

**APPLICATION TO HOLD AN
OUTDOOR EVENT IN HARMONY SQUARE**

*Please return to: Parks and Recreation, 1 Sherwood Drive, Brantford, ON N3T 1N3
Attention: Jennifer Middleton FAX: 519-759-5975*

This is an application/request only and does not guarantee a permit will be issued or permission given. Please have this form completed and returned a minimum of sixty (60) days prior to your event.

PLEASE NOTE: A damage deposit may be required depending on the nature of the event. A site meeting may be required.

DATE OF APPLICATION: _____

ORGANIZATION(S): _____

CONTACT NAME(S): _____

ADDRESS: _____

CITY: _____ POSTAL CODE _____

PHONE # (DAY): _____ PHONE # (EVENING): _____

EMAIL ADDRESS: _____

FAX #: _____

PLEASE NOTE: Your organization must provide a minimum \$2,000,000. (2 million dollars) liability insurance naming the Corporation of the City of Brantford as "Additional Insured". (Events & activities deemed high risk may require higher coverage)

EVENT NAME: _____

PURPOSE OF EVENT: _____

DATE: _____ TIME: _____

SET UP DATE: _____ TIME: _____
(IF REQUIRED)

TEAR DOWN DATE: _____ TIME: _____
(IF REQUIRED)

OF PARTICIPANTS: _____ # OF VEHICLES: _____ # OF SPECTATORS: _____

WILL THERE BE EQUIPMENT LOADED OR UNLOADED? NO _____ YES _____

IF YES, PLEASE EXPLAIN: _____

DOES ANY PART OF THE EVENT OCCUR ON CITY STREETS? NO _____ YES _____

(FOR ROAD CLOSURES PLEASE CONTACT THE ENGINEERING DEPARTMENT 759-4150)

PLEASE TURN OVER & COMPLETE OTHER SIDE

SERVICES REQUIRED:

There may be a charge for some of these services

Extra Garbage cans: No:_____ Yes: _____ How many? _____

Tables: No:_____ Yes: _____ How many? _____

Chairs: No:_____ Yes: _____ How many? _____

Hydro requirements: No:_____ Yes: _____ Please specify: _____

Tent rentals: No:_____ Yes:_____
(Tents available at extra cost: 20' X 20'; 10' X 20'; 10' X 10')

Please specify: _____

*Portable Washrooms: No:_____ Yes: _____ How many? _____

**Organizer is responsible for the rental of portable washrooms*

Location of Portable Washrooms: _____

Food preparation: No:_____ Yes: _____ Type of food: _____

Amplified Sound: No: _____ Yes: _____

Would you like the music playing throughout the square turned off? No: _____ Yes: _____

Would you like the splash pad / sprinkler turned off? No: _____ Yes: _____

Sales of any kind: No: _____ Yes: _____ Please specify: _____

Alcoholic Beverages: Yes _____ No _____ **If yes, City of Brantford's Policy for Special Occasion Permit Holders must be completed. THIS POLICY IS STRICTLY ENFORCED.**

Entertainment: Yes _____ No _____

Please specify type of entertainment: _____

Other activities: _____

IMPORTANT - PLEASE INCLUDE:

1. A map and site plan clearly indicating the areas you intend to use;
2. Proof of liability insurance naming the City of Brantford as additional insured
3. A cheque for park booking fee. A separate cheque for damage deposit may be required

Need help organizing your event? Please contact:

Jennifer Middleton, Community Events Coordinator
Parks & Recreation

jennifermiddleton@brantford.ca or (519) 756-1500 Ext. 5509