

WINTERFEST 2024 EVENT APPLICATION FORM

December 7-8

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: _____

- Sat. Dec 7 2024 Time: (from) _____ (to) _____
- Sun. Dec 8 2024 Time: (from) _____ (to) _____

Event Location: _____

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

Principal Contact Person (manager for this event): _____

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.

Included in this event will be: (check all that apply)

- Alcoholic Beverages
- Food Preparation
- Merchandise or Food Selling
- *Amplified music/speeches
- *Temporary Structures (i.e. stages, tents, etc.
- *Event Materials (i.e. tables, balls, barricades, etc.)
- Entertainment
- Other (please describe) _____

** Use of PRSES equipment is only available at the courthouse or Mariners' during main event times

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

** For vendors doing food preparation, a Northern Health Temporary Food Permit will be required. You will need a physical copy displayed at your event.

** For vendors wanting to serve alcoholic beverages you will need to obtain a liquor license.

** All equipment supplied by PRSES (chairs, tents etc.) will need to be arranged prior to the event. Please note what items are required and for what times. Equipment is only available at the courthouse and Mariner's Park on Saturday while events are taking place. You are responsible for the return and condition of all equipment borrowed for your event and will liable for any damages. You are responsible for clean up around your event.

Return this form to: Prince Rupert Special Events Society
office@prspecialevents.com
www.prspecialevents.com

250.624.9118

Facebook.com/prspecialevent