

Town of Lunenburg

## Special Events Permit Application

This application must be completed at least **60 days** before an event.



### 1. Event Information

Name of Special Event: \_\_\_\_\_

Event Organization: \_\_\_\_\_

Primary Contact for the Event:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Onsite Event Contact (*who can we contact during the event*):

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Set-Up Date/Time: \_\_\_\_\_ Teardown Date/Time: \_\_\_\_\_

*\*For events after 11 p.m., a request for a Noise By-Law exemption may be required.*

Alternative Weather Date: \_\_\_\_\_

Description of Event: (*Including but not limited to the purpose, main activities, audience, if your event plans to have vendors, alcohol consumption, etc.*)

Attach a map or sketch of your event location or parade/march/run route.

Estimated Event Attendance: \_\_\_\_\_

## 2. Street Closures and Parades/Marches/Runs

Does your event require a street closure(s), or is it a parade, march or run?  Yes  No

If yes, please attach a map of your street closure or proposed parade route and review the parade/march/run conditions. Your map must also show an emergency lane free from any obstructions. If your street closure will include a staging area or other facilities, like portable toilets, please show them on the map.

Do you require traffic management services from the Town (including traffic control, barricades and/or traffic signage)?  Yes  No

If yes, provide details: \_\_\_\_\_

*\*It is the organizer's responsibility to pay for costs related to traffic control, unless exempt by Council's approval.*

If no, provide the information of the certified Traffic Control Persons or Organization being used: \_\_\_\_\_

Will this street closure impact any sidewalks?  Yes  No

If yes, attach a map or a sketch showing how you will manage pedestrian traffic and provide a detour route for pedestrians.

## 3. Special Events Signage

Will you be installing temporary signage to help promote your event?  Yes  No

If you intend to install more than three signs, please attach a map showing the locations. If you are installing three or less, complete the below:

If yes, where will your signs be located? \_\_\_\_\_

\_\_\_\_\_

What is the size of your signs? \_\_\_\_\_

Check here to acknowledge that your signs must follow municipal signage rules. See page 5 of the Special Events Guide for a list of signs that are not allowed.

#### 4. Erecting of Special Events Tent

Do you plan to erect a special event tent?  Yes  No

Please note: A building permit is required for any temporary event tent. The permit application must include details about the tent's construction, flame spread rating, seating capacity, number and location of exits, and fire extinguisher placement (for public events). Staff will be in touch with more information about this process.

#### 5. Town Services

Does your event require Town services? If so, please describe:

#### 6. Insurance

Include a copy of your insurance coverage. Refer to pages 6 & 7 of Special Events Policy and Procedures to review the insurance requirements.

#### 7. Agreement to Indemnify

Upon signing the application, the Applicant agrees to indemnify and hold the Town of Lunenburg and its representatives harmless from all claims, demands, or legal actions arising from the Applicant's actions or inactions related to the special event described in this application.

#### 8. Waiver of Liability

Upon signing the application, the Applicant releases, waives, and discharges the Town and its representatives from any liability for loss, damage, or claims arising from personal injury or property damage related to the conduct of the event.

#### 9. Parade/March/Run Conditions

- Organizers must cover the costs of Traffic Control Persons if required by the Director of Public Works unless the Council waives fees.
- Entrants must follow all Motor Vehicle Act provisions; this application grants no exemptions.

- The applicant must ensure safety precautions for all parade/march/run participants and road users.
- An adult must accompany children under 8 in the parade.
- Emergency vehicles in the parade cannot use sirens.
- Events should use sidewalks instead of streets when possible, with adequate pedestrian management measures in place.
- Parade drivers must have a route map and emergency plan.
- Vehicle speeds in the parade must not exceed 5 km/hr.
- Floats with people must have safety railings.
- Giveaways can only be distributed by walking participants, not from floats.
- Animals in the parade must be leashed, with organizers managing any debris.
- The event organizer is responsible for communicating with parade participants.
- Event organizers are responsible for clean up following a parade or event.

## 10. Road closures and emergency access

- All road closures require an emergency lane clear of any objects. People and activities can occupy the lane, but in most cases, no objects. For most closures, having the emergency lane run down the center of the street will be best. **Applicants must submit documentation clearly outlining the location of the emergency lane before the commencement of the event.**
- For road closures, barricades must be directly monitored by a qualified temporary workplace signer (Town staff or other) to assist in directing traffic, moving barricades as required, etc. Traffic setups must conform to the Nova Scotia Temporary Workplace Traffic Control Manual.

## 11. Signature

By signing, the Applicant acknowledges understanding and agreement to this application's terms, restrictions, compliance requirements, the Special Events and Parades Policy and Procedures, and the Special Events Guide and affirms the accuracy of the information provided.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Completed Forms

Completed forms should be submitted using one of the following methods:

- Email: [events@townoflunenburg.ca](mailto:events@townoflunenburg.ca)
- In person: Lunenburg Town Hall (119 Cumberland Street, Lunenburg, NS)
- Mail: P.O. Box 129 Lunenburg, Nova Scotia, Canada, B0J 2C0

**Office Use Only**

Date application was received:

Reviewed by the Recreation Manager

Reviewed by the Director of Public Works

**Application decision**

Approved    Not Approved

Approving Signature: \_\_\_\_\_

Notes for Applicant: