

SPECIAL EVENT FORM

Any events, outside of normal day to day operations of a harbour authority (HA) managed site, should be referred to the insurer through the Small Craft Harbours contact prior to the event taking place.

1. Please complete this form and forward it to the Small Craft Harbours contact **at least 2 weeks prior to the event.**
2. **Liability insurance must be obtained by the third party** and a copy is to be given to the HA, prior to the event.
3. Once event is approved, a license agreement between the harbour authority (licensor) and the third party/event organizer (licensee) is to be signed prior to the event. A copy of this license agreement is to be forwarded to the Small Craft Harbours contact.

**** Important note: the insurance must extend additional insured status to the licensor (harbour authority) and to Fisheries and Oceans Canada, and provide notice 30 days in advance if policy is cancelled.****

DETAILS OF THE EVENT

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 SCH office will forward all documentation to SCH headquarters. It will be then provided to the insurer.*