

APPLICATION FORM TO ORGANIZE AN EVENT

INSTRUCTIONS

Complete, sign and submit the form along with all required documents to the **DCSLDS of the Borough of Pierrefonds-Roxboro** at :

evenements.pfdsrox@montreal.ca

IMPORTANT - Submit all documents before March 15 or August 15 of each year.

IDENTIFICATION OF REQUESTING ORGANIZATION

Name of organization in full (as it appears on your charter)			
Address in full			
Phone			
Email			
Website			
Charity number			
Affiliated federation or association			
Tax registration number			

Under which legal status is the organization registered ?

Constituted under the Provincial <i>Companies Act</i> (Part III) or <i>Amusement Clubs Act</i>			
Constituted under the Federal <i>Canada Corporations Act</i> (Part II) or <i>Canada Not-for-Profit Corporations Act</i>			
Non-profit solidarity cooperative established under the provincial <i>Cooperatives Act</i>			
Grouping of organizations listed in the Québec Enterprise Register (issue table or “table de concertation”)			
Foundation or philanthropic organization			
Institutional, public or parapublic organization			
Registration no.		Date of incorporation	

REPRESENTATIVE APPOINTED BY THE ORGANIZATION

Full name			
Role			
Phone			
Email			

MISSION AND VISION OF THE ORGANIZATION

DESCRIPTION OF THE EVENT
Please describe the event and indicate which need(s) in the Borough the activities are designed to meet.
Name of event
Description
Desired date of event including setup and teardown
Opening and closing times
Goal or purpose of event
Is this a recurring event? (e.g., inaugural edition, 10th anniversary) If yes, please provide a history of the event and any previous editions.
Who is the target population ?
Scope (regional, provincial, national)
Is the event a fundraiser? If yes, please indicate the beneficiary organization(s).
Which activities are free / paid?
What measures will be in place to ensure the event is environmentally responsible?
Please list the organization committee members.
Please list any partners and / or sponsors.
Is the event open to all ?
How will you publicize the event ?

Does your event fall into Stream 1 or Stream 2 of the <i>Policy on Support for Special Events</i> ?	Check one stream
Stream 1 : Support for events held on public property	
Stream 2 : Support for events held inside municipal buildings	
Stream 3 : Equipment loans	
State at which location(s) in Pierrefonds-Roxboro you would like to hold your event (e.g., name of facility, sports field, district). Please provide three choices in order of preference.	
1st choice : 2nd choice : 3rd choice :	

POPULATION SERVED

Indicate the approximate number and percent (%) breakdown of the clientele for your event.		
Place of residence	Number of participants	%
Borough of Pierrefonds-Roxboro		
Other Montréal boroughs (e.g., Île-Bizard–Ste-Geneviève, Lachine)		
Linked cities (Dollard-des-Ormeaux, Pointe-Claire, Kirkland, Dorval, Baie D’Urfé, Sainte-Anne-de-Bellevue)		
Off the island of Montréal (e.g., Île-Perrot, Vaudreuil, Laval)		
Total		100%

Which among the following clienteles does the organization primarily serve? Please check all that apply.			
Pre-school ages 0–5	☐	Seniors ages 55 and up	☐
Children ages 6–12	☐	Families	☐
Teens ages 13–17	☐	Partner organizations	☐
Young adults ages 18–24	☐	Cultural communities	☐
Adults ages 25–55	☐	Other, specify :	
In what way will the event ensure public and inclusive access (e.g., strategies, policies, practices)?			

EQUIPMENT LOAN

Date and time of equipment delivery for set-up	
Delivery address	
Date and time of equipment pick up after event	

Equipment available. Please write down how many of each equipment you wish to loan.							
Blue Tent 10 x 10		BBQ charcoal		Podium		Coat rack & hangers	
Yellow Tent 10 x 10		BBQ propane		Grommet 10		Crowd containment posts	
Red Tent 10 x 10		Tables 6 feet		Extension		Security vests	
Green Tent 10 x 10		Round Tables 60"		Recycling bins		Orange cones	
Barricades		Folding Chairs		Lectern		Garbage cans with bags	

REMINDER

You must append the following documents to your application :

- Proof of incorporation: Letters patent and memorandum of association (excludes institutional, public and parapublic organizations);
- Proof of registration on the Québec Enterprise Register (NEQ) (excludes institutional, public and parapublic organizations);
- Proof of civil liability insurance (\$2 million generally / \$5 million for aquatic activities) that meets the requirements of the City of Montréal¹ and the City of Montréal–specific endorsement duly completed by the insurer (excludes institutional, public and parapublic organizations);
- List of the members of the organizing committee (for Stream 1 and 2 requests);

COMMITMENT BY APPOINTED REPRESENTATIVE – DECLARATION			
Full name			
I hereby declare that I have read the terms and conditions of this application and confirm that the organization I represent is in good standing and in compliance with the requirements of the <i>Policy on Support for Special Events</i> , as described in this form and in the Policy. I declare that the information provided in this form is accurate, complete and consistent with the organization’s records.			
Signature		Date	

Section Reserved for administration

Date :

Signature :

Notes :

¹. The City of Montréal must be listed as co-insured and the policy must include a clause stipulating that prior notice must be given to the City in the event of termination of or amendment to the policy. The text of the endorsement is appended to this application form.