

# OUTDOOR EVENT Information Form

## A) GENERAL INFORMATION

Event Name:	
Event Location:	

Description of your event:	
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Provision of Insurance:	Providing Own	Purchasing through City of Waterloo
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Expected Attendance:		Annual Event		First Time Event	
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Ticketed		Ticket Price	\$	Free	
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Proposed Event Date(s)		Proposed Event Time(s)	
Setup Date(s):		Setup Time(s):	
Event Date(s):		Event Time(s):	
Tear-Down Date(s)		Tear-Down Time(s)	

## B) APPLICANT INFORMATION

Organization Name:	
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Is your group a registered not-for-profit?	Yes	No
Is your group affiliated with the City of Waterloo?	Yes	No

### Waterloo Public Square

75 King Street South, Waterloo, Ontario  
at the corner of King Street and Willis Way  
in UpTown Waterloo  
[www.waterloo.ca](http://www.waterloo.ca)

### Josh Bean

Festival & Events Specialist  
Economic Development, City of Waterloo  
Phone: 519.747.6125  
Fax: 519.747.8553  
Email: [josh.bean@waterloo.ca](mailto:josh.bean@waterloo.ca)

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## C) MAIN CONTACT INFORMATION

Name (Person with Signing Authority):			
Address (Number & Street):			
Address (City, Province, Postal Code):			
Telephone:			
	(Day)	(Evening)	(Cell)
Email Address:			
Organization Website (if applicable):			

## D) ALTERNATE CONTACT INFORMATION

Name:			
Address (Number & Street):			
Address (City, Province, Postal Code):			
Telephone:			
	(Day)	(Evening)	(Cell)

## E) SAFETY & ACCESSIBILITY

1. Do you, the event organizer, have your First Aid Certification?	Yes	N/A
2. Will you bring in outside First Aid providers for your event? (eg. Waterloo Medvents, REACT, St Johns Ambulance, etc)	Yes	N/A
3. Have you provided/arranged for an on-site communications system? (eg. cell phones, radios, etc)	Yes	N/A
4. Do you have a plans to provide accommodations for persons with disabilities attending the event? (Eg. Washrooms)?	Yes	N/A
5. Do you plan to book additional security for your event?	Yes	N/A
6. Have you arranged for overnight security for your multi-day event?	Yes	N/A

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## F) DETAILED EVENT INFORMATION

Item	Yes	No	Details
<b>Food</b>			Please ensure all appropriate forms are filled out and submitted to the Region of Waterloo's Public Health Unit
Pre-Packaged			
Prepared			
Cooked/Warmed on Site			
Food Trucks			
<b>Flammables or Cumbustables</b>			
<b>Alcohol</b>			Please refer to the Municipal Alcohol Policy
<b>Hydro</b>			
Basic Access			There are 12 x 15 amp circuits in Waterloo Public Square
Increased Access			There is a 50amp circuit available without needing an ESA permit, as well as a 200amp circuit that does require an ESA permit and needs to be installed by a licensed electrician
Generator			
<b>Music/Sound</b>			
Recorded Music			
Live Music			
Public Address System			
<b>Other</b>			
Fundraising ( <i>Raffles, bingos, 50/50, etc</i> )			
Midway Rides			
Inflatables			
Additional Staging			

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## G) EQUIPMENT, STRUCTURES, AND VEHICLES

	Total Available for rent from the City	Requested from the city for your event	Provided by you for your event
Tents (10' x 10') - \$79.00 each per day in 2017	20		
Large Tents (List Size:)			
Tables (6') - \$5.00 each per day in 2017	20		
Chairs (black stacking chair) - \$ each per day in 2017	50		
Pedestrian Barriers (people fencing) - email or call for pricing/quote	<i>Email or call for availability &amp; pricing/quote</i>		
Complete Sound System (complete listing of equipment available) - \$156.00 per day	1		
Portable Speaker + Microphone - \$52 each per day in 2017	4		
Event Package (10 tents, 10 tables, 50 chairs, complete sound system) - \$520 per day in 2017	1		
Garbage Cans - \$15.87 each per day until Sept 2017, \$16.15 each per day for the remainder of 2017	6		
Recycling Bins - \$15.87 each per day until Sept 2017, \$16.15 each per day for the remainder of 2017	6		
Dumpster			
Portable Washrooms - Regular Unit			
Portable Washrooms - Accessible Unit			
Handwashing Station			
Other:			

Filling out this form is **NOT** confirmation of booking your venue or equipment. A written contract will be issued as confirmation  
*Please save this file on your local hard drive before hitting submit*



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## Important Deadlines

Municipal Alcohol Policy Forms	Minimum <b>45</b> days prior to event
Forms relating to serving alcohol at your event can be found at: <a href="#">Municipal Alcohol Policy</a> Please email Josh Bean - <a href="mailto:josh.bean@waterloo.ca">josh.bean@waterloo.ca</a> for more information regarding alcohol at events	
Public Health Unit - Special Event Coordinator Notification Form	Minimum <b>45</b> days prior to event
Public Health Unit - Special Event Form for Food Vendors	Minimum <b>30</b> days prior to event
Special Event Coordinator and Vendor Forms can be found at: <a href="#">Public Health Unit - Special Event Coordinator Notification Form</a> <a href="#">Public Health Unit - Special Event Form for Food Vendors</a>	
Outdoor Event Information Form - Annual events	Minimum <b>90</b> days prior to event
Outdoor Event Information Form - New events over 1,000 attendees	Minimum <b>90</b> days prior to event
Outdoor Event Information Form - New events over 500 attendees	Minimum <b>45</b> days prior to event
Outdoor Event Information Form - New events less than 500 attendees	Minimum <b>30</b> days prior to event
Completed site plan	Minimum <b>15</b> days prior to event
Signed Rental Contract	Minimum <b>15</b> days prior to event
Proof of liability insurance	Minimum <b>15</b> days prior to event
General Liability Insurance: The event organizer shall maintain liability insurance acceptable to the City throughout the term of this Agreement. Coverage shall consist of a comprehensive policy of public liability and property damage insurance in an amount of not less than \$2,000,000 per occurrence (\$5,000,000 for events including alcohol). Such insurance shall name The Corporation of the City of Waterloo as an additional insured.	

## Equipment Lists

Event Package		
Item	Description	Qty
Sound System	See itemized list on the next page	1
Pop-Up Tents	10' x 10'	10
Tent Weights	21 lbs each x 4 per tent	40
Tables	6' folding tables	10
Chairs	Stacking Chairs	50

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## Equipment Lists

<b>SOUND SYSTEM</b>		
Mixing Console	Mackie DLI608 - 16 channel mixer	1
Speakers/Monitors	JBL PRX412M Speakers	6
Subs	JBL PRX418s Subs	2
Power Amps	Crown XLS 2502 - 775W @ 4Ω - 2 Channel	3
Direct Input Boxes (DI Boxes)	Radial Pro DI boxes	4
Vocal Microphone	Sennheiser E935	1
Vocal Microphone	Sennheiser E835	3
Microphone	SM57	2
Wireless Microphone	Sennheiser XSW-65 Wireless Microphone	1
Condensor Microphone	RODE NT5	1
Drum Microphone Kit	1 Kick Drum, 3 tom/snare, 2 overhead	1
Microphone Stands	K&M	8
Microphone Stands	Kick Drum Mic Stand	1
Podium Microphone Stand	Small Podium Microphone Stand	1
iPod	iPod Touch	1
Misc Cable	1/8" Stereo input (headphone jack) cable	1
Speaker Cables	Digiflex Speakon Cables - Various Sizes	12
XLR Cables	Various Sizes	20+
Power Bar	Furman SS-6B Power Bar	2