



Special Community Event Support Request Form

Contact Information

Name:

Group / Organization:

Address:

Main Contact Number:

E-mail Address:

Event Details

Name of Event: _____ Date of Event: _____

Event Start Time: _____ Event End Time: _____ Location of Event: _____

Description of Event/Activities:

Approximate set-up time: _____ Approximate take-down time: _____

Nature of Event: _____

(Charitable, fundraising, private, profitable, etc.)

Town Support Requested

FACILITY RENTAL (FACILITY RENTAL AGREEMENT FORM TO BE FILLED OUT SEPARATELY)

ELECTRONIC MESSAGE BOARD ADVERTISING

TOWN WEBSITE PROMOTION

PHYSICAL POSTERS TOWN SOCIAL MEDIA PROMOTION

Please provide information to include on promotional items:

PORTABLE WASHROOMS STORAGE BARRICADES TABLES/CHAIRS

GARBAGE/RECYCLING BINS HYDRO ACCESS WATER ACCESS ROAD CLOSURE

WAYFINDING/EVENT SIGNAGE BARRICADES SOUND SYSTEM TENT

OTHER EQUIPMENT OR ASSISTANCE REQUESTED:



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Additional Event Details:

Rules and Regulations

The Applicant acknowledges and agrees that:

1. Submission of this form does not guarantee approval of requested municipal support or services.
2. The Applicant is responsible for the conduct and supervision of all event participants, volunteers, vendors, and attendees.
3. The Applicant is responsible for complying with all applicable Municipal By-Laws, Provincial Regulations, Fire Code requirements, Health Unit requirements, and AGCO regulations.
4. Any damages to municipal property, facilities, equipment, or infrastructure resulting from the event may be charged to the Applicant.
5. Municipal resources and staffing are subject to availability and operational priorities.
6. Events involving road closures, large crowds, alcohol service, fireworks, or amplified sound may require additional approvals.
7. The Applicant shall indemnify and save harmless The Corporation of the Town of Kearney, its employees, agents, and representatives from and against all claims, losses, damages, costs, or actions arising from the event.
8. The Town of Kearney reserves the right to cancel, modify, or revoke approvals where public safety, operational concerns, or non-compliance issues arise.
9. Additional fees, deposits, or permits may apply depending on the nature of services requested.
10. All requests should be submitted a minimum of:
 - 30 days prior to the event for standard support requests
 - 60 days prior to events involving road closures or significant operational support

I/we certify that we have read the Rules and Regulations and that we agree to conform thereto and be bound thereby:

Date: _____ **Name:** _____ (please print)

Signature: _____

For Town Use Only:

Approved Refused

Authorized Signature:

Print name and title: _____