



2018  
APPLICATION IN SUPPORT OF A  
SPECIAL EVENT PERMIT (SEP)

Event: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Telephone: Bus: \_\_\_\_\_ Residence \_\_\_\_\_

It is important that your event on City property is reserved in advance of your application being submitted and that any planning details are confirmed with the appropriate City Officials, ie. Chief Fire Prevention Officer/Director of Community Services. Reservations for City Facilities/ Parks/Fields may be made by calling Echo Centre at 250 723-2181.

Location of Event: \_\_\_\_\_

Dates: \_\_\_\_\_

Annual Event \_\_\_\_\_ New Event \_\_\_\_\_

Changes from last year \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Times of Beer Garden Liquor Service:</b> _____ _____ _____	<b>No. of Participants Expected at Event:</b> _____ _____
<b>Serving it Right Certificate Holder Name(s):</b> _____ _____	

**LIABILITY AND INSURANCE REQUIREMENTS**

The City of Port Alberni requires proof of liability insurance with the City of Port Alberni as a named insured in the amount of \$5 million from the organization requesting use of municipal property for events at which alcohol is served. Confirmation that the required insurance is in place **must** be submitted to the Clerks Department a minimum of four (4) weeks prior to the event taking place.

<b>Applicant Signature:</b> _____
<b>Date:</b> _____