



**HOW TO OBTAIN AN AUTHORIZATION FOR
A SPECIAL EVENT
(This document must be completed for each event)**

PROCEDURE

GENERAL

A special event is an event, which does not automatically occur the same date every year, planned by an organization or a person and which is not foreseen in the City schedule.

If the request is accepted, the applicant may have to provide additional information. (i.e: plans, sketches, technical information, etc.)

SECTION TO BE COMPLETED BY THE APPLICANT

Description of the event (or submit a letter of presentation) :

Location : _____

Scheduled date: _____ **Duration:** _____ : _____ **to** _____ : _____
(d / m / y) am pm am pm

In case of rain, deferred event: No Yes **Date :** _____
(d / m / y)

CONTACT PERSON :

Person 1

Name:.....
Address:.....
.....
Postal Code:.....
Telephone:.....
Fax:.....
Cell phone :.....
Email :.....

Person 2 (if needed)

Name:.....
Address:.....
.....
Postal Code :.....
Telephone:.....
Fax:.....
Cell phone :.....
Email :.....

Authorization of the owner (representative) : Not required Received To follow

CLOSING OF STREET(S)

No Yes **Name of street(s) :** _____

ALCOHOL LICENCE

Required Not required

USE OF WATER

By existing tap : No Yes *the use of existing installation is privileged

Use of a fire hydrant : Yes No **Location :** _____

THIS FORM MUST BE SIGNED AND SUBMITTED TO THE PLANNING DEPARTMENT BY MAIL, FAX OR EMAIL.

Mail : Planning Department
451 boulevard Saint-Jean
Pointe-Claire (Québec) H9R 3J3

Fax : (514) 630-1255

Email : www.ville.pointe-claire.qc.ca «under planning department»

I agree to respect the municipal bylaws

Signature

Date