



SPECIAL EVENT APPLICATION FORM

1. IDENTIFICATION OF THE EVENT

Name of the event _____

Desired location _____

If your request is on private property, please attach the authorization letter from the venue owner to your application.

Setup date _____

Event **start** date _____

Event end date _____

Rain date ☐ yes ☐ no Date _____

Tear down date _____

Number of participants
and/or visitors expected _____

Name of the coordinator
and/or manager of the organization _____

Phone _____

Cell phone _____

Email _____

2. IDENTIFICATION OF THE APPLICANT ORGANIZATION OR BUSINESS

Name of the organization or business

Identification number in the Québec Enterprise Registrar

Name of the president or director

Legal address

City

Postal Code

Phone

Email

Same address for correspondence? ☐ yes ☐ no

*If no, please provide the address below (including city and postal code).

3. DESCRIPTION OF THE EVENT

Explain your project. What is the purpose, what are the objectives?

You can also attach a document containing a description.

A detailed site layout plan must be included.

Choose

▼

Commercial, public ceremony, procession or parade, walking and/or racing event, competitive event, recreational event, exhibition, public celebration, private party, festival, gala or distribution of awards, exhibition, fair, show, mobile canteen, car wash, other(s).

4. PERMITS AND AUTHORIZATIONS

The activities listed below require City permits or authorizations.

Please indicate which of the activities listed below are planned as part of your programming. The applications will be reviewed and are subject to approval by the City.

☐ **Installation of a marquee or tent over 100 m²****

Mandatory approval of the structural plan by an engineer.

Name of the RBQ-accredited contractor
responsible for the installation: _____

****Note:** If your plan includes a marquee and you need to stake, check with SOS Excavation before finalizing your plan.

Location request to Info-excavation: <https://www.info-ex.com/en/request/locate-request//>

☐ **Using a standpipe** (*connection fees may apply)

☐ **Temporary display of sponsors**

Refer to the appendix after the form for the policy on displaying sponsors

☐ **Sale of promotional or other items**

You must indicate the type of
merchandise that will be sold: _____

☐ **Sale of refreshments and food**

MAPAQ: https://www.mapaq.gouv.qc.ca/fr/Restauration/md/Formulaires/Pages/permisresto_statique.aspx

☐ **Food truck(s)**

Specify who should be invoiced: _____

Quantity: _____

☐ **Food concessions**

Quantity: _____

☐ **House kiosk(s) operated by the organizer**

Quantity: _____

☐ Alcoholic drinks

You must attach a map of the location where the alcohol will be consumed and/or sold.

Attach proof of your permit <https://www.racj.gouv.qc.ca/formulaires-et-publications.html>

Please specify the type of alcohol that will be consumed and / or sold: Beer Wine Hard Liquor

☐ Consumption only (gathering permit)

☐☐☐

☐ Sale and consumption

☐☐☐

☐ Presence in a park after 11 p.m. for the following exceptions

☐ Night Surveillance

☐ Site Setup or Teardown

☐ Occupation of public domain

(The permit to occupy a public domain will be analyzed. This must be a partial occupation.)

☐ Trip (walking, running, cycling, etc.) on a public road
(You must attach a map of the route to obtain this authorization.)

☐ Activity that hinders passage on the street or sidewalk
(You must provide the street name or attach a map.)

Name of the street: _____

☐ Parking lot

☐ Park
(You must provide the park name.)

Park name: _____

☐ Notice to the Service de la sécurité incendie de Montréal (Montréal fire department)

sim.evenement@montreal.ca

BBQ, fire juggler, pyrotechnic show, marquee, patio heater, occupation of a public road, etc.

☐ Other(s):

Other permissions required: _____

5. PROGRAMMING

Other items might require permissions. So that we can properly support you, please attach a copy of your programming project if you have one, or provide details of all the elements of your programming, including activities, schedule, sequence, etc.

6. TECHNICAL SUPPORT

Please provide details about your expected requirements (equipment, electricity, water, etc.).
(Please add a site map to your event as an attachment to your application.):

To request promotion on the City's electronic billboards, partners must submit their request using the online form at <https://www.pointe-claire.ca/en/communications/electronic-billboard/>.

If you would like to rent a sports hall or facilities, please complete the online form at <https://www.pointe-claire.ca/en/chalets-and-community-facilities-rental/><https://www.pointe-claire.ca/en/culture-sports-leisure-and-community-development/> or contact the Culture, Sports, Leisure and Community Development Department at 514-630-1214.

7. SECURITY

How will security be provided on the site during the event?

(Check and fill in the information below).

☐ Team of volunteers

☐ Security agency

Insurance

Do you have a liability insurance policy?

☐ yes

☐ no

If yes, what is the amount of coverage?

(The agreement with the organization must be included with your application)

\$

Name of the insurance company

*If no, will you have a policy for the event?

☐ yes

☐ no

***** Proof of insurance will be required on public property
and if the event involves the presence of the general public. *****

The amount of liability protection required will be
determined based on the site and type of event.

8. BUDGET FORECASTS

• Budget / Support

Please provide us with a copy of your budget forecast, mentioning your main sources of income and expenses.

Total Expenses

Total Income

Enter the amounts:

\$

\$

Will the proceeds from the event be donated
to a non-profit organization?

☐ yes

☐ no

If yes, what is the name of the organization?

What percentage of the proceeds will
you give to the NPO?

%

Please return the duly completed form to
evenements@pointe-claire.ca

The City will follow up within 10 business days of submitting your application.
A response regarding authorizations for all of the requests will be sent to you
within 20 business days.

Note All applications must be received by the City a minimum of 30 days before the date
of the event.
