



## USE OF PUBLIC AND MUNICIPAL PROPERTY PERMIT APPLICATION

**APPLICANT:**             **MEMORIAL HALL**     **SPECIAL EVENT/BEACH USE**

|                         |                          |
|-------------------------|--------------------------|
| <b>NAME:</b>            |                          |
| <b>NAME OF EVENT:</b>   | <b>DATE(S) OF EVENT:</b> |
| <b>MAILING ADDRESS:</b> |                          |
| <b>PHONE:</b>           | <b>EMAIL:</b>            |

**TYPE OF EVENT:**

|                          | EVENT                       | TYPE OF EVENT and LOCATION | NUMBER OF ATTENDEES |
|--------------------------|-----------------------------|----------------------------|---------------------|
| <input type="checkbox"/> | Private                     |                            |                     |
| <input type="checkbox"/> | Community and/or Non-Profit |                            |                     |
| <input type="checkbox"/> | Commercial                  |                            |                     |
| <input type="checkbox"/> | Festival                    |                            |                     |
| <input type="checkbox"/> | Competition                 |                            |                     |
| <input type="checkbox"/> | Other                       |                            |                     |

**\*\*NOTE:** Please provide a map of race, route or plan and layout of event

**OPERATIONAL REQUIREMENTS AND/OR ARRANGEMENTS:**

|                          | REQUIREMENTS              | LOCATION | AMOUNT/TYPE |
|--------------------------|---------------------------|----------|-------------|
| <input type="checkbox"/> | Street closure            |          |             |
| <input type="checkbox"/> | Signs and traffic control |          |             |
| <input type="checkbox"/> | Designated parking        |          |             |
| <input type="checkbox"/> | Garbage receptacles       |          |             |
| <input type="checkbox"/> | Electrical service        |          |             |
| <input type="checkbox"/> | *Portable toilets         |          |             |
| <input type="checkbox"/> | *Emergency services       |          |             |
| <input type="checkbox"/> | *Security                 |          |             |
| <input type="checkbox"/> | Other                     |          |             |

**\*NOTE:** The Applicant is responsible for securing these requirements but must provide the Village of Harrison Hot Springs with details of agency hired/obtained.

|  |                        |
|--|------------------------|
| <b>START DATE:</b>   | <b>END DATE:</b>       |
| <b>SET UP TIME:</b>  | <b>TAKE DOWN TIME:</b> |
| *Any additional details may be attached on a separate sheet. |                        |

**SIGNATURES:**

|  |             |
|--|-------------|
| <b>APPLICANT SIGNATURE:</b>  | <b>DATE</b> |
| <br><br>   | <br><br>    |
| <i>In consideration of the issuance of this Permit, the Applicant agrees to the terms and conditions set out in the attached policies.</i> |             |

**OFFICE USE ONLY:**

|                          |                         | <b>AMOUNT</b> | <b>DATE RC'D</b> | <b>RECEIPT NUMBER</b> |
|--------------------------|-------------------------|---------------|------------------|-----------------------|
| <input type="checkbox"/> | Application Received    |               |                  |                       |
| <input type="checkbox"/> | Damage Deposit Received |               |                  |                       |
| <input type="checkbox"/> | Rental Fee Received     |               |                  |                       |
| <input type="checkbox"/> | Approved :              |               | Date:            |                       |

**NOTE:** Applicable fees are subject to change without notice.

**TERMS AND CONDITIONS:**

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