

## APPLICATION TO HOLD AN EVENT ON PUBLIC PROPERTY

Please submit your completed application by e-mail to the Festivals and events Division, at least 90 days prior to the date of your event.

**NOTE:** Submittal of an application to the Festivals and events Division does not constitute authorization to hold the event.

SECTION

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### INFORMATION ABOUT THE ORGANIZATION

LEGAL NAME OF THE ORGANIZATION

REGISTRATION NUMBER AND DATE OF INCORPORATION

FULL ADDRESS

INTERNET SITE

NAME OF AUTHORIZED SIGNATORY:

TELEPHONE:

E-MAIL

SECTION

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### INFORMATION ABOUT THE EVENT

TITLE OF EVENT

TYPE OF EVENT ☐ CULTURAL ☐ SOCIAL ☐ SPORTS ☐ CIVIC – COMMEMORATIVE ☐ FUND-RAISING ☐ OTHER (SPECIFY):

DATES AND TIMES OF THE EVENT

DATES AND TIMES OF SET-UP AND TAKE-DOWN

SET-UP: FROM \_\_:\_\_ TO \_\_:\_\_ (24-hour clock)

TAKE-DOWN: FROM \_\_:\_\_ TO \_\_:\_\_ (24-hour clock)

BRIEFLY DESCRIBE THE EVENT

TOTAL EVENT BUDGET

NUMBER OF ATTENDEES EXPECTED/TARGET CLIENTELE

SECTION

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### AREA, PARK, PUBLIC SPACE REQUESTED

FOR ANY REQUEST RELATED TO PARC MONT-ROYAL PLEASE USE THE SPECIFIC FORM FOR IT.

☐ AREA (SPECIFY)

☐ PARK (SPECIFY):

☐ PUBLIC SPACE (SPECIFY):

☐ OTHER (SPECIFY):

SECTION

3A

**MOVING EVENT, WALK OR RACE**

ASSEMBLY POINT

START POINT

DESCRIPTION OF REQUESTED ROUTE

ARRIVAL POINT

STOP POINTS ALONG ROUTE, IF ANY

LENGTH OF ROUTE IN KILOMETRES

NUMBER OF VOLUNTEERS ALONG THE ROUTE

USE OF VEHICLES OR FLOATS

☐ YES, HOW MANY \_\_\_\_\_ ☐ NO

INSTALLATION OF EQUIPMENT (TENTS, TABLES, MARQUEES, ETC.)

☐ YES, PROVIDE TECHNICAL SPECIFICATIONS AND PLAN ☐ NO

SECTION

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**REQUEST FOR VARIANCE (DEROGATION) - PUBLIC REGULATIONS**

<b>SALE</b> P-1 ART. 8	MERCHANDISE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	SPECIFY:		
	FOOD AND NO-ALCOHOLIC DRINKS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	SPECIFY:		
<b>CONSUMPTION OF ALCOHOL</b> P-1 ART. 3	ALCOHOLIC DRINKS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	SPECIFY:		
	ACCORDING TO RACJ PERMIT	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	SPECIFY ON PLAN:		
<b>NOISE</b> B-3 ART. 20	70 DB(A) MAXIMUM	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	SPECIFY LOCATION OF SOURCE		
<b>SAMPLES</b> CA-24-085 ART. 45		<input type="checkbox"/> YES	<input type="checkbox"/> NO
	SPECIFY:		
<b>PAVEMENT PAINTING</b> P-12.2, ART. 7		<input type="checkbox"/> YES	<input type="checkbox"/> NO
	SPECIFY LOCATION AND MEDIUM TO BE USED:		

SECTION

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DOCUMENTS REQUIRED

The organization must submit all completed and signed documents to [festivals.evenements@ville.montreal.qc.ca](mailto:festivals.evenements@ville.montreal.qc.ca)

**For the organization:**

- ☐ Charter and letters patent of the organization;
- ☐ The list of members of the Board of Directors
- ☐ Resolution of the Board of Directors of the organization mandating someone to sign all agreements related to the request
- ☐ Brief description, history and accomplishments of the organization
- ☐ The financial statement of the last full financial year of the organization

**For the proposed event:**

- ☐ Event objectives; how does your project represent a value-added with regard to existing events on public property?
- ☐ Event description
- ☐ Target clientele and number of people expected
- ☐ Set-up and take-down scenario and programming
- ☐ Installation plan or preliminary route (including start area, refreshment area, and arrival area)
- ☐ Completion schedule
- ☐ Communications plan discussing target clientele and visibility provided to the City of Montréal
- ☐ Report and budget for last edition of the event
- ☐ Provisional budget for event
- ☐ Requests for technical support
- ☐ Requests for regulation variances and specific authorizations
- ☐ Partnerships and financial support agreements with municipal, provincial and federal entities and with any other funding organization

SECTION

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AGREEMENT BY THE ORGANIZATION (HEREINAFTER CALLED "THE PROMOTER")

**Given the support of the City of Montréal, the promoter agrees to:**

- **respect** the obligations agreed to with the representative of the City of Montréal and other municipal departments involved, as well as with regard to agreements and permits;
- **assume** complete funding and organization of the event, as well as responsibility for its promotion or its cancellation;
- **respect** the visibility clauses, ensuring that the name of the city and the borough are mentioned and that the logos are used in compliance with current standards. All publications must be approved by the authorized municipal representative (**10 working days**);
- **during the event**, distribution, publication or public posting of any notice, symbol or sign including any type of discrimination or authorization thereto is prohibited;
- **guarantee** to the City of Montréal that it is the sole proprietor or authorized user of the intellectual property rights related to the event and to the activities which are to be presented;
- **provide** during the entire event, including set-up and take-down periods, general civil liability insurance at an amount determined by the City of Montréal (between \$3 million and \$5 million). Inform the city in writing of any insurance contract modification or cancellation. Designate the City of Montréal as co-insured, and for this purpose, use the following form: City of Montreal Liability insurance endorsement;
- **ensure** the surveillance and safety of persons, property and equipment at all times. Guarantee that workers carrying out work, as well as individuals assigned to security, are clearly identified as such and have the capacity, skills and integrity to carry out their responsibilities;
- **adapt** the proposed design to make it accessible and safe for people with disabilities;
- **respect** the setting and condition of the site where the event is to be held and ensure harmonious cohabitation with municipal teams, park users as well as neighbours;
- **preserve** the environment by following eco-responsible principles and return the site in good condition at the end of the take-down of the event. In the case of breakage, theft or damage caused during occupation of the site, pay costs;
- **conform** to all laws, regulations, bylaws, ordinances and standards applicable to the event, of all government levels (municipal, provincial and federal) and pay to all competent organizations and authorities any required taxes, permits and fees;
- **advise** the City of Montréal of any modification to its name, legal status, contact information, the nature of its activities, as well as to any changes to objectives, schedules and any other component of the event;
- **indemnify** and hold harmless the City of Montréal of all claims and damage, of any nature, caused by the promoter, its employees, staff, representatives or contractors with regard to the event;
- **agree**, furthermore, to take up the interest for and assume the defence of the City of Montréal in any claim or legal proceeding against the City of Montréal, to indemnify it against any expense, judgment or penalty that may be imposed on the City of Montréal and to pay on its behalf and in its place any amount it may be required to pay before or after a judgment, due to a matter provided for in the previous article.

In witness whereof, the undersigned certify that the information provided in this document is complete and in compliance and recognizes all provisions thereof.

\_\_\_\_\_  
Name of representative authorized to sign for the organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signed at

\_\_\_\_\_  
Date