

SPECIAL EVENT FORM

Any events, outside of normal day to day operations, taking place at Harbour Authority (HA) managed sites, should be referred to the insurer through their Small Craft Harbours regional office prior to the event taking place.

- 1) Please complete this form and forward it to Small Craft Harbours Regional office as far in advance of the event as possible.
- 2) A license agreement between the Harbour Authority (licensor) and the event coordinator (licensee) is to be signed prior to the event. A copy of this license agreement is to be forwarded to Small Craft Harbours Regional office.
- 3) Liability insurance has been obtained by the licensee and a copy had been given to the Harbour Authority. A copy of this insurance is to be forwarded to Small Craft Harbours Regional office.

*** Important note: the insurance must extend additional insured status to the licensor and to Fisheries and Oceans Canada, and providing notice 30 days in advance of cancellation of policy. ***

DETAILS OF THE EVENT

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| Harbour Authority: | |
| Name of the event: | |
| Organizers name: | |
| Address: | |
| Date(s): | |
| How many people will be attending: | |
| What type of event (ex: festival, concert, etc.): | |
| Event location: | |
| Duration: (ex: 10am – 2pm) | |
| What type of equipment will be used (ex: tents, stage, vehicles, etc.): | |
| Is power/electricity required? | |
| A copy of the license agreement is included with this form? Yes/No | |
| A copy of the Liability insurance is included with this form? Yes/No | |
| Other information: | |

*** Regional office will forward all documentation to HQ for them to provide to the insurer. ***