

**DISTRICT OF LOGAN LAKE
COUNCIL POLICIES**

ADMINISTRATION

USE OF PUBLIC PROPERTY FOR A SPECIAL EVENT

Date of Issue: November 24, 2003
Revision: March 16, 2010

Any individual, group or organization requesting the use of District streets, parks or other public property to hold a special event, must complete and submit to the Chief Administrative Officer for approval an "Application to Hold a Special Event" (which is attached to and forms a part of the policy), three weeks prior to the special event.

Insurance Requirement for Special Events:

For all special events, excluding wedding ceremonies, the District requires minimum liability insurance as follows:

- (a) \$2,000,000 Comprehensive General Liability Policy with inclusive limits for bodily injury and property damage liability including coverage for participants;
- (b) Cross-liability clause;
- (c) District of Logan Lake to be named as an additional insured; and confirmation that the necessary insurance has been obtained must be submitted to the Chief Administrative Officer, prior to the event.

District of Logan Lake Application to Hold a Special Event

File: 6130.07

Date of Application: _____

Name of Applicant or Sponsoring Organization: _____

Principal Contact Person: _____
(Name) (Phone No.)

Brief Description of Event/Activity: _____

Location of Event: _____

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

Anticipated Number of Participants: _____ Anticipated Number of Spectators: _____

A copy of Certificate of Liability Insurance must be received 10 days prior to the event.

Liquor is not permitted on the premises unless a liquor permit is in effect.

Will liquor be sold? Yes No Will you be using the gazebo? Yes No

Will power be required? Yes No The sprinkler system in the park is on a timer. Will you require the sprinklers to be turned off? Yes No

Will any type of music be used? Yes No If so, during what times: _____

All users are to follow the established service road access.

Additional Information: _____

Name of Applicant

Signature of Applicant

FOR OFFICE USE ONLY: Do Date(s) & Time(s) conflict with other bookings? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Copy of Insurance received <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Copy to PWS <input type="checkbox"/> Yes <input type="checkbox"/> No	Refer to RCMP <input type="checkbox"/>
_____ Date Approved	_____ Signature of Chief Administrative Officer	
***** Signed copy obtained and attached <input type="checkbox"/>		