

**TOWN OF LUNENBURG  
SPECIAL EVENT/FESTIVAL/PARADE APPLICATION FORM**

Please complete all sections of this Application and return to:

Town of Lunenburg  
119 Cumberland Street  
P.O. Box 129  
Lunenburg, Nova Scotia B0J 2C0

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1. Name of Special Event/Race/Festival/Parade/etc. ("Event"):

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2. Name of organization hosting/planning event:

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3. Type of organization: (please give tax number if applicable)

Athletic	_____
Special Interest Group	_____
Community Non-profit	_____
Commercial (private sector)	_____
Religious	_____
Political	_____
Charitable	_____
Incorporated Society	_____
Other _____ Please Specify	_____

4. Key contact for event:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Phone No. \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (F)

Secondary contact for event:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Phone No. \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (F)

5. Name and main theme of event:

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6. Main activities of event:

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7. Objectives of event in order of priority:

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8. Date(s) and times to held:

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9. Please identify the frequency of this event:

Annual	_____	One time only	_____
Biennial	_____	Other (Please specify)	_____

10. Locations/Route of event (please include site maps or route plan):

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11. Insurance requirements: The Town of Lunenburg requires that event organizers, whether all or part of the event takes place on or passes over the Town of Lunenburg public property, during setup, the event, and/or break-down, carry third party liability insurance at a level of not less than \$2,000,000.00 per incident. The Town of Lunenburg shall be named as "Additional Insured", and where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A certificate of all insurance concerning this coverage shall be forwarded to the Town Manager/Clerk of the Town of Lunenburg, at least 7 working days before the event start date. Please describe your insurance coverage and attach relevant documents.

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12. Will you require Town Services? If so, please describe:

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13. Are you requesting that these Town services be donated free of charge? If so, please detail:

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14. Please note any additional information below you feel would be helpful.

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**(Please Note: Your request for approval of this event and/or a donation will be considered by the Lunenburg Town Council at their next meeting.)**

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FOR OFFICE USE ONLY

Application received by: \_\_\_\_\_

Date application received: \_\_\_\_\_

Date Council considered application: \_\_\_\_\_

Decision of Council:

Special Event Permit Approved       Special Event Permit Denied

Conditions of Special Event Permit:

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Term of Special Event Permit:

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Fees or Service Charges for Town Work:

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## EVENT SAFETY CHECKLIST

(tick box as required)

### General Events

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- Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, stewarded, suitable for baby buggies and wheelchairs and appropriately signed?
- Do you have trained, briefed and clearly identifiable volunteers?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?

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