



Special Event Application

Type of Event *\$25.00 cancellation fee will apply to all events cancelled with less than 3 weeks written notice.

<input type="checkbox"/> Commercial Event	<input type="checkbox"/> Not for Profit Charity Event	<input type="checkbox"/> Private/Individual
<ul style="list-style-type: none"> ▪ Commercial Special Events are events which charge Admission and/or Gate Fees and are for profit. ▪ Not for Profit Charity Events must be hosted by a Non-Profit Charitable Organization, open to the public and free. 		
Specific Types:		
<input type="checkbox"/> Bike Event	<input type="checkbox"/> Sport/Tournament Event	<input type="checkbox"/> Walk/Run
<input type="checkbox"/> Water Event	<input type="checkbox"/> Other, please specify: _____	

Requirements Checklist

I understand that:

- Insurance is mandatory for all events. A copy of insurance coverage (with a minimum two million dollars general liability coverage) is to be provided to LLPPA prior to the event.
- The event permit can only be used for the stated purpose of the event.
- Any unauthorized sale or service of alcohol will result in the immediate cancellation of my permit and may result in applicable fines.
- Unless authorized by permit, no temporary or permanent tent, building, sign, fence or structure can be erected in the park. Signs cannot be posted on any tree, fence pole, building or structure.
- It is strongly advised that events should only advertise after conditional approval has been granted in writing from LLPPA.
- Vehicles are permitted in the designated parking areas only - they are NOT permitted on parkland/green spaces.
- No overnight parking or camping in the park.
- No firepits, charcoal BBQs, or open fires of any sort are permitted on park property.
- No unauthorized commercial activities/sales of goods or services (for profit or non-profit).
- No unauthorized amplified music/sound systems. A noise exemption may be required to operate sound amplification equipment in conjunction with your event.
- No dogs or other pets without a leash. Please clean up after pets.
- All trash generated from the respective event must be disposed of properly and removed from the premises; trash cans in the park are not to be used for event trash disposal or a minimum \$100.00 fee will be charged.

Release, Waiver & Indemnity: The Permit Holder, for itself, its heirs, executors, administrators, successors and assigns hereby releases, waives and forever discharges LLPPA, its employees, contractors, consultants, representatives, elected and appointed officials, successors and assigns (all of whom are called "LLPPA Indemnities") of and from any and all claims, demands, losses, damages, costs, actions, and other proceedings whatsoever, whether in law, statute or equity, in respect of death, injury, loss or damage to the Permit Holder or property, however caused, except to the extent caused by or attributable to the negligent or intentional acts of the LLPPA or those for whom the LLPPA is at law responsible. The Permit Holder further agrees to indemnify and save harmless the LLPPA Indemnities from and against all liability incurred by any or all of them arising as a result of, or in any way connected with the issuance of this Permit, except to the extent such liability arises from or is attributable to the negligent or intentional acts of the LLPPA Indemnities or those for whom the LLPPA is at law responsible. This Permit is made subject to the conditions noted on this application which are subject to change, and the Permit Holder agrees to comply with those conditions and to ensure compliance by his or her members and participants.

By signing below, I acknowledge that I have read and that I understand this form and agree to be bound by its contents.

Authorized Signature of Group/Organization
 (If not a Legal Entity, Signature of Individual(s) Assuming
 Personal Responsibility)

Today's Date: (dd-mm-yyyy)



Special Event Application

A. Application Information

Organization Name	Contact Information <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		
First Name	Last name		
Organization Address			
Street Number _____	Street name _____	Suite/Unit Number _____	
City _____	Province _____	Postal Code _____	
Contact Number _____	Mobile Number _____	Email Address _____	

B. Event Information

Event Name:
Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No Overall Expected Event Attendance:
Preferred area within park:

What date and time will set-up begin:		at	<input type="checkbox"/> am <input type="checkbox"/> pm
Event date (s)		Time (s) Required	
	From (dd-mm-yyyy)	To (dd-mm-yyyy)	From (hh:mm) To (hh:mm)
1			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
2			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
3			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
What date and time will clean-up end:		at	<input type="checkbox"/> am <input type="checkbox"/> pm

Alternative Date(s) should the above dates be unavailable		Alternative Time(s) Required	
	From (dd-mm-yyyy)	To (dd-mm-yyyy)	From (hh:mm) To (hh:mm)
1			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
2			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
3			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm

Staff Comments

For Office use Only
Date received (dd-mm-yyyy)
Contract Number