

EVENT INFORMATION

***Fill in the Event Information Template with all available details related to the planning of your event, then submit it to Events@GreaterSudbury.ca. A City staff member will then be in contact with you within 10 business days to determine what further details are required specific to your event, e.g.: site plan, emergency management plan, insurance, permits, etc.**

***Refer to the Event Checklist at www.greatersudbury.ca/events.**

Event Information		
Name of the event:		
Name of organization (if applicable):		
Organization address:		
Date/time (prep):	Date/time (event):	Date/time (take down):
Venue address:	Is this a municipal property? (Y/N)	Venue contact person:
Types of entertainment/activities at the event (please specify, e.g.: wedding, parade, petting zoo, concert, etc – attach extra pages or maps as required):		
Contact Information		
Production title:		
Name of primary event contact:	Phone:	Email:
Name of alternate event contact:	Phone:	Email:
Event Details		
Estimated # of attendees:		
Is this a new or returning event? (Y/N)		which years did it take place?
Is this a ticketed/gated event? (Y/N)		
Will the event involve (check as appropriate)? Please specify N/A if not required.		
Tents, stages, bleachers or screens (specify)		
Pyrotechnics, fireworks or fire (specify)		
Alcohol (specify)		
Food (specify)		
Animals on-site (specify)		
Intermittent traffic stoppages or road closure (specify)		
Racing, motorized vehicles/boats, aircrafts or drones (specify)		
Parking, sidewalk or other municipal right-of-way occupancy (specify)		
Use of municipal facilities/property (specify)		
Amplified or unusual music/noise (specify)		
Other (specify)		
City contacts to date (name):		

Notice of Collection

Any personal information on this form is collected under the authority of section 10 the *Municipal Act, 2001*, S.O. 2001, c.25 and will be used for event planning in the City of Greater Sudbury. Questions about the collection of your information may be directed to Clerks Services P.O. Box 5000, Station A 200 Brady Street, Sudbury, ON P3A 5P3 or by calling 311 and asking for the Clerks Department.

For office use only
