



REQUEST FOR AUTHORIZATION TO HOLD A SPECIAL EVENT

Note: To give us the time to verify the feasibility of your event with other municipal departments as well as the Montreal Fire Department; please submit your request at least 21 working days before the planned event. Your request may be rejected if this delay isn't respected.

SECTION 1	GENERAL INFORMATION *TO BE COMPLETED FOR ANY EVENT REQUEST*
------------------	--------------------------------------------------------------------

Date of the event:	(dd / mm / yyyy)
Hour:	From: To:
In case of rain, event will be held at a later date : <input type="checkbox"/> No <input type="checkbox"/> Yes	Date of rescheduled event: (dd / mm / yyyy)
Event location: Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/>	Specify the address:
Number of people expected to attend the event:	
Contact person name:	
Phone number:	
Email:	
Address:	Civic number and street City Postal code

Description of the event (purpose):

**Inflatable: <input type="checkbox"/> No <input type="checkbox"/> Yes	Specify: Quantity:
Appareil de cuisson (ex. BBQ, appareil propane) : <input type="checkbox"/> No <input type="checkbox"/> Yes	Specify: Quantity:
Generator on site: <input type="checkbox"/> No <input type="checkbox"/> Yes	Quantity:
**Tent/ other structure: <input type="checkbox"/> No <input type="checkbox"/> Yes	Quantity: Size:
	** Info tent / inflatable structure: Note that if you plan to install a tent with an area of more than 100 m2 and / or an inflatable structure during the event, a separate request must be made to the SIM by the contact person. Please use the link below to complete the application: http://ville.montreal.qc.ca/sim/en/required-information-special-event-request
Music : <input type="checkbox"/> No <input type="checkbox"/> Yes	Specify:

REQUEST FOR AUTHORIZATION TO HOLD A SPECIAL EVENT

** Liquor permit: <input type="checkbox"/> No <input type="checkbox"/> Yes	Info Liquor Licence ** An application must be completed and sent to the Régie des alcools du Québec when the organizer wishes to serve or sell alcoholic beverages. Please access using the link below: https://www.racj.gouv.qc.ca/fileadmin/documents/Accueil/Formulaires_et_publications/Formulaires/Alcool/RACJ-1060.pdf
--------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION 2 EVENT TAKING PLACE IN A PRIVATE PLACE OR ON A PRIVATE LAND

Use of the public road for parking: <input type="checkbox"/> No <input type="checkbox"/> Yes	Specify the number of spaces required:
--------------------------------------------------------------------------------------------------------	-----------------------------------------------

SECTION 3 EVENT TAKING PLACE IN A PUBLIC PLACE OR ON A PUBLIC LAND

Street closure**: <input type="checkbox"/> No <input type="checkbox"/> Yes	Description of the preventive measures that will be taken: **Street closure info: Note that if a road closure is scheduled during the event, a separate request must be made to the SIM by the person in charge. Please use the link below to complete the application: http://ville.montreal.qc.ca/sim/en/required-information-special-event-request
Use of water / fire hydrant: <input type="checkbox"/> No <input type="checkbox"/> Yes	Specify the location:
Electrical installations required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Specify number of power supplies, voltage required:
Access to the park chalet required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Specify the opening / closing time:
** Additional waste / compost / recycling bins: <input type="checkbox"/> No <input type="checkbox"/> Yes	Specify the quantity / place of delivery:
** Eco-friendly event: When organizing a special event, certain measures must be applied to reduce the environmental impact of these events: - "Zero waste" event - Use of compostable table ware - Integration of recycling and composting - Refillable bottle filling stations, etc.	

I agree to comply with municipal by-laws

THIS FORM MUST BE SUBMITTED TO THE INSPECTION-PUBLIC SECURITY BUREAU BY MAIL, FAX OR EMAIL.

Inspection-Public Security Bureau
 399 Saint-Jean Boulevard
 Pointe-Claire, Québec H9R 3J2

evenements@pointe-claire.ca
 Fax : 514-630-1275
 Information: 514-630-1300, ext. 1685
 Contact : Valerie Boisclair