



## TOWN OF PARRY SOUND SPECIAL EVENT PLANNER

Please complete and return this form with your request for Facility Use.  
This information is required to process your request.

### Event Information

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Number of Participants/Teams: \_\_\_\_\_

- Will there be an admission fee?       Yes       No
  - If yes, what is the fee? \$\_\_\_\_\_
- Will the event involve sales?       Food       Other Vendors       No
- Does your event involve alcohol?       Yes       No
  - If yes, please include a copy of your Special Occasions Permit with your Special Event Planner. In addition, please include the names and Smart Serve ID numbers of your trained liquor servers:

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Please list all activities and participating organizations involved in this event:

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## Event Location & Logistics

Please provide a copy of your organizations Insurance Coverage for this event. The Insurance Policy MUST name "The Town of Parry Sound" as an additional insured for this event.

Park or Facility Used: \_\_\_\_\_

*Please be advised that all Town Parks and Facilities are Smoke Free. To apply for an event exemption, please contact April McNamara.*

Arrival Date and Time: \_\_\_\_\_

Departure Date & Time: \_\_\_\_\_

Set Up: *Please attach map with site plan.*

Parking Arrangements (please detail): \_\_\_\_\_

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## Special Requirements

Please note that special requirements may be subject to additional fees.

The following special requirements can be provided by Operations Staff if the request is submitted within the appropriate time frames. Any Town owned materials that are returned damaged or not returned will be at the expense of the event organizer.

- Will the event require:       Electricity       Water       Lights

Please detail when, where, and who supplies the above items:

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Note: Not all parks are equipped with power service.

- Does this event involve a road closure(s):       Yes       No
  - Road(s) to be closed: \_\_\_\_\_
  - Time frame for closure: \_\_\_\_\_ to \_\_\_\_\_
  
- Will this event utilize Town Parking Spaces:       Yes       No
  - Parking lots used: \_\_\_\_\_
  - Time frame for use: \_\_\_\_\_ to \_\_\_\_\_

**Loan of Materials and Equipment**

Please note that material and equipment requirements may be subject to additional fees.

The Parks & Recreation department makes available to community groups using Town parks and facilities limited quantities of equipment and materials for their special event. There is a fee for any damaged or unreturned items.

Reservation of equipment must be made 30 days prior to your organization’s event or at the time of facility booking. All requests will be evaluated, and you will be contacted within 2 weeks regarding the status of your request.

Not all requests can be accommodated.

	Yes	No
Park Attendants/Clean Up Personnel		
Washrooms (if privies are required, they are at the cost of the event organizer)		
Barricades – Please list quantity: _____		
Snow Fencing – Please list quantity: _____		
Other – Please list items and quantity: _____		

## Contingency Planning

Does your organization have a plan B? Please detail: \_\_\_\_\_

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## Emergency Contacts During Events

1. Parks on-call: 705-774-1077
2. By-law: 705-746-2413

## Special Event Planner Checklist

Please ensure you have completed the following before submitting your Special Event Planner.

- Completed all the above fields in the Special Event Planner
- Special Occasions Permit has been obtained and attached (if necessary)
- Copy of Insurance certificate naming the Town of Parry Sound additional insured, no less than \$2 million
- Names and Smart Serve ID numbers for bartenders (if applicable)
- Road Closure Map (if applicable)
- Parking Space Closure Map (if applicable)
- Completed Park rental agreement & paid for facility use
- Smoke Free exemption request (if applicable)

For any questions, or further information, please contact April McNamara, Manager of Parks & Recreation at 705-746-2701 ext. 1, or [april@townofparrysound.com](mailto:april@townofparrysound.com).