



TOWN OF GANDER

SPECIAL EVENTS APPLICATION

EVENT INFORMATION Section 1

Type of Event:

Event Date:

CONTACT INFORMATION Section 2

Organization:

Contact Name:

Address:

Phone #:

Cell #:

Fax #:

Email Address:

EVENT DETAILS Section 3

Location:

Start Time:

Finish Time:

Expected Attendance:

OFFICE USE ONLY Section 4

Received by:

Date:

Approved by:

Date:

Distributed to:

- Municipal Works Dept
- Municipal Police

- Gander Fire Rescue
- Other _____

Payment:

Cash

Credit

Debit

Credit Card #: _____

Exp Date: _____

Name on Card: _____

Town of Gander
 c/o Dept. of Recreation & Community Services
 100 Elizabeth Drive
 Gander, NL A1V 1G7

Ph: 709-651-5927
 Fax: 709-256-4195
 Email: recreation@gandercanada.com
 Website: www.gandercanada.com

Facility Requested

Gander Community Centre

- Meeting Room #1 Meeting Room #2 SHOFA

Please indicate the # of tables and chairs needed: _____

Please give brief description of the Event/Use:

Cobb's Pond Rotary Park

- General Park Area Amphitheatre (\$20/hr for electricity)
 Community Building (\$50/hr) Parking Lot

Will you require the use of kitchen facilities in the community building? Yes/no

Please give brief description of the Event/Use:

Town Ball Fields

- Town Field Field B Lights (\$36 per 1.5 hrs)
 Field A Art Walker

Field Rental Rates: Youth \$50 per field per day, Adult \$100 per field per day.

Please give brief description of the Event/Use:

Soccer Fields

- Cormorant Spit Fire

Field Rental Rates: Youth \$50 per field per day, Adult \$100 per field per day.

Please give brief description of the Event/Use:

*****NOTE: HST IS TO BE ADDED TO ALL RATES*****

Town of Gander

Special Events Application

Rules & Regulations

1. The event organizer is responsible for ensuring the event will be safe, orderly and restricted to assigned areas.
2. Damage to town property must be reported to the Department immediately for assessment. Repair and/or replacement costs may be billed to the event organizer.
3. The event organizer will leave the event area clean and litter free and may be billed for subsequent clean-up costs. Event organizers are highly encouraged to recycle where possible.
4. Alcohol is prohibited unless prior approval is given by the Department.
5. Smoking is prohibited at all locations.
6. Any type of glass containers are prohibited for safety reasons.
7. No open fires allowed at any recreation facility. Propane barbeques maybe permitted depending on the activity. Approval must be given by the Department.
8. Individuals renting the multi-purpose building at Cobb's Pond will be required to ensure the building is clean after use. An inspection will be completed immediately after the rental.
9. Electrical services beyond what is currently available at the event site, is the responsibility of the event organizer. Upon approval by the Department, the event organizer may plan, arrange for installation and dismantle additional electrical services (s) using certified electricians.
10. Permission must be granted by the Department for the use of display tents.
11. The event organizer will designate one specific individual to serve as the liaison between the Department and the organizing committee/organization.
12. No overnight camping at any recreation facility.

13. Organizers will comply with all Federal and Provincial Laws, Statues and Regulations in the implementation of a special event including all Municipal By-Laws.
14. The Department reserves the right to cancel or postpone a special event for any reason and will not be responsible for any associated cost or damaged accrued to the event organizer.
15. No refunds will be made unless a written notice of cancellation is received by the Department at least seven days prior to the rental.
16. The use of nails, tacks, staples, etc., is not permitted to secure decorations (only sticky tac). All decorations and their attaching substances must be removed prior to leaving the event.
17. Building capacities are based on fire safety codes and are not to be exceeded for any reason.
18. PARKING ON GRASS IS NOT PERMITTED AT ANY TIME. Parking is permitted only in designated areas.
19. Children must be supervised by an adult.
20. The applicant shall agree to hold the Town of Gander harmless and indemnify the Town of Gander against any and all claims or liability for any loss, damage or injury arising out of or relating to applicant's use of the Town of Gander's facility, as more fully set forth in the Facility Rental Application/Agreement.

Other Agreed Upon Stipulations:
