

Charlottetown Parks and Recreation Department - Special Event Application Form



Location Requested: _____ **Event Date** _____

Name of Event: _____

Organization: _____ (For Profit/Non Profit) please specify: _____

Type of Event _____ Time of Event: _____

Contact: _____ Mailing Address: _____

Phone: _____(Daytime) _____(Evenings) Postal Code: _____

e-mail address: _____ Number of Participants: _____ Spectators: _____ Vehicles: _____

Description of Event: _____

List Services required from the Parks and Recreation Department (ie: washrooms, power, picnic tables, etc.)

The following activities, if they are permitted, require special permission and/or licenses: Please check off any that you may be including as part of your event:

Food Preparation ___ (must comply with Department of Health Regulations for food service)

Amplified Sound: ___

Sales of any kind ___ (Clarify)

Service of Alcoholic Beverages ___(see applicable regulations on second page)

Temporary Structures/Equipment ___ (see applicable regulations on second page)

Entertainment (specify) _____

Mobile canteens (Number) _____ (Special approval required)

Other (Please specify): _____

Charlottetown Recreation Department / Rental Rules and Regulations:

1. The space is not to be used for any other purpose than what has been stated in this form.
2. The space and surrounding grounds must be protected from damage and mistreatment by the user at all times. Damage and uncleanliness above normal wear and tear will be the responsibility of the user and the user will be billed if it is excessive.
3. Access to the space is limited to the time agreed upon.
4. If a key is signed out it must be returned on the first working day following event. A lost key will be replaced by the department, with a re-keying fee of \$100.00, charged to the user.
5. If no arrangements have been made with staff, the user is responsible for securing all windows and doors, shutting off all lights and equipment before vacating any park building.
6. Proper management of waste generated during event, in accordance with island Waste Management Corp. guidelines, is the responsibility of the organizers. Efforts to reduce the amount of waste generated at events held in the City of Charlottetown are encouraged. The City of Charlottetown discourages the use of Styrofoam plates, cups, and takeout containers being used to distribute or package food.
7. Food Venders: In the case of events in which mobile food canteen (s) and/or food truck (S) are present, operators must adhere to the "Street Vendors Bylaw" including, but not limited to the following stipulations: non-Styrofoam packaging and cups must be used for serving, recycling receptacles must be provided for any packaging that is recyclable. Organizers should not leave any location without first picking-up, removing, and disposing of all refuse remaining from sales.

I have read and agree to the above rules and regulations:

Signed by: _____ Date _____

Please Attach:

- A map and site plan for the area requested.
- **Proof of 2 million dollars event liability Insurance coverage for the event co-naming The City of Charlottetown (mandatory)**

A permit fee of \$26.25 plus an additional fee (as per schedule on last page) may be required upon confirmation of event approval.

SCHEDULE OF RENTAL FEES FOR GROUPS USING A CITY PARK FOR A SPECIAL EVENT:

Minimal Permit Fee: \$ 26.25 (plus HST)
(Fee required upon confirmation of event)

Rental Fee Structure for “Private for Profit” Groups:

Number of Participants at Event	Rental Fee (per day/per event)
Under 250	\$105.00 (plus HST)
251 – 500	\$157.50 (plus HST)
501 – 1000	\$ 262.50 (plus HST)
1001 and over	\$ 525.00 (plus HST)

Temporary Tents and Air Supported Structures

The City of Charlottetown requires a building permit for the erection of temporary tents and air supported structures on properties within the City. Insurance of a temporary tent permit will be subject to the regulations in the Zoning & Development Bylaw, 2010 National Building Code (Section 3.1.6) and National Fire Code of Canada. As well, all tents shall meet the requirements of the National Fire Protection Association (NFPA) 701, “Standard Method of Fire Tests for Flame-Resistant Textiles and Films”.

Please ensure the following information is submitted with your application.

- Building permit application form
- Site plan indicating size and location of tent(s), location of property lines and other structures on the property, fenced areas and emergency vehicle access
- When a tent is to be located adjacent to an existing building on the same property, the location of the exits from that building are also to be shown
- Floor plan of tent(s) showing exits and egress routes which are to be fully maintained at all times while tents are occupied by the public
- Location of any cooking appliances and/or bulk fuel storage within or around the tent
- For tents over 2000 sq ft (186 sq m):
 - o The supporting framing structure and anchorage system shall be designed and reviewed by a professional engineer
 - o Occupancy loads of tents and fenced in areas are to be provided
 - o Fire safety plan is to be provided

Applications for Temporary Tent Permits may be made by the event organizers as authorized agents of the property; however, it is the responsibility of the property owner to ensure that all necessary permits are approved prior to each event.

POLICY - ALCOHOL IN PARKS

City Council may, through its Parks and Recreation Department, grant permission for alcohol distribution in City Parks under the following conditions:

- Ample time is required (two months) to be able to circulate request to Committee/Council.
- The presence of washroom facilities on site in sufficient quantity for the size of the event.
- Application made for special events only.
- Approval pending authorization from the PEI Liquor Control Commission.
- A refundable deposit/bond of \$1,500.00 must be posted in case conditions are not met to a satisfactory level unless otherwise addressed in a governing agreement for use.
- Distribution and consumption of alcohol must take place **within a restricted area** of the venue, located away from the primary spectator seating area and **not to extend beyond 11:00pm unless otherwise stated in a governing agreement.**
- Qualified security personnel are provided by the host committee.
- The organization will accept responsibility for all liability associated with the distribution of alcohol on the premises and provide the City of Charlottetown with such proof of liability event insurance prior to the event.
- The organization will accept responsibility for clean-up of the designated alcohol distribution site for the duration of the event.
- The Parks and Recreation Department reserves the right to deny this privilege to any user group should there be cause for concern in any of these conditions or other identified areas.
- May also require, in the case of leased land, special authorization by the Lessor (Provincial or Federal body).

RETURN COMPLETED APPLICATION TO:

CITY OF CHARLOTTETOWN PARKS & ARENAS BUILDING

275 BRACKLEY PT. RD, PARKS AND ARENAS OFFICE,

PO BOX 98, CHARLOTTETOWN PE CIA 7K2 - ATTENTION: THERESA MACDONALD

OR FAX TO: (902) 368-1239

QUESTIONS RE APPLICATION PROCESS: (902) 629-4024 (Theresa)