



SPECIAL EVENT APPLICATION FOR MUNICIPAL PROPERTY

A staff member will be in contact to discuss further details of your upcoming event if necessary. Completion of this form does not confirm your Special Event. A permit letter will be issued with approval at a later date. Please submit applications 6 weeks prior to event to the Recreation Officer.

Event Title:	
Event Date:	
Organization Name:	
Registered Non-profit Society #	
Event Organizer:	
Mailing Address:	
Town:	
Postal Code:	
Email Address:	
Phone #:	
Alternate Phone #:	
On site Contact <i>(if different from above)</i>	

Event Type: (List what type of event you are hosting, for example Run/Walk Fundraiser, Ball Tournament, Car Show, etc)

Event Details:

Type: <i>(choose all that apply)</i>	<input type="radio"/> Park <input type="radio"/> Facility <input type="radio"/> Parking Lot <input type="radio"/> Trail/walkways <input type="radio"/> Roadway
Location(s):	
Roadways(s): <i>(if applicable)</i>	
Time of event:	

Event Set Up Details:

Set up date: <i>(if different from above)</i>	
Set up time:	
Tear down time:	

To give us a better understanding of your event, please answer the following questions:

- Has your group/individual organized this event in the past? Yes No
- Is your event planning on providing food services to the public? Yes No
- Is your event (or part of) taking place on or crossing over local municipal roads? Yes No
- Do participants of the event wish to camp at the facilities Yes No

Documentation Details: *(District employees will confirm which documents are required by event organizers and/or organizations. Obtaining proper document is at the sole responsibility of organizer and/or organizations)*

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| <input type="radio"/> Copy of Insurance | <input type="radio"/> Food Safe Certificate |
| <input type="radio"/> SOCAN License | <input type="radio"/> Liquor License (i.e Beer Garden) |
| <input type="radio"/> Temporary Food Permit | <input type="radio"/> Business License |
| <input type="radio"/> Gaming License | <input type="radio"/> Other |

Submissions:

In person: District of Hudson’s Hope, 9904 Dudley Drive, during regular business hours
Via email: district@hudsonshope.ca
Inquiries: Call 250-783-9901 or email kelsey@hudsonshope.ca