



Depending on the size and scope of your event, you may be approved as early as two weeks, however a minimum of four weeks and sometimes longer than eight weeks may be required to review and process your application.

The City of Saint John ("City") reserves the right to revoke access and/or cancel an event up to and including the day of the event or at any time during the event.

Fill out all fields below and attach your Event Site Map, Event Access Map, signed Letter of Notification to Businesses and Residents. If you are applying to the Province for a Liquor License, this must be arranged by the applicant and the approved licence must be submitted to the City at least 3 days prior to the event.

EVENT APPLICATION

1 Name of Organization:

2 Mailing Address:

3 Contact Name(s):

4 Email:

5 Secondary Email:

6 Phone Number:

7 Secondary Phone Number:

8 On-Site Liaison:

The On-Site Liaison must have the authority to shut down the event immediately in case of emergency or contravention of the terms and conditions of the approval

9 On-Site Phone Number:

10 Is your group a non-profit/charitable organization? Choose an item.

11 Business #:

12 Is this primarily a fundraiser? Choose an item.

13 If yes, who is the beneficiary?

14 Identify any major sponsors that may be involved:

15 Has your event received support from the City of Saint John and if so in which year?

Choose an item. Year Click or tap to enter a date.

EVENT DETAILS

16 Name of Event:



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17 Start Date: Click or tap to enter a date. 18 End Date: Click or tap to enter a date.

19 Hours of Operation: Click or tap here to enter text.

20 Rain Date/Venue: *(if applicable)* Click or tap to enter a date.

21 Set Up Date/Times: Click or tap to enter a date.

22 Take Down Date/Times: Click or tap to enter a date.

23 Is this a recurring event? Choose an item.

24 If yes, date of prior event: Click or tap to enter a date.

25 Is this event open to all members of the public? Choose an item.

26 Total expected attendance:

27 Describe your demographic reach:

28 Number of volunteers on site at all times:

29 Is there an entrance fee to the event: Choose an item.

30 If yes, indicate fees:

31 Please highlight the type of event you are proposing: Choose an item

If you are applying as, or your event includes a parade, run, walk, march, or street closure, including a neighborhood block party, please fill out Schedule A

32 Describe your event in more detail:

33 Proposed Location: *(include all streets, intersections, etc.)*

34 More Details *(if necessary)*

35 Insurance:

Where a special event is held on Municipal Lands, a person or group-other than City departments, boards, agencies, and commissions and agents of the City of Saint John- may have to carry third party liability insurance for the Street Event. Whether all or part of the event takes places on or passes over City of Saint John public property the Event organizers may have to obtain and maintain in full force a Commercial General Liability and Cross Liability insurance policy with limits of not less than \$2,000,000, naming the City of Saint John as an "Additional Insured".



Where liquor will be served or sold at a Street Event, the organizers shall obtain and maintain in full force a Commercial General Liability insurance policy with limits of not less than \$5,000,000, naming the City of Saint John as "Additional Insured"; and additional liquor liability insurance shall also be obtained. Evidence of all required insurance coverage(s) can be uploaded here or submitted in person at least 10 working days prior to the event date.

36 Will the event involve the sale, distribution, or consumption of alcohol? Choose an item. **A**
*licence must be obtained from the Department of Public Safety's Licencing services Division prior to this aspect of the event being approved by the City.
A fire inspection of your site will be required by NB Liquor
Requests for events that are being held on municipal property that involve the sale, distribution, or consumption of alcohol must be submitted no late than 90 working days before your event. A \$100.00 fee for temporary re-zoning applies.*

37 Will the event have live or recorded music? Choose an item.
If yes, which genre of music?
If yes, you should contact SOCAN (Society of Composers, Authors, and Music Publishers of Canada) about licensing. www.socan.com

38 Will you be using a sound amplification system? Choose an item.
If yes, you may be required to apply for an exemption to By-Law No. S-13 "A By-Law Respecting Disturbance by Noise"

39 Will you require access to power from the City of Saint John? Choose an item.
If you are drawing power from a City supplied source, you may be required to compensate the City of its use. Not all streets have available power sources.

40 Will you be using a generator? Choose an item.
Any generator on site is required to have metal barricades around it for safety purposes

41 Will you have parking space requirements outside of the event area? Please list # of spaces and note location on site map:

- A Parking space for loading into the event location
- B Parking space for erection of temporary structures
- C Bus parking
- D Barrier free parking for persons with disabilities
- E Other

*Depending on location and timing of request, parking fees may apply
If granted parking permits for the above, the permit must be displayed in the vehicle at all times.*

- | | | |
|------------------|------------------|--------------------------|
| 42 City services | Escort Vehicle | Emergency Fire Vehicle |
| | Traffic Control | Emergency Police Vehicle |
| | Transit | Police |
| | Waste Management | Street Cleaning |

*A limited amount of City services **may** be made available to event organizers. There may be fees associated with these requests.*

Garbage Collection is the responsibility and the expense of the Event Organizer. The City may provide garbage receptacles, but it is the responsibility of the organizer to empty them into a larger dumpster or vehicles and have it removed at your expense. Event organizers are also



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responsible for supplying garage bags. Event organizers may be required to pay a refundable deposit and provide a site clean-up plan. Upon completion and sign off of plan your deposit can be refunded.

43 The use of recycling stations is strongly encouraged. Will you be providing recycling stations for event patrons? Choose an item.

Event Structures on City Property (tents, stages, rides, fencing)

You are required to indicate the location of each structure on the Site Plan in your Emergency Management Plan. You must apply for a permit through the One Stop Shop for structures/tents of a certain size.

Structures/tents must be inspected by the Fire Department.

Before any tents, in ground fencing, signposts, or other structures are staked to the ground, locates must be sought through obtaining utility locates from the Call Before You Dig service at 1-866-DIG-LINE (344-5463)

44 Will your event have Amusement Rides on City Property? Choose an item.

45 Please identify the size(s), type(s), of and how many structure(s) you propose for your event ie bleachers, tents, stages, portable toilets, etc. Provide the name of the supplier and/or installer for each structure. You are required to indicate the location of each structure on the Site Plan.

46 You will need to notify the surrounding businesses and residents of your event via a letter. Please submit a signed letter from the area residents and occupants demonstrating their awareness of the event. Sample Letter Attached

Emergency Management Plan

Part A General Event Information

1 Name of Organization:

2 Mailing Address:

3 Contact Name(s):

4 Email:

5 Secondary Email:

6 Phone Number:



7 Secondary Phone Number:

8 On-Site Liaison:

9 On-Site Phone Number:

16 Name of Event:

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20 Rain Date/Venue: *(if applicable)*

21 Set Up Date/Times:

22 Take Down Date/Times:

23 Is this a recurring event?

24 If yes, dates of prior event(s):

25 Is this event open to all members of the public?

26 Total expected attendance:

27 Describe your demographic reach:

28 Number of volunteers on site at all times:

29 Is there an entrance fee to the event:

30 If yes, indicate fees:

33 Proposed Location: *(include all streets, intersections, etc.)*

Event Details

31 Please highlight the type of event you are proposing:

36 Will the event involve the sale, distribution, or consumption of alcohol?

37 Will the event have live or recorded music? If yes, which genre of music?

38 Will you be using a sound amplification system?

42 City services

Escort Vehicle

Transit

Emergency Fire Vehicle

Police

Traffic Control

Waste Management

Emergency Police Vehicle

Street Cleaning

Private Security Name and On Site Phone Number:

First Aid Services on Site:

Has there been past emergency incidents, issues, or concerns? Please Explain:

Was a debriefing held to address previous incidents, issues, or concerns? Please Explain:



Event Site infrastructure:

Using your Site Map (1) and Event Access Map (2) identify the following: (have icons for each)

On Your Site Map indicate the following:	Included on the map?		If "no" please explain		
LOCATION OF ON-SITE LIAISON	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
LOCATION OF EMERGENCY COMMAND	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
EVENT STRUCTURES (TENTS, STAGES, FENCING)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
HAZARDS (GENERATORS, PROPANE, OPEN FLAME, FUEL STORAGE, ETC.)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
FIRST AID STATION	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
LOST PERSON/REUNIFICATION AREA	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
VENDORS	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
DESIGNATED AREAS FOR ALCOHOL (SHOW ACCESS POINTS)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
PYROTECHNICS (TYPE, LOCATION, STORAGE, FALLOUT	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	

On Your Event Access Map indicate the following:	Included on the map?		If "no" please explain		
TRANSIT ROUTES*	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
EMERGENCY ACCESS ROUTES FIRE, POLICE, AMBULANCE	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
DESIGNATED EVENT VEHICLE PARKING	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
DESIGNATED PUBLIC PARKING IF REQUIRED	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
PUBLIC ACCESS ENTRANCES AND EXITS TO SITE	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
MARSHALING/STAGING AREAS	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
BARRICADES	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
FLOW OF TRAFFIC	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
SECURITY LOCATIONS	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
FIRST RESPONDER PARKING/ACCESS	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	

Attach Two Maps: Event Site Map and Event Access Map

Hazard Identification, Risk Assessment; Prevention and Risk Reduction

Identify Risks and hazards associated with your event, and prevention/risk reduction methods using the risk matrix below. Some common hazards include but are not limited to: severe weather, food preparation, fireworks, alcohol, traffic, and crowd violence.

HAZARD/RISK	POTENTIAL HARM/LOSS	PROBABILITY (RATE 1-5)	IMPACT (RATE 1-5)	PREVENTION/RISK REDUCTION ACTIONS	IS RISK MANAGED? NEXT STEPS
EXAMPLE: OVER CROWDING	RESPONDER AND PUBLIC SAFETY JEOPARDIZED	1	4	FENCING, COUNTER TO MONITOR CAPACITY	YES
ALCOHOL					



WEATHER					
TRAFFIC					
OVER CROWDING					
OTHER					

Emergency Response Plan

PROCEDURE/PLAN		ATTACHED		IF "NO" PLEASE EXPLAIN
SAFETY PLAN	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
SECURITY PLAN	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
COMMUNICATION PLAN	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
EVENT CONTINUITY PLAN	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
COVID 19 PLAN	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO

SAMPLE EMERGENCY RESPONSE PLAN:

Security Plan

- On site safety liaison:
- Staff and volunteers at each entrance/exit to the area, as well as working within the event site.
- Safety Liaison will communicate with volunteers and staff via cell phones.
- A sound system will be in place to communicate with the public.

Emergency Response to Traffic Control:

- All roadway entrances and exits to the closed area will be blocked by vehicles preventing vehicular access to the space
- Event organizer will provide Road Closure and Detour Signs
- If the need arises for emergency vehicles to access the area, the on-site Liaison will communicate to volunteers, staff, and visitors to leave the street area to the sidewalks to allow vehicle access.



- Security will have the keys to the blockade vehicles and remain near the vehicles at all times.

In General

- A Fire Warden will be designated for the event and will conduct an area inspection and familiarization prior to each event. In addition to the designated Fire Warden, all support staff and volunteers will be made aware of all protocols.
- Prior to the event call the Fire non-emergency line (649-6030) to advise that YOUR STREET LOCATION INCLUDING INTERSECT
- ONS will be blocked to through traffic. Then call back after the event to advise the street(s) are open to through traffic.
- Prepare to quickly provide access to exit routes
- Keep areas clear of combustible items or waste in large amounts that would create fire hazard or obstruct exit route(s)
- Ensure COVID-19 Operational Plan is in place
- Ensure proper physical distancing protocol by using signage and staff to monitor
- Emergency vehicles will have access along the site. If access is needed to the event area, pedestrians, staff, and volunteers can be removed within 5 minutes
- The area will be hooked up to a sound system or mega phone that can be heard from all areas and can be used to address everyone on site
- In the unlikely event of a fire or the alarm should sound, all patrons will be ushered to the closest exit areas.

Emergency Response to a missing person:

Primary Agency: Saint John Police Force; Secondary Agency: Saint John Fire Department; All safety and security staff

- If a person is reported to be missing/lost, it must be reported to the on-site police liaison
- If necessary, an announcement can be made of this nature. Public messaging should be prepared in advance.
- Once the person is at the emergency station, on-site liaison will arrange for his/her return to a parent/guardian. Only the on-site liaison is allowed to surrender a lost child to a parent/guardian.
- Should a person appear to be ill, injured, etc, on-site first aid services will be notified
- All agencies involved are required to conduct a follow up of the occurrence to the event organizer after the situation has been controlled so that a report can be made for future reference

Emergency response to a bomb threat:

Primary Agency: Saint John Police Force; Secondary Agency: Saint John Fire Department; All safety and security staff

- If a bomb threat/suspicious package is made, both event security and police should be notified immediately. Security and police should practice caution at all times.



- Inform the on-site liaison, event organizer, event security
- If there is no actual threat, Police should contact the event organizer and advise so.
- If there is a bomb/suspicious package, police and security should evacuate the immediate area as soon as possible without letting the public know that there is a bomb threat in order to avoid mass hysteria. Public messaging should be prepared in advance indicating that a safe and efficient evacuation is required.
- Once the area has been evacuated, the fire department will be on standby in case the bomb detonates.
- The Police will locate the bomb and diffuse it.
- If the bomb detonates, security and police should immediately barricade the area affected and regain control of the situation.
- Saint John Fire Department will take direction from the Saint John Police Force should any situation arise requiring Fire assistance.
- 9-1-1- must be called to assist those who have been injured
- The event organizer must work with their media lead to handle any communications to let the media know that the situation is under control and to ensure the restoration of order
- All involved agencies are required to conduct a follow up of the occurrence with the event organizer after the situation has been controlled so that a report can be made for future reference.

Emergency Response to a Fire: Exterior

- Leave fire area immediately and alert vendors and customers
- Follow the alarm supervisory procedures
- Call 911 from a safe location
- Supervise the evacuation of all customers and anyone occupying the open street
- Upon the arrival of the fire department, inform the officer of the conditions
- Provide any access or vital information to fire department

For Open Street/Block Party only

Sample Letter to Residents and Businesses in your event area:

To Business owners and Residents,

This a letter to inform you of our intention to temporarily close Main Street from Pine to Cedar and Park Drive from Smith Street to Maple Boulevard on Saturday June 24th from 8 a.m.-4 p.m. Our organization will host an outdoor event allowing patrons to sit at picnic tables, allow for children's activities, and sidewalk sales. We will also have a temporary stage set up in from of Jones' Diner with family entertainment between 10 a.m. and 2 p.m.

We encourage your business to take part, and benefit from the foot traffic on the street, and enjoy the celebrations. Our team will be responsible for all security, safety, set up and teat down, and clean up of the public activities.



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Our team will monitor the area to keep in line with the province's COVID protocols, and all businesses are required to adhere to their COVID operational plans. We have a COVID plan approved by the province for all activities taking place on the street during event hours.

On Street parking will be unavailable during this time, but there is ample parking in the lots on Main Street and Lark Streets. Public transit will continue to operate adjacent to the event area.

The area in front of Jones' Diner will be delineated to allow for the reasonable consumption of alcohol while seated, and barriers will be placed in such a way that it will not block foot traffic and wheelchair/stroller accessibility.

Thank you for your time and being wonderful neighbors in a great neighborhood! It is our hope that this daytime street closure will allow for a celebration of our lovely block.

If you have any questions, concerns, or you'd like to volunteer for the event, please reach out to me at

506 555-0123 or email joe@email.com

Signatures: