

SEAFEST 2019 EVENT APPLICATION FORM

June 7 - 9, 2019

MANDATORY:

Name of your Insurance Company for your event liability insurance: _____
You must attach a copy of your insurance policy to this Event Application indicating that **PR Special Events Society & the City of Prince Rupert are "Additional Insured"**. Send this Seafest form to your insurance broker and ask that they add these names to your existing policy. They should do this at no cost to you. Attached

Date that this description was completed: _____ ***Submit by May 19th**

Completed by: _____ Signature: _____
(print your name)

Name of Your Event – to be printed in the Seafest Schedule of Events: _____
(Annual # _____)

Date event will be held: Fri. 7th Sat. 8th Sun. 9th Time: (from) _____ (to) _____

Location of your event: _____

Name of your Sponsoring Organization (group/business/organization/person): _____

Mailing address: _____ Postal Code _____

Principal Contact Person (manager for this event): _____
(print name)

Telephone: work _____ home _____

Cell _____ Email _____
(Include all phone numbers for emergency situations) (we will contact you next year only by email)

Description of your Event: (info for the Seafest Schedule of Events and other advertising)

Event Information:
What is the participants' fee: _____
Approximate number of participants you anticipate: _____ Deadline participants must register by: _____
More info: (i.e. minimum age requirement, safety requirements–bike helmets, floatation devices, etc.)

Attach any written rules, maps or guidelines that you have prepared.

Included in this event will be:	Yes	No
Alcoholic Beverages	<input type="checkbox"/>	<input type="checkbox"/>
Amplified music/speeches	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
Event Materials (i.e. tables, balls, equipment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Food Preparation	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise or Food Selling	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Structures (i.e. staging, tents, barricades, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe) _____		

If yes to any of the above, please provide a brief description:

Return this form by May 19th to: Prince Rupert Special Events Society
prspecialevents@citywest.ca 250.624.9118
P.O. Box 306, Prince Rupert, BC V8J 3P9 250.624.9218 Fax
424-3rd Ave., W. (lower level City Hall - fountain side) Facebook.com/prspecialevent
www.prspecialevents.com