



## 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.

<b>SECTION 1</b>	<b>GENERAL INFORMATION *TO BE COMPLETED FOR ANY EVENT REQUEST*</b>
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<b>Date of the event:</b>	<b>(dd / mm / yyyy)</b>
<b>Hour:</b>	<b>From:                      To:</b>
<b>In case of rain, event will be held at a later date :</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Date of rescheduled event:</b> <b>(dd / mm / yyyy)</b>
<b>Event location:</b> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/>	<b>Specify the address:</b>
<b>Number of people expected to attend the event:</b>	
<b>Contact person name:</b>	
<b>Phone number:</b>	
<b>Email:</b>	
<b>Address:</b>	#                      Street                      City                      Postal code

**Description of the event (purpose):**

<b>**Inflatable:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Specify:                      Quantity:</b>
<b>Appareil de cuisson (ex. BBQ, appareil propane) :</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Specify:                      Quantity:</b>
<b>Generator on site:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Quantity:</b>
<b>**Tent/ other structure:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Quantity:                      Size:</b>
	<p><b>** Info tent / inflatable structure:</b> 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. <b>Please use the link below to complete the application:</b> <a href="http://ville.montreal.qc.ca/sim/en/required-information-special-event-request">http://ville.montreal.qc.ca/sim/en/required-information-special-event-request</a></p>
<b>Music :</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Specify:</b>

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<b>** Liquor permit:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Info Liquor Licence **</b> An application must be completed and sent to the Régie des alcools du Québec when the organizer wishes to serve or sell alcoholic beverages. <b>Please access using the link below:</b> <a href="https://www.racj.gouv.qc.ca/fileadmin/documents/Accueil/Formulaires_et_publications/Formulaires/Alcool/RACJ-1060.pdf">https://www.racj.gouv.qc.ca/fileadmin/documents/Accueil/Formulaires_et_publications/Formulaires/Alcool/RACJ-1060.pdf</a>
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**SECTION 2      EVENT TAKING PLACE IN A PRIVATE PLACE OR ON A PRIVATE LAND**

<b>Use of the public road for parking:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Specify the number of spaces required:</b>
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**SECTION 3      EVENT TAKING PLACE IN A PUBLIC PLACE OR ON A PUBLIC LAND**

<b>Street closure**:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Description of the preventive measures that will be taken:</b>  <b>**Street closure info:</b> 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. <b>Please use the link below to complete the application:</b> <a href="http://ville.montreal.qc.ca/sim/en/required-information-special-event-request">http://ville.montreal.qc.ca/sim/en/required-information-special-event-request</a>
<b>Use of water / fire hydrant:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Specify the location:</b>
<b>Electrical installations required:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Specify number of power supplies, voltage required:</b>
<b>Access to the park chalet required:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Specify the opening / closing time:</b>
<b>** Additional waste / compost / recycling bins:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Specify the quantity / place of delivery:</b>
<b>** Eco-friendly event:</b> 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

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