



Maple Ridge Parks, Recreation & Culture SPECIAL EVENTS APPLICATION

This application is to be completed, signed **at least 60 days prior to the first day of the event** and forwarded to:

Maple Ridge Leisure Centre, Festival and Volunteer Office
11995 Haney Place, Maple Ridge, BC 604-467-7325
Email: festival@mapleridge.ca

Please fill out details on the Event Application and additional details as applicable to your event. If you have any questions about the application form, or require assistance filling out the form, please call the Recreation Coordinator - Events and Volunteers at 604-467-7459 or the Festival Office Programmer at 604-467-7325. We would be pleased to provide you with information and support with your event planning. Organizers are encouraged to not advertise their event until this preliminary approval is obtained and your facility or park space is booked.

* Please note: It is the responsibility of the applicant to obtain any and all permits, licenses and certificates that are required for this special event and to provide copies to the City of Maple Ridge prior to the event.

I have read the Special Event Information Form*

() Yes

() No

Organizers are encouraged to not advertise the event until preliminary approval is obtained from the City of Maple Ridge.

It is the responsibility of the applicant to provide any and all permits, licenses and certificates that are required for this special event to the appropriate address provided above.

SPECIAL EVENT INFORMATION

Event Name: _____

Event Date(s): _____ Time(s): _____

Event Type: Parade Festival Athletic Event Fundraiser
 Beer Garden Fair or Exhibit Fireworks Music / Concert
 Other (please specify) _____

Event Location: _____

Event to take place in: Maple Ridge
 Pitt Meadows (if Pitt Meadows is checked, please complete application form with the City of Pitt Meadows at www.cityofpittmeadows.ca)

Facilities to be used: Park Street Sidewalk Indoor Facility

Purpose of Event: _____

Event Crowd Size: Participants:_____ Spectators:_____ Volunteers/staff_____

Has the event been produced previously: Yes No
Any changes from previous events? Yes If yes please, list changes No

APPLICANT'S INFORMATION:

Organization Name: _____

Mailing Address: _____

Applicants Name: _____

Phone Number: _____ Email: _____

ACTIVITY PERMITS AND ADDITIONAL INFORMATION:

Food Service:

If you plan on selling or serving any food or beverages to the public at your event, please contact Fraser Health Authority at 604-476-7000 for a Temporary Food Permit.

Beer Garden:

If you plan to have a beer garden at your event, a Special Occasion License Application Form must be completed, reviewed and approved by the RCMP and Liquor Control. Forms are available by visiting a BC Liquor Store nearest you.

Fireworks:

Contact Maple Ridge Fire Department at 604-476-3053

Portable Washrooms:

Event organizers must make arrangements for portable washroom facilities, if required. Event organizers should not rely solely on any adjacent washroom facilities.

Electricity and Water Requirements:

Please list any activities requiring electrical power and water: _____

Special Event Trailer:

Maple Ridge Parks, Recreation & Culture may be able to provide equipment for your event depending on availability. Additional charges for use of Parks, Recreation & Culture equipment and staff time may apply. The Community Event Kit Trailer is available for a nominal fee to local non-profit groups. A link to the form can be found at www.mapleridge.ca/1535/Planning-a-Special-Event

Public Relations:

Have local neighbourhood groups/businesses approved of your event concept? Yes No

Litter and Recycling Plan:

Please attach your litter and recycling plan for the event. This is to include your waste control and disposal plan during and after your event.

Fees and Proceeds:

Admission Fee: Yes If yes, how much: _____ No
Vending Sales: Yes No

Indemnification:

On behalf of the above-named event organization, I hereby agree to indemnify and save harmless the City of Maple Ridge against claims or demands arising from the event described in this application and I agree to obtain liability insurance that is satisfactory to the City of Maple Ridge.

Applicants Signature

Print Applicant's Name

Today's Date

NOTICE: Personal information requested on this Special Events Application is collected under the authority of the Freedom of Information and Privacy Act, R.S.B.C. 1996, c. 165, as amended. Unless otherwise specified, the information gathered will be used by Maple Ridge Parks, Recreation & Culture for processing the event approval. Questions about the collection, use, and disclosure of this information should be directed to the FOI Head, Clerks Department, City of Maple Ridge, 11995 Haney Place, Maple Ridge, BC V2X 6A9, 604-467-7482.