

Procedure to fill out this form

1. All sections must be completed.
2. The completed application must be sent by email to **events@cotesaintluc.org**.

- The application must be submitted between 45 and 60 working days prior to the scheduled date of the event.
- For events taking place between June 20 and September 10: the application must be submitted 60 working days before the scheduled date of the event.
- There is a non-refundable \$25 administrative fee to process each request.

1. Information about the organization

Legal name of the organization

Quebec Enterprise
Number (NEQ)

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Date of establishment

DD MM YYYY

Website/Facebook page

Address of principle office (number, street, suite)

Telephone

City

Postal code

Is this a not-for-profit entity?

Yes No

If yes, is the organization tax-exempt?

Yes No

Is the organization based in Côte Saint-Luc?

Yes No

If not, what percentage of people expected to attend are residents of Côte Saint-Luc?

_____ %

Is the Organization a club?

Yes No

What is the Organizations' main area of activity?

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Health |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Education |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Fitness |
| <input type="checkbox"/> Other, please specify | |

What is the Organization's structure?

Government/Executive body with:

Member name _____

Title or position _____

Telephone _____

Name of the person in charge during the event

First name

Cell phone

2. Information about the event

Name of the event

Date(s) of the event

DD MM YYYY

to DD MM YYYY

Number of years the event has been held _____

Is the event recurring?

Yes No

Description and objectives of the event

Preliminary program

Nature of the event

- | | |
|--|---|
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Corporate/Private |
| <input type="checkbox"/> Recreational | <input type="checkbox"/> Community |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Outdoor event | <input type="checkbox"/> Promotion of business or products/services |
| <input type="checkbox"/> Historical | <input type="checkbox"/> Raising awareness for a cause |
| <input type="checkbox"/> Touristic | |
| <input type="checkbox"/> Religious | |

Proportion of programming taking place outdoors: _____ %

Scale of the event

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Block party | <input type="checkbox"/> Regional |
| <input type="checkbox"/> Municipal | <input type="checkbox"/> Provincial |
| | <input type="checkbox"/> National |

Number of participants and visitors expected

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> 1 to 100 | <input type="checkbox"/> 501 to 1 000 |
| <input type="checkbox"/> 101 to 250 | <input type="checkbox"/> 1 001 to 1 500 |
| <input type="checkbox"/> 251 to 500 | <input type="checkbox"/> 1 501 + |

Do you plan to charge for the event?

- Yes No Ticketing/Registration fees: \$ _____
 before on site

Target clientele for the event

- | | | |
|--|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Children | <input type="checkbox"/> Adults | <input type="checkbox"/> Families |
| <input type="checkbox"/> Teens | <input type="checkbox"/> Seniors | |
| <input type="checkbox"/> Other (specify) _____ | | |

Are there any collaborating organizations acting as partner in your event (service, material or financial)?

- Yes (specify below) No

Organizations

Collaboration and partnerships

Are there volunteers involved in your event?

- Yes No

If yes:

Number of volunteers _____

Their involvement

Are you planning to advertise?

- Yes (provide a visual) No

3. Information on the location and scheduling of event

Location
(name of park or public space, building, street, etc.):

Park or
public place

Other:

Municipal building

Street

Room reservation:

Yes (specify below)

No

Accommodation capacity: _____

Dates: _____

From: am pm to: am pm

Service pavilion (if available):

Yes (specify below)

No

Dates: _____

From: am pm to: am pm

Timetable of the event	Dates	Schedules	
		From:	to:
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Setting up	Dates	Schedules	
		From:	to:
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Tearing down	Dates	Schedules	
		From:	to:
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm

In case of bad weather, is the event rescheduled? Yes (specify below)

No

Location (name of park or public space, building, street, etc.) : _____

Timetable of the event	Dates	Schedules	
		From:	to:
RAIN DATE		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Montage	Dates	Schedules	
		From:	to:
RAIN DATE		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Démontage	Dates	Schedules	
		From:	to:
RAIN DATE		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm

4. Technical requirements

Street closure Yes (specify below) No

Street name: _____ Closure: Total Partial

	Date	Time
At what point in time is the street closure required?		<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm

	Date	Time
At what point can the City proceed with the reopening of the street?		<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm

In the event of a partial street closure, identify the numbers of parking stations or homes located in the closed section of the street:

From number _____ to number _____ Not applicable

Parking bollard blocking schedule (if applicable)	Dates	Schedules	
		From:	to:
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Additional information			

Parade—March Yes (Please ask for the march request form—Police Department)
 No

Event details and equipment

- Please note that the Organization is fully responsible for providing all of its own equipment, material, supplies, and security for their event.
- Bonfires, fireworks, pyrotechnics, fire-eaters and other activities that pose a fire risk are not permitted at any event in the public domain.
- Should the City deem that your event requires additional resources from the City, you will be billed accordingly.
- The City will provide rolling garbage, compost and recycling bins.

Alcohol consumption

Yes (specify below) No

Date: DD MM YYYY

From: am pm to: am pm

Sale of alcohol

Yes (specify below) No

Date: DD MM YYYY

From: am pm to: am pm

Alcohol management—monitoring consumption

Identified volunteers Number: _____

Recognized security agency

Name of the agency: _____

Number of officers: _____

First Aid

Identified volunteers Number: _____

Recognized security agency

Name of the agency: _____

Number of officers: _____

4. Technical requirements (continued)

Selling food

Yes (specify below) No

Date: DD MM YYYY

From: am pm to: am pm

Selling articles and products

Yes (specify below) No

Date: DD MM YYYY

Details: _____

Cooking equipment

Yes (specify below) No

Details: _____

Sound system

Yes (specify below) No

Date: DD MM YYYY

From: am pm to: am pm

Music

Live performers DJ

Date: DD MM YYYY

From: am pm to: am pm

Where will the music be set up and what equipment will be used? (provide a detailed plan)

Use of heating equipment

Yes (specify below) No

Details: _____

Inflatable games

Yes (provide a site plan with their location)

No

Tent-canopy

Yes (specify below) No

Dimensions: _____ x _____

Decoration

Yes (provide a visual)

No

Motorized equipment

Yes (specify below) No

Details: _____

Will any vehicle(s) be onsite for this event?

Oui Non

If yes, How many? _____

What for? _____

Presence of animals

Yes (specify below) No

Details: _____

Chemical toilets

Yes (provide a site plan with their location)

No

5. Requests for Donations or Donations In-Kind

- Please note that all donation request are governed by the *Côte Saint-Luc Community Donations Policy* [web url?]

Is the organization asking for a Donation In-Kind? *Please select all that apply:*

Waiving of rental fees

from _____ to _____

Lending of City Asset(s)

from _____ to _____

Lending of non-human resources

from _____ to _____

Other, please specify

from _____ to _____

Please briefly describe how the requested donation would help your organization and provide a benefit to the City of Côte Saint-Luc and/or the community?

Is the organization asking for a (monetary) Donation?

Yes Amount requested: \$ _____

No

Is the money for a(n)

Anniversary

Milestone

Other

6. Commitments of the organization and signature

- The organization undertakes to respect the regulations, standards and instructions relating to the occupation of the public domain and the holding of a local event.
- The organization undertakes to ensure the safety of the public at all times on the event site.
- The organization agrees to make the event site accessible to people with reduced mobility.
- The organization agrees to maintain accessibility to all public property owned by the City of Côte Saint-Luc.
- The organization agrees to maintain, for the duration of the occupation of the public property belonging to the City of Côte Saint-Luc, a public liability insurance policy providing a minimum of \$1,000,000 coverage for bodily injury, property damage or any other loss, and protecting the City of Côte Saint-Luc and the business or individual. The organization shall also provide an insurance endorsement that co-insures the City of Côte Saint-Luc.
- The company agrees to indemnify and save harmless the City of Côte Saint-Luc from all claims and damages of any nature whatsoever caused by the organization, its employees, servants, agents or contractors in connection with the holding of a local event.
- The organization agrees to keep the public property owned by the City of Côte Saint-Luc clean and to restore it to the condition in which it was taken. In the event of damage, the organization shall repair any breakage to the satisfaction of the City at their own expense. The City may repair the damage and forward the invoice to the organization.
- The organization agrees to notify the Community Activities and Initiatives Committee of any changes to the nature of the local event as well as any changes to the objectives, timelines or any other component of the event.
- The organization agrees to send a report of the event including, among other things, the number of participants and some photos.
- If alcoholic beverages are sold, the organization agrees to provide a copy of the liquor licence prior to the event.

In witness whereof, the undersigned acknowledges that he/she has read all the provisions of this application.

The undersigned(s) confirm(s) that the purpose and objective of the Organization is in compliance with Canadian Laws, Quebec Laws, City policies and by-laws, and in the best interest of the community.

The undersigned(s) confirm(s) having the authority to represent the Organization in this application.

Name

Position

Signature (required)

Signed in

Date

DD MM YYYY

7. Sending your form and other documents

Documents to attach to your project:

Mandatory

- Resolution of your Board of Directors authorizing the representative to sign this application
- Timeline
- Programming
- Insurance endorsement
- Layout plan – walking, running, etc.

If required

- Budget
- Technical estimates (sound and lighting)
- Additional forms (march—parade, fire)
- Any other document relevant to the analysis of the request
- Visual of the decor
- Strategic planning
- Communication plan
- Safety plan (emergency measures), for any event of 100 participants and more

Relevant information required for the report

- Course of the event, weather conditions and final program
- Number of participants and visitors
- Describe the specific clientele, if applicable
- Strengths and areas for improvement
- Financial statement

To avoid delays in the processing of your application, please ensure that this form is completed in full and that all required documents are submitted.

Please send your complete request for authorization:

By email: **events@cotesaintluc.org**

By mail: Community Activities and Initiatives Committee
c/o General Management Department
5801 Cavendish Blvd.
Côte Saint-Luc, QC
H4W 3C3