

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) Postal Code: _____
_____ (Evenings) 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 that what has been stated.
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. All waste must be sorted in the correct containers. Any fees associated with incorrect sorting of waste may be passed on to the user. Users may be billed the additional cost or a deduction made from the damage deposit.

Please Attach:

- A map and site plan for the area requested
- Proof of liability Insurance coverage for the event

A permit fee of \$25.00 plus an additional fee (as per schedule on last page) way be required upon confirmation of event approval

**RETURN COMPLETED APPLICATION TO:
CITY OF CHARLOTTETOWN WORKS BUILDING
12 MACALEER DRIVE PARKS AND ARENAS OFFICE,
PO BOX 98, CHARLOTTETOWN PE CIA 7K2 - ATTENTION: DIANNE DOWLING
OR FAX TO: (902) 368-1239
QUESTIONS RE APPLICATION PROCESS: (902) 629-4024 (Dianne)**

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

Signed by: _____ Date _____

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

Minimal Permit Fee: \$ 25.00 (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	\$100.00 (plus HST)
251 – 500	\$150.00 (plus HST)
501 – 1000	\$ 250.00 (plus HST)
1001 and over	\$ 500.00 (plus HST)
<i>Passed by Resolution of Council March 13, 2017</i>	

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 occuppies 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 sp 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).