DESCRIPTION OF SEAFEST 2010 EVENT

MANDATORY:

Name of your Insurance Company for your event liability insurance:_____

You must attach a copy of your insurance policy indicating that PR Special Events Society & the City of Prince Rupert are "Additional Insured". This coverage can be added to an existing policy for no cost usually, or ask us about insuring your event under a blanket policy that the City of Prince Rupert carries.

Date that this description was completed: _____

Completed by: _____Phone: _____
(print your name)

Name of Your Event:

_____

Date event will be held: _____Time: (from)_____(to)_____

Where event will be held: _____

Approximate number of participants you anticipate: _____

Name of your Sponsoring Organization (group/business/organization/person):

_____

Mailing address: _____Postal Code _____

Principal Contact Person (manager for this event): _____
(print name)

Telephone: work _____ home _____

Email _____ fax _____

Description of the Event: (some info to be included in Seafest Brochure)

What is the fee to participate: Deadline to register by:

Event Rules: (i.e. minimum age requirement, safety requirements–bike helmets, floatation devices, etc.)

Attach any written rules, maps or guidelines that you have prepared.

Included in this event will be:	Yes	No
Alcoholic Beverages	___	___
Food Preparation	___	___
Merchandise or Food Selling	___	___
Temporary Structures (i.e. stages, tents, etc.)	___	___
Entertainment	___	___
Amplified music/speeches	___	___
Game Materials (i.e. Bikes, beds, etc.)	___	___

Other (please describe)_____

If yes to any of the above, please provide a brief description:

Return this form by May 15th to: Prince Rupert Special Events Society
Fax: 250-624-9218 Phone: 250-624-9118
Mail to: P.O. Box 306, Prince Rupert, BC V8J 3P9
Deliver to: 424 – 3rd Ave., W. (lower level City Hall - fountain side)

www.prspecialevents.com
Email: prspecialevents@citytel.net