



REQUEST FOR AUTHORIZATION TO HOLD A SPECIAL EVENT

A special event is an event which does not automatically occur at the same date every year, is planned by an organization or a person, and is not part of the City schedule. When submitting a request, the applicant must include all relevant information such as plans, sketches or technical drawings.

Note: To give us time to check with other municipal departments as well as the Montreal Fire Department and make sure your event is feasible, please submit your request at least 21 working days before the planned event. Your request may be rejected if this time limit is not met.

DETAILED DESCRIPTION OF THE EVENT (please provide details here or include a letter of presentation in your email/fax/mail):

Location _____ Indoors Outdoors

Date of event _____ (dd / mm / yyyy) Time: from _____ to _____

In case of rain, event will be held at a later date No Yes Date of rescheduled event _____ (dd / mm / yyyy)

CONTACT PERSON

Last name First name Telephone
Address Postal code
Fax Cell phone Email

Authorization of the owner (or owner's representative) Not required Obtained (included) To follow

NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT _____ In one group Throughout the event

Street (s) closed Not required Required Name of street(s) _____

Liquor permit Not required Required

Use of water from an ordinary faucet* No Yes *Priority should be given to the use of ordinary facilities.

Use of a fire hydrant No Yes Location: _____

Cooking apparatus (ex. propane BBQ) No Yes Specify: _____

Installation of tent(s) or other structure(s) No Yes Specify: _____

Generator on site No Yes Specify: _____

Music and/or DJ on site No Yes Specify: _____

Electrical installations required No Yes Specify: _____

Access to a park chalet required No Yes Any other equipment required? _____

I agree to comply with municipal by-laws.

THIS FORM MUST BE SUBMITTED TO THE MUNICIPAL INSPECTION BUREAU BY MAIL, FAX OR EMAIL

Municipal Inspection Bureau
399 Saint-Jean Boulevard
Pointe-Claire, Quebec H9R 3J2

evenements@pointe-claire.ca
Fax: 514-630-1275
Information: 514-630-1300, ext. 1685