

TOWN OF WOODSTOCK

824 Main Street | Woodstock, NB E7M 2E8

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www.town.woodstock.nb.ca



Application for Special Events

Special event applications must be submitted a minimum of sixty (60) working days prior to your event or ninety (90) working days prior to your event if you are requesting to sell, distribute or consume liquor on Town property. **NOTE:** While no application is guaranteed approval, if you make "standard" choices throughout the application, your event may be approved within a 2-week period. If you are making non-standard requests, a minimum of 4 weeks and sometimes longer than 8 weeks may be required to review and put the application through the process. The Town of Woodstock ("Town") reserves the right to cancel an event up to and including the day of the event, or at any time during the event.

Name of Event: _____

***Note that a Covid-19 operational plan must be submitted, following NB Public Health Recovery Plan**

Contact Person

Name:	
Mailing Address	
Phone number:	
Email Address:	

Emergency Contact Information* Day of Event

Name & number (i.e. cell) for on-site liaison (if different from contact above). This person must have the authority to shut down the event immediately in case of emergency or contravention of the terms and conditions of approval.

Full Name:	
Phone Number:	

Corporate Information

Organization Name:			
Address:			
Website/Social Media			
Is group a registered 501(c)3 Canadian non-profit/charitable organization?	YES		NO
Is this primarily a fundraising event?	YES		NO

For Parades, Runs/Walks or Demonstrations

Proposed Route:			
Are you requesting a Street/Road/Thru-way closure(s)?	YES		NO
Police presence required?	YES		NO

Event Information

Name of Event:			
Date of Event:		Hours of Operation:	
Rain Date(s) or Rain Venue(s):			
Set-up Date/Hours:		Take Down Date/Hours:	
Is this a recurring event?		If yes, date(s) event was last held?	
Is this event open to all members of the public?	YES		NO
Number of people expected to attend:			

Indicate the type of event you are proposing:	Festival
	Sport Event
	Parade
	Run/Walk
	Other: _____
Location of Event on Town Property:	King Street Parking Lot
	King Street Gazebo/Waterfront
	Kierstead Court/ The Square
	NBCC Parking Lot/ Boat Launch
	Grand Stand/ Race Track Area
	AYR Motor Centre Parking Lot
	Connell Park Playground/Picnic Area
	Citizen Square-Chapel Street
Other: _____	

Have you engaged volunteers for your event?	YES	NO
Is there an entrance fee to the event?	YES	NO
Will the event involve the sale, distribution, or consumption of alcohol?*	YES	NO
Will the event have live or recorded music?	YES	NO
Will you be using a sound or amplification system?	YES	NO
Will you be using a generator?	YES	NO
Will your event involve animals? (petting zoo, exotic pets, etc.)	YES	NO
Will you require parking space?	YES	NO
Will you be soliciting donations on site?	YES	NO
Will your event have any temporary structures like tent(s)?**	YES	NO
Are you having vendors sell non-food?	YES	NO
Are you having vendors sell food?***	YES	NO
Will your event have amusement rides on town property?	YES	NO
Will your event involve fireworks or pyrotechnics?****	YES	NO
Will your event involve open fires?	YES	NO
Will you be providing recycling stations for event patrons?	YES	NO
Will you be erecting off-premise signage?*****	YES	NO

NOTE: Attach permits and permission communication to this application

* Liquor license must be attached, if applicable

** Temporary Structures requires a permit from Town of Woodstock, see Planning & Development Department

*** Food Vendors must attach Food Permit/License

**** Fireworks/Pyrotechnics and/or open fires must have permission from Woodstock Fire Department

*****Signage requires permit approval, see Planning & Development Department

Each event *REQUIRES* an outline which will include a site plan and safety plan. Attach to this application

- Site Plan * Include parking space required and location.
- Safety Plan

SECURITY OR EXTRA DUTY OFFICERS REQUIREMENTS: As part of your required Safety Plan, provide details including points of contact, number of security personnel, roles and responsibilities. Indicate on your required site plan where security will be stationed. Provide the company name and point of contact, or indicate if volunteer security is being proposed.

Town Resources

A limited amount of Town Resources may be made available to event organizers. Indicate the items and the number you will require. Be as conservative and as accurate as possible when making these requests. The cost of staff time and transportation of the items are taken into considerations when approving or not approving these requests. In some instances, event organizers will be responsible for pick-up and return of the requested items.

Will you be requiring Town Services?		YES/NO
Electrical	Bleachers # requested: _____	Picnic Tables # requested: _____
Garbage Cans# requested: _____		Stage (Size): _____ Each piece 8x4x2 *Rental Cost*
Banners Hung Location: _____		
Extra Duty Officers # required _____	**	

****Extra Duty Officers from the Woodstock Police Force, PAID FOR BY THE ORGANIZER(S) OF THE EVENT, may be a requirement for approval of your event. ****

Waste Management: The Town may provide garbage receptacles but it is the responsibility of the organizer to empty them into a larger dumpster or vehicles to have it removed at their expense. Event organizers are also responsible for supplying garbage bags.

Release of Liability, Waiver of Claims and Indemnity

In consideration of the granting of a Special Events permit, the Applicant, agrees and accepts to use the premises, lands and equipment, being in particular “the facilities or location”.

The Applicant hereby agrees as follows:

The Town of Woodstock and its elected officials, directors, officers, employees, servants, agents, heirs, successors and assigns (hereinafter referred to as “the Releasees”) have not made any warranties or representations respecting the suitability of condition of premises:
The Applicant waives any and all claims that it has or may have in the future against the Releasees;
The Applicant holds harmless and indemnifies the Releasees from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs including legal or other fees incurred in respect of any such claim(s) or any actions(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of the Release and uses of the Facilities;
The Applicant holds harmless and indemnifies the Releases from any and all liability for damage to property of, or personal injury to, any third party, resulting from the Applicant’s use of the Facilities;
This Release shall be effective and binding upon the Applicant’s heirs, next of kin, executors, administrators, assigns and representatives in the event of the Applicant’s death or incapacity; and

The Applicant is not relying on any oral or written representations or statements made by the Releasees other than what is set forth in this release.

Required Insurance (Attach required insurance certificate)

Prior to the execution of the Release, the Applicant will obtain and maintain comprehensive general liability insurance including participants insurance, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Town of Woodstock. The Town of Woodstock is to be included as a named insured. Such policy will be written on a comprehensive basis with the inclusive limits of not less than Two Million Dollars (\$2, 000, 000.00) per occurrence including Two Million Dollars (\$2, 000, 000.00) for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the Town of Woodstock may require from time to time. If the event involves the sale, distribution or consumption of alcohol then the insurance limit shall be no less than Five Million Dollars (\$5, 000, 000.00). The policy will also contain a clause providing that the insurer will give the Town of Woodstock thirty (30) day prior written notice in the event of cancellation or material charge. The Applicant will provide the Town of Woodstock with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality thirty (30) days prior to the event date.
It is the sole responsibility of the Applicant to determine what additional insurance coverage, if any, are necessary and advisable for its own protection and/or fulfill its obligations under this Release. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.
The Applicant understands and agrees that this Release may be revoked and cancelled at any time with or without cause.
This Release shall be used as a full defence to any and all claims, actions or proceedings which may result or arise from the use of the Facilities or location.
This Release and any rights, duties and obligations as between the parties to this Release shall be governed by and interpreted solely in accordance with the laws of the Province of New Brunswick and no other jurisdiction. Any litigation involving the parties to this Release shall be brought solely within the Province of New Brunswick and shall be within the exclusive jurisdiction of the courts of the Province of New Brunswick.
If the Applicant represents a group or organization, the Applicant agrees to inform all responsible officials associated with the group or organization of the terms and conditions of the Release.
I acknowledge that I have read and understood the terms and conditions contained in this Release and will comply with the said document. I warrant and represent that I have the authority and capacity to bind the Applicant with my signature.

Signature: _____

Date: _____