



# 2020 FESTIVALS & COMMUNITY EVENTS APPLICATION FORM

PLEASE COMPLETE THE FOLLOWING APPLICATION FORM AND SUBMIT TO AI STOUFFER  
TOWN OF FORT ERIE, 1 MUNICIPAL CENTRE DR FORT ERIE, ON L2A 2S6 OR FAX 905-871-9194

Date Application Submitted: \_\_\_\_\_

**Festival/Event Name:** \_\_\_\_\_

**SPONSORING ORGANIZATION:** \_\_\_\_\_  
(NAME OF ORGANIZATION ASSUMING RESPONSIBILITY FOR THIS EVENT)

**Contact Name:** \_\_\_\_\_  
(PERSON RESPONSIBLE FOR RUNNING OF THIS EVENT)

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**2<sup>nd</sup> Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

## ***EVENT DETAILS:***

**EVENT LOCATION OR ROUTE:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**\*\*\* Please provide a detailed description of your event under separate cover**

**Date(s) of Event:** \_\_\_\_\_ **Time of Event: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Set up of event site: (date/time) From** \_\_\_\_\_ **to** \_\_\_\_\_

**Is event held on Town Property** Yes  No

*\* (If **yes** and it is in a town park or facility it must be booked through **Infrastructure Services (to ensure availability of venue)** 905-871-1600 ext. 2431 \*\*\*\*\***(attach copy of contract to this application form)***

**Alcohol to be available:** Yes  No  **(IF YES COPY OF LLBO PERMIT MUST BE PROVIDED TO THE TOWN 30 DAYS PRIOR TO THE EVENT)** (The Town of Fort Erie Municipal Alcohol Policy must be adhered to)

**Will food be available:** Yes  No  **(IF YES CONTACT REGIONAL HEALTH AT 905-356-1538 EXT 238)**

**Live Music (outdoors)** Yes  No  **(IF YES ALL OUTDOOR AMPLIFIED MUSIC MUST END BY 11:30 P.M.)**

**Fireworks** Yes  No  **(\*IF YES SEE BELOW)**

**Annual Event:** Yes  No  *(if yes number of years held \_\_\_\_\_)*

## ***OTHER INFORMATION:***

**Purpose of event:** \_\_\_\_\_

**Benefit to the Community:** \_\_\_\_\_

**Registration fee to participants:** \_\_\_\_\_ (if applicable)

**Total funds raised in previous years and disposition of those funds:** \_\_\_\_\_ (if applicable)

**Estimated attendance:** \_\_\_\_\_

OVER

Please go to [www.forterrie.ca](http://www.forterrie.ca) to enter your event details to have your event posted on the Town of Fort Erie web-site community calendar.

**SPECIAL REQUIREMENTS: (check the appropriate box and note any special requirements)**

Temporary Road Closures (attach list with times)\*\*\*

Map of proposed Route: (attach if applicable)

Parking restrictions (attach if applicable)

Portable access ramps (2-6' 1-8' + 12 stanchion)

Pre-cleaning – beautification

Pylons (up to 40) # requested \_\_\_\_\_  
(Must be picked up at the Gibson Centre on Pettit Rd. and returned after event)\*\*\*\*\*

Picnic Tables (up to 20) # requested \_\_\_\_\_

**(Please indicate drop off location for any items requested above)**

Garbage Cans, pickup (up to 15) # requested \_\_\_\_\_

Barrels (restricted parking) # requested \_\_\_\_\_

Barricades (miscellaneous) # requested \_\_\_\_\_

Snow Fence (max 2500') # ft requested \_\_\_\_\_

Note: comes with posts and pounder.

\* Pounder must be picked up at the Gibson Centre and returned after event. (must get locates)

Other: ( please specify under separate cover)

**\*\*\* you are responsible for any lost or damaged resources**

**\*NOTE: providing of the above resources is dependent upon availability and budgeting considerations.**

**\*\*\* YOU MUST CONTACT A. STOUFFER 2 WEEKS PRIOR TO YOUR EVENT TO CONFIRM AVAILABILITY AND DELIVERY OF REQUESTED RESOURCES AT 905-871-1600 EXT. 2543**

**\*\*\*\*\* AFTER REVIEW OF THIS APPLICATION YOU WILL BE NOTIFIED IN WRITING REGARDING THE STATUS OF YOUR REQUEST AND OF ANY ADDITIONAL REQUIREMENTS THE MUNICIPALITY MAY HAVE.**

**Please don't forget to include any attachments in order to expedite the approval process.**

**\*\*\* NOTE: All users of municipal property and facilities must acquire and deliver to the Town of Fort Erie public liability insurance in the amount of \$2 million dollars naming The Corporation of the Town of Fort Erie as additional insured. In some cases the Clerk may require a greater amount as provided for under by-law 45-08. (please provide within 30 days of the event to Al Stouffer as below)**

Please contact Al Stouffer at 905-871-1600 ext 2543 , e-mail [astouffer@forterie.on.ca](mailto:astouffer@forterie.on.ca) fax 905-871-4022 should you have any questions regarding this application.

**NOTE: \*\*\* APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO EVENT**

**\*\*\*\*\* If fireworks are part of this event please contact Fire Chief Ed Melanson at 905-871-1600 ext. 2600 a MINIMUM of 20 days prior to the event.  
\*INSPECTION AND APPROVAL FEE'S MAY APPLY**