

APPENDIX 1

SPECIAL EVENTS PERMIT APPLICATION FORM

All applicants must complete PART "A" of the Application Form, Complete PART "B" of the Application Form if your event is more complex in terms of organization and numbers of people involved or the event has the potential to significantly impact or conflict with normal site visitation.

PART "A": APPLICATION FORM

Name of Applicant: _____

Address: Business: _____

Home: _____

Telephone: Business: _____ Fax: _____

Telephone: Home: _____ Fax: _____

Email Address: _____

Other Contact Person(s) if applicable: _____

Name of the Event: _____

1. Describe the type of event that is to be held:

2. What organization is sponsoring this event?

3. What is the estimated number of participants/volunteers/spectators that will be involved?
in the event?

Participants: _____ Volunteers: _____ Spectators: _____

4. Event Details:

Activity: _____ Location: _____

5. Will either vehicle or pedestrian traffic need to be controlled or stopped at any time during the event? Provide Parking Plan.

6. Provide Waste Plan (Garbage/Restrooms)

7. What are the date(s) and time(s) of the event? Include set-up and clean-up days and times.

Date(s) _____

Set-up: _____ Date: _____ Time of Day: From _____ to _____

Clean-up: _____ Date: _____ Time of Day: From _____ to _____

8. What safety measures will be in place to prevent or address injuries or accidents involving participants or members of the public attending the event? (i.e., warning signs, safety personnel, first aid or ambulance personnel in attendance, safety structures) Provide details.

9. Does the event involve the set-up of equipment or facilities, (i.e., tents, buildings, tables, fencing, signs, trail markings, loud speakers or other structures)? Provide details.

10. Will the event involve vegetation removal or ground disturbance? Provide details.

Please include a Security Plan and a detailed layout with your application.