



Special Events Permit Application

A Special Event Permit is needed for festivals, sporting events, cultural events business events or any other activity that occurs for a limited or fixed duration.

Special Event Permit applications and additional requested documents must be submitted at least 30 calendar days prior to event.

Mass Gathering Permit applications and additional requested documents must be submitted at least 45 calendar days prior to event.

Name of Organizer: _____

Company/Group Name (if applicable): _____

Event Name: _____

Date(s) of Event: _____

Contact Info:	Primary Contact	Secondary Contact
Phone:	_____	_____
Cell:	_____	_____
Email:	_____	_____

Description of Event: _____

Will your planned event use Town owned Land? ☐ Yes ☐ No

If you answered yes, please indicate which:

☐ Streets ☐ Sidewalks ☐ Greenspaces

Details: _____

Will your event draw people from outside the area? ☐ Yes ☐ No

Does your event require extra support from the Town?

- ☐ Parking or traffic planning (including RCMP)
- ☐ Support from utilities – special power hook-ups

Where do you anticipate people parking? _____

Is it reasonable to expect that attendance will exceed 250 people? ☐ Yes ☐ No

**If you answered yes to the question above you will need to supply additional documents for a Mass Gathering permit.*

Documents to attach, if applicable:

- ☐ Schedule of events
- ☐ Description of planned event
- ☐ Site map
- ☐ Route map
- ☐ Parking Plan
- ☐ Traffic Plan
- ☐ Insurance Documents (General Liability insurance of not less than Five Million (\$5,000,000 required))
- ☐ Proof of notification to abutting properties (if street/sidewalk will be closed)
**Notification must be made no less than fourteen (14) calendar days prior to event.*
- ☐ Plans for First Aid

Additional documents – Mass Gathering Permit

- ☐ Coordination plan with REMO (Regional Emergency Management Organization)
 - ☐ Traffic Plan
 - ☐ Parking Plan
 - ☐ Communication Plan
 - ☐ Medical and Lost Person Procedure
 - ☐ Proof that Emergency Services (RCMP, EHS, Fire Department) notified of specific dates, times and locations of activities.
**Notification must be made no less than fourteen (14) calendar days prior to event.*
- RCMP 902-634-8674

EHS(ambulance) 1-844-424-5438

Mahone Bay Fire 902-521-0804 or chief@townofmahonebay.ca

By signing below, the applicant confirms that they have the authority to bind the event organizer, that all information included in this application is, to the best of their knowledge, correct at the time of submission and that the applicant/event organizer has reviewed and will comply with the Town of Mahone Bay’s Special Events Bylaw. If, after the applicant has signed this application, there is any change in the information provided, the applicant will provide an immediate update to the Town.

Date _____ Applicant's Signature: _____