



Public Event Request

ORGANIZATION INFORMATION SHEET TO OBTAIN RECOGNITION TO HOLD AN EVENT ON THE PUBLIC DOMAIN

Check this box, if your organization has obtained an official recognition status from the borough of CDN/NDG. Borough council meeting (CA16 170328).

- Complete only, the *Event Information Sheet* (pages 3 to 8).

If your organization has not received a recognition status, complete:

- The *Organization Information Sheet*, to obtain recognition to hold an event on the public domain (pages 1 and 2)
- The *Event Information Sheet* (pages 3 to 8).

1. LEGAL STATUS					
Legal name of the organization					
Address of the Head office					
Do you have a legal status as non-profit organization	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Organization's constitution date	dd		mm		yyyy
Registre des entreprises du Québec entreprise number (R.E.Q.)					
Other (specify)					

2. ORGANIZATION TYPE			
NPO <input type="checkbox"/>	Institution <input type="checkbox"/>	Citizen <input type="checkbox"/>	Other <input type="checkbox"/>

3. MISSION OF THE ORGANIZATION
Describe the mission, the objectives, the organizational structure, the services and target clientele, of your organization. Attach in annex, all pertinent documents.

4. SERVICE AREA

Do you have one or more service outlets on the borough's territory?

Yes No

Address

Sort, in order of importance, the areas served by your organization (1 being the most important)

CDN		NDG		CDN-NDG Borough		Outside the borough	
-----	--	-----	--	-----------------	--	---------------------	--

5. PROMOTION

What method are used to promote your event to the population?

Organization's website	<input type="checkbox"/>	Social media (Facebook, Twitter, etc.)	<input type="checkbox"/>	Other (specify) _____
Publicity (radio, newspaper, etc.)	<input type="checkbox"/>	Flyers and posters	<input type="checkbox"/>	
None	<input type="checkbox"/>			

6. IMPLANTATION IN THE COMMUNITY

How many years has your organization been active?

11 years or more Between 6 and 10 years Between 5 and 3 years 3 years or less

7. REQUIRED DOCUMENTS

Answer the questions below by checking the appropriate box

Charter and letters patent	Yes <input type="checkbox"/>	No <input type="checkbox"/>	* required for the initial treatment of your file.
Resolution from the board of directors	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
List of board members	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3 000 000\$ to 5 000 000\$ liability insurance according to the requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	* to be provided at a later date.

EVENT INFORMATION SHEET

Please note that reception of this request does not constitute approval of the event. You must obtain all applicable permits and authorizations from our Department and other municipal services prior to distributing any form of publicity regarding your event

SECTION 1		IDENTIFICATION OF THE ORGANIZATION	
Name of organization			
Address of the head office			
Contact person		Title :	
Office phone		Fax :	
Cell phone			
Email address			
Pers. responsible on site (the day of the event)		Cell phone :	

SECTION 2		GENERAL INFORMATION ON THE EVENT		
Name of the event				
Date of the event				
Detailed description of the event <i>(Objectives, impact, planned activities, benefits to the community, etc.)</i>				
Type of event	<input type="checkbox"/> Community	<input type="checkbox"/> Cultural	<input type="checkbox"/> Walk	
	<input type="checkbox"/> Sporting event	<input type="checkbox"/> Religious	<input type="checkbox"/> Block party	
	<input type="checkbox"/> Other :			
Target clientele	All <input type="checkbox"/>	Families <input type="checkbox"/>	Community <input type="checkbox"/>	Seniors <input type="checkbox"/>
Number of participants expected				

As of this point, please complete only the sections relating to your event.

SECTION 3		EVENT IN A PARK, GREEN SPACE OR A SQUARE	
Name of park/green space/square			
Time of the event	From		to
Set-up time	From		to
Tear down time	From		to

SECTION 4		REQUESTED SERVICES AND RENTALS	
Please note that the borough can provide certain equipment or offert certain services. In the case where the borough could not meet the demand, the promoter will need to rent the equipement needed at is own expense.			
Garbage cans*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number :	Delivery location :
Picnic tables* (max. 12)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number :	Delivery location :
Barricades*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number :	Delivery location :
* Please note that the City of Montreal can provide certain equipment subject to availability and priorities.			
Restroom access (if available)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
⇒ If no restrooms are available, you must rent the necessary facilities.			
Delivery date :	Pickup date :	Number :	
Delivery location :			
Use of a sport field**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Schedule :	Type of field :
**Please note that a fee may be applicable for the use of a sports field.			

SECTION 5		OTHER EQUIPMENTS PROVIDED BY THE PROMOTER*	
Inflatable games	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number : _____	Dimensions :
Inflatable structure (eg : screen)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number : _____	Dimensions :
Tents	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number : _____	Dimensions :
Canopy tents (tents with no walls)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number : _____	Dimensions :
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number : _____	Dimensions :
*Provide the fireproof certificate for the equipment above mentioned.			
Generator	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number : _____	
Barbecue (Cooking food)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number : _____	Methods of cooking : <input type="checkbox"/> Propane BBQ <input type="checkbox"/> Other
**Indicate on your plan			

SECTION 6		SALE OR DISTRIBUTION FOOD OR NON ALCOHOLIC BEVERAGE	
In the case where the borough authorizes the sale or distribution of food or non alcoholic beverages, you will need to obtain a permit from Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ).			
Sale of food and non alcoholic beverages	<input type="checkbox"/> Yes, describe : <input type="checkbox"/> No		
Food trucks**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Schedule :	**Must be a member of l'Association des restaurateurs de rue du Québec.

SECTION 7		SALE OF PROMOTIONAL ITEMS	
Only the sale of items related to the event (products with the name and/or logo of the event) can be authorized			
Sale of promotional items (Identified to the event)	<input type="checkbox"/> Yes, describe : <input type="checkbox"/> No		
Number of sale kiosks			

SECTION 8 CONSUMPTION OF SALE OF ALCOHOL	
In the case the borough would authorize the sale or consumption of alcohol, a letter of intent will be sent to you. In order to procure the required permit, this letter must be presented at <i>Régie des alcools, des courses et des jeux</i> . * Several requirements apply	
Alcohol consumption	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sale of alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No
Schedule	From _____ to _____
Number of alcohol retail outlets	
Kiosk operation	<input type="checkbox"/> Your organization <input type="checkbox"/> Another organization
	If another organization, clarify :

SECTION 9 SOUND AMPLIFICATION*		
When there is sound amplification, the hours and maximum acoustic level indicated on your event authorization, must be respected. A maximum period of 5 consecutive hours is granted during an event.		
Sound amplification <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Time(s)
	From _____ to _____	_____ to _____
Sound check and rehearsal(s)	From _____ to _____	

SECTION 10 SPECIAL AUTHORIZATION			
Banners	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number :	Date : from _____ to _____
	Location :	Content of the banner :	
Delivery in the park**	<input type="checkbox"/> Yes <input type="checkbox"/> No	**A permit is required, for a vehicle to circulate in a parc.	

SECTION 11 EVENT ON A STREET*		<i>If applicable, complete the section below.</i>
Please note that the following conditions must be respected according to current regulations :		
<ul style="list-style-type: none"> ➤ The event promoter must obtain the adhesion (signatures) of 70% residents or business owners affected by the temporary street closure be in agreement; ➤ Ensure the installation of 'notices of street closure', which include the information's relating to the closure. The notice must be displayed at least 10 days prior to the event and the event promoter must assume their cost; ➤ Ensure the distribution of a written notice (in the mail box) to all residences on the street, that will be closed off, minimally 7 days delay before the event takes place; ➤ Assume the cost for displaying no parking signs and ensure they are installed in an appropriate time frame; ➤ Assume the cost of towing, if applicable; ➤ Preserve a corridor minimally six meters wide, for emergency vehicles; ➤ Ensure that each intersection is supervised by safety agents <u>at all times</u>, to allow the safe passage of emergency vehicles. 		
*Please note that the adhesion of 70% of the residents or business owners affected by the temporary street closure must be obtained.		
Street closure (ex : block party)	Street name :	
	Intersection : _____ Between _____ and _____	
	Closure : <input type="checkbox"/> Entirely <input type="checkbox"/> Partially	
	Start time :	
	End time :	

SECTION 12 WALK, PARADE*		<i>Si oui remplir la section ci-dessous</i>
Include a plan of the route, which indicates the streets and/or sidewalks that will be used for the setup, route and teardown, as well as the departure and arrival points.		
Description or concept of the parade or walk :		
Location	<input type="checkbox"/> Street(s) <input type="checkbox"/> Sidewalk(s)	
Meeting point (departure point)		

Meeting time	
Description of the route	
Time of departure :	Time of arrival :
Technical elements	Vehicle <input type="checkbox"/> Specify :
	Float <input type="checkbox"/> Specify :
	Horse-drawn vehicle <input type="checkbox"/> Specify :
	Other <input type="checkbox"/> Specify :

SECTION 13 SECURITY

The promoter is responsible for the safety on the site of the event.

When there is the sale and/or the consumption of alcohol, the security must be ensured by a security agency recognized by the City of Montreal. A copy of the contract must be provided.

Security responsibilities	<input type="checkbox"/> Recognized agency	<input type="checkbox"/> Volunteers
Name of the agency, if applicable		
Certificat number of the agency		
Number of volunteers or Hired agents	Agents :	Volunteers :
	*according to the borough's requirements	
Security agents identification method		
Tasks of security agents		
Training scheduled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Communication method used during the event		

SECTION 14 FIRST AID

According to the nature of the event, the services of a recognized agency might be required.

First aid station managed by	<input type="checkbox"/> Recognized agency	<input type="checkbox"/> Volunteers
Name of the agency, if applicable		
Number of volunteer security agents		
Security agents identification method		

****Include a copy of the first aid credentials for the people assigned to this position.***

SECTION 15 CLEANLINESS

Following the event, the promoter must ensure to restore the premises to their original condition. Failing to do so, the cleaning deposit could be retained.

Trash pickup done by	<input type="checkbox"/> A private company	<input type="checkbox"/> Volunteers
Other pertinent information :		

SUBJECT TO APPROVAL OF THE FOLLOWING MUNICIPAL INSTANCES : DIVISION DE LA VOIRIE ET PARCS, DIRECTION DES TRAVAUX PUBLICS, SERVICE DE SÉCURITÉ INCENDIE DE MONTRÉAL, SERVICE DE POLICE DE LA VILLE DE MONTRÉAL, SOCIÉTÉ DE TRANSPORT DE LA VILLE DE MONTRÉAL, DIVISION DE L'INSPECTION DES ALIMENTS DE LA VILLE DE MONTRÉAL, URGENCES-SANTÉ AND OTHERS AS REQUIRED.

SECTION 16**EVENT SETUP PLAN**

Please draw a setup plan that illustrates all of the structures and equipment, on the site of your event.

- Identify the park and the streets to the North, East, South and West.
- Identify the route, starting and ending point.
- Identify the location, the dimensions of the equipment and the location of the electricity source.
- Identify the street, the intersections for the closure and the location of the barricades.
- Identify the security (if applicable) and first aid station.

The plan must include all of the different equipment which have been requested to the borough (picnic table, garbage cans and barricades) and any equipment provided by the promoter (e.g. tent, canopy tent, etc.). In addition, you must include the location where the cooking and sale will take place, as well as the location for the banners.

No modification can be made once the plan as been validated.

*It is also possible to attach an electronic version of your setup plan.

NORTH

WEST

EAST

DÉCLARATION ET COMMITMENT OF THE ORGANIZATION

We, the undersigned organization,

Name of the organization

by signing, we attest that information and documents provided with this request are complete and accurate according to our organization's files.

Commitment of the promoter

- The event must be open to all residents of the borough;
- The event must be free;
- The promoter commits to maintain access to the public and respect the regulations and norms associated with the occupying the public domain.

Name of designated representative

Title

Signature of the designated representative

Date of the signature

1. All requests must be made in writing by using the *Public Event Request* form. No reservations can be taken by telephone or verbally. Only written and signed requests will be considered. **Incomplete requests will not be treated.**

2. Please send your request by email at: ev_publics_cdnndg@ville.montreal.qc.ca

The Direction de la culture, des sports, des loisirs et du développement social de CDN-NDG is located at the following address:

**5160, boulevard Décarie,
Suite 400**

Montreal (Quebec) H3X 2H9

3. The request must be sent to our office a minimum of **20 open days before the date of the next borough council (see calendar on the borough's website).**

4. A representative of the Direction will contact you by telephone or in writing **5 working days** following the reception of your request.