

APPLICATION TO HOLD A PUBLIC EVENT

SECTION RESERVED FOR ADMINISTRATION

Application reception date:		File number:	
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INFORMATION ABOUT THE ORGANIZATION

Legal name:	
Head office address:	
Telephone(s):	
Web site:	
Authorized representative responsible for the application (name, function, title):	
Telephone(s):	
E-mail:	
Legal status and date of incorporation:	

INFORMATION ABOUT THE EVENT OR FESTIVAL

Event name:	
Location(s):	
Date(s) and hour(s):	
Installation assembly and disassembly dates, if applicable:	
Discipline:	<input type="checkbox"/> Culture/Leisure <input type="checkbox"/> Community <input type="checkbox"/> Athletic competition <input type="checkbox"/> Civic/Commemorative <input type="checkbox"/> Sports activity <input type="checkbox"/> Fundraising <input type="checkbox"/> Other (specify):
Brief description of the purpose of the event:	
Global project budget:	

Documents to be attached to the present application:

Concerning the organization:

- Charter and letters patent
- List of Board members
- Board of Directors' resolution authorizing the request for financial support and mandating a person to be responsible for signing all pledges related to the request
- Brief description, history and prior accomplishments
- Financial statements for the last completed quarter

Concerning the event:

- Objectives of the event and explanation of how it adds value to the existing range of events in the public domain
- Event description
- Target clientele and number of people expected to attend
- Scenario for assembly through disassembly and programming
- Preliminary installation plan
- Event timetable
- Communications plan for reaching the target clientele and visibility offered to the City
- Estimated budget for the last edition of the event
- Provisional budget for holding the event
- Requests for technical support
- Requests for exemption from the rules and authorization(s) specific to the event
- Partnerships and financial support agreements with municipal, provincial and federal entities and all other subsidizing organizations

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RESPONSIBILITES

The promoter guarantees and holds the City indemnified from all claims and damages of any kind related to the festival or event and caused by the promoter, its employees, agents, representatives, or its contractors.

Moreover, the promoter agrees to defend the interests of the City in all claims or legal proceedings launched against the City, to indemnify it against all expenses, judgements and convictions handed down, as well as to pay any sums to be disbursed on its behalf before or after judgement in view of the provisions of the preceding paragraph.

At least ten (10) days before the event is held, the promoter will obtain and maintain a liability insurance policy in effect at its own expense that is issued by an insurance company whose head office or place of business is located in Québec. This policy will provide the festival or event with minimum protection equivalent to three million dollars (\$3 M) covering bodily injury and material damage, with the City designated in the policy as co-insured. Please note that this amount is subject to increase. The policy must protect the promoter and the City during the entire time that the promoter will have access to the site (prior, during and after the festival or event is held). The policy must also include the endorsement furnished by the City, a copy of which is attached to the present application as an appendix.

OBLIGATIONS OF THE ORGANIZATION

Pursuant to the support of the City, the organization agrees to:

1. promptly advise the representative of any modification to its head office, legal status, or to the nature of its mission;
2. promptly advise and have the representative approve any change to the objectives, schedule, or to any other aspect of the planned event;
3. make reference to the City's participation in the project, including mention of the City in all promotional documents concerning the project;
4. respect the norms, regulations and laws in effect — and more specifically, those related to the occupation of public and private spaces, as well as to public health and safety — as well as all other terms and conditions stipulated by the City to that effect;
5. invite the City at least ten (10) days in advance to participate in all public events related to the project;
6. compensate the relevant authorities and organizations for all prescribed taxes, duties, permits and rights;
7. guarantee the City, which in turn guarantees by way of the present provisions, that the intellectual property rights for all performances or activities conducted under its control have been fully cleared and that these performances or activities can effectively take place.

ORGANIZATION'S ENGAGEMENT

After thorough review and completion of the present application to hold a public event, we the undersigned _____ (name of the organization) hereby certify that the information and documents provided in support of the application are **accurate and complete**.

By signing the present application, we agree to respect all the obligations outlined herein.

The parties elect domicile in the judicial district of Montréal.

IN WITNESS WHEREOF, the organization, via its authorized representative, signed in Montréal, this _____, 20_____.

(printed name of the organization and its representative)

Signature: _____
(authorized representative)

Please e-mail the duly completed and signed application and all requested documents to the Public Events Division at eve_publics@ville.montreal.qc.ca.