

APPENDIX F – EVENT APPLICATION FORM

IMPORTANT: Applications must be submitted at least 90 days before the event to allow for processing and approval by Town of Sussex Council.

If you are applying for:

Event Support Services: please complete **sections 1, 2, 3, 5 and 6** of application form

Funding Support: please complete **sections 1, 2, 4 and 6** of application form

Both Event Support Services and Funding: please complete **all sections** of application form

SECTION 1: Basic Event Information

Event Title: [text field]

Type of event: [text field]

Location(s) of event: [text field]

Dates and times of event:

Start Date: [date field] End Date: [date field]

Set-up time: [text field]

Start time: [text field] End time: [text field]

Dismantle: [text field]

Projected attendance: [text field, 30 characters]

Volunteers (#): [text field, 30 characters]

SECTION 2: Request for support

* Please detail your request for support from Sussex, the benefit to community, tentative program, proposed recognition of Sussex support, and any other information important to your event application.

[text field] [attachment]

You may attach a detailed letter here: [attachment]

Or you may complete the following on-line form:

A detailed description of your event (who, what and why), including, but not limited to:

- o Tentative program of activities [text field]
- o Registration, admission, or other participation fees: [text field]
- o The benefit your event has to the community: [text field]

A list of event staff, volunteers, committee members or board of directors: [text field]

POLICY CS-21
SPECIAL EVENTS POLICY
APPENDIX F

Proposed recognition of Town of Sussex support: [text field]
Your specific request for funding (amount) or equipment and services (a list of what you are requesting): [text field]
Any other information important to your event application: [text field]

SECTION 3: Event Plan

Site plan: [attachment]

List of vendors: [text field]

Public health permits for food vendors: [attachment]

Event route: [text field] [attachment]

* Required for all parade, marathon, duathlon, walk and run applications

For parades, please include line-up with a list of all floats and vehicles: [text field]
[attachment]

Are you requesting a street closure? [yes/no]

If **yes**, describe your street closure request, including section of street for which closure is requested, date(s) and time(s) of closure [text field]

List any tents, inflatables or temporary structures: [text field]*

* include quantity, size, ownership, location & type of anchorage

Other: [text field]

SECTION 4: Financial Information

Event Budget: [attachment]

Financial Statements from previous event: [attachment]

Corporate Financial Statements: balance sheet, income statement, description of corporate structure and ownership, including letters patent and by-laws [attachment]

List of confirmed sponsors and amounts: [text field]

List of targeted sponsors: [text field]

Business Plan (if applicable): [attachment]

Marketing Plan (if applicable): [attachment] [text field]

POLICY CS-21
SPECIAL EVENTS POLICY
APPENDIX F
SECTION 5: Safety Plan

Have you hired a professional security company? [yes / no]

Name of company: [text field] Contact name: [text field]
Phone Number: [text field] Number of guards hired: [text field]

Have you requested RCMP assistance: [yes / no]

Will you have medical services (i.e. St John Ambulance) on site? [yes / no]

Will alcohol be served at the event? [yes/no]
If yes, have you applied for your liquor license? [text field]

Copy of Insurance: [attachment]

* Proof of insurance is only required after the event is approved. Event organizers must carry no less than \$2million in general liability coverage for the event and designate the Town of Sussex as additional insured with respect to the event.

SECTION 6: Contact Information

Name of organization: [text field]

Mailing address: [text field]

City: [text field] Province: [text field] Postal Code: [text field]

Primary Contact

Name: [text field]

E-mail: [text field]

Primary telephone: [text field] Cell: [text field]

Secondary Contact

Name: [text field]

E-mail: [text field]

Primary telephone: [text field] Cell: [text field]

[check box] I have read and understand the Event Guidelines prior to completing my application