

WINTERFEST 2017 EVENT APPLICATION FORM

Dec 1 & 2, 2017

MANDATORY:

Name of your Insurance Company for your event liability insurance: _____
You must attach a copy of your insurance policy indicating that both the PR Special Events Society & the City of Prince Rupert are "Additional Insured". Ask your insurance broker to add these names to your existing policy and they should do this at no cost. attached

Date that this application was completed: _____

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

Name of Your Event: _____

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- Fri. Dec 1 Time: (from) _____ (to) _____
 Sat. Dec 2 Time: (from) _____ (to) _____

Event Location: _____

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

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

Telephone: work _____ home _____
(include all phone numbers in case of cancellation, emergency, etc.)

Email _____ cell _____
(so we can contact you next year)

Description of the Event: (some info will be included in Winterfest schedule)

Event Rules: (i.e. minimum age requirement, safety requirements–bike helmets, floatation devices, etc.)

What is the participants' fee:
Approximate number of participants you anticipate:
Deadline participants must register by:
More info:
Attach any written rules, maps or guidelines that you have prepared.

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

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