy must be in the name of the Organizer and must name the City as an additional insured. The Policy must include coverage for Cross Liability and shall contain an endorsement to provide the City with thirty (30) days written notice of cancellation or material change that would diminish coverage.

**Additional Requirements**

- If your event is a film, commercial or photo shoot, certificate of insurance must also show Advertising Liability.
- If your event is a road race or higher risk activity, certificate of insurance must also show Participant Coverage.
- If you are providing food as part of your event, certificate of insurance must also show Products and Completed Operations.
- If you are providing liquor as part of your event, certificate of insurance must also show Host Liquor Liability.

If fireworks or pyrotechnics are part of your event, the same requirements as above must show on the certificate of insurance. As well, the certificate must include fireworks or pyrotechnics as an insured activity and the limits of the General Liability Insurance Policy must be increased to not less than **FIVE MILLION DOLLARS (\$5,000,000.00)** inclusive per occurrence.

The City of St. John’s offers insurance coverage, at a fee, for non-profit organizations and individuals who do not otherwise carry insurance. Insurance coverage is not available for events including fireworks.

**Do you wish to apply for insurance coverage under the City of St. John's Special Events insurance policy?**

**Yes**

**No**

Upon submission of the Special Event Application, the organizer agrees to the following:

- Ensure the physical setting is kept safe for participants and the general public attending the event.
- Take immediate and decisive action, if I/the Organization become aware of a situation that could lead to injury or property damage.
- Take immediate and decisive action to prevent participants and general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident, I/the Organization will follow the ‘Incident Reporting Procedures’ below. An incident includes bodily injury to participant, myself, the public or damage to City owned property or third party property:
  - Call 911, Police, Ambulance, Fire etc., when assistance is required
  - Within the next working day advise the following City of St. John’s representative: [specialevents@stjohns.ca](mailto:specialevents@stjohns.ca), Cooperate with City of St. John’s staff, police, investigating authorities and the insurance companies involved.
- Use City of St. John’s facilities and equipment provided to me/the Organization, if applicable, in a manner consistent with its intended use and application.
- Abide by the by-laws, rules and regulations, policy and procedures of the City of St. John’s.
- I/the Organization understand that the approval of this special event in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct myself/the Organization in a manner that does not contravene any Federal, Provincial or Municipal law.

**Consent to Collection, Use and Disclosure of Personal and Other Information**

Personal information on this form is collected for the purposes of administration, management and enforcement of the City’s special events permits and applications. Personal information along with other information provided with this application will be shared among authorized Special Event Regulatory Committee members for the purposes of administering and managing who have input or an interest in the special event.

**Agreement to Indemnify and Hold Harmless**

Upon signing the application, the applicant agrees to save harmless and indemnify the City of St. John's and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the City and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the special event described in this application or anything pertaining to the Special Events Permit should one be required and granted.

**Release of Waiver of Liability**

Upon signing the application, the applicant hereby releases, waives and forever discharges the City and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the City may be responsible in respect of the conduct of the said event.

I certify that I have read this entire application form and am fully aware of its terms and conditions and my obligations created by it. I certify that I am 18 years of age or older. By submitting this application electronically, I hereby agree to the terms and conditions on my own behalf, or on behalf of the organization that is being represented or for whom this application is being made.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for special event approval. Questions about the collection and use of the information may be directed to the Chair of the Special Events Regulatory Committee, [specialevents@stjohns.ca](mailto:specialevents@stjohns.ca).

**Submission Information****Electronic**

Email [specialevents@stjohns.ca](mailto:specialevents@stjohns.ca)

Emails including all attachments must not exceed 25MB.  
Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip

**For More Information**

Email: [specialevents@stjohns.ca](mailto:specialevents@stjohns.ca)

Call: (709) 570-2186