



**Amherst**  
NOVA SCOTIA

# Event Planning Toolkit



# Table of Contents

Page 2	Contact List
Page 4	Event Planning Worksheet
Page 8	Special Occasion Liquor License Info
Page 11	Special Occasion Liquor License Application
Page 14	Lottery Permit Info
Page 15	Lottery Permit Application
Page 16	CCUBIC Facility Rental
Page 18	Town of Amherst Facilities Request
Page 19	Town of Amherst Community Support Grant
Page 20	APD Special Event Application (road closure)
Page 24	Temporary Event Permit (food)
Page 32	Events Nova Scotia Guide



# Contacts

Business	Contact Name	Phone Number	Email	Description
Town of Amherst	Police Department	902-667-7227		
Town of Amherst	Fire Department	902-667-2518		
Town of Amherst	Clarissa McCully	902-694-0544	cmccully@amherst.ca	Culture, Events & Marketing Coordinator
Town of Amherst	Jennifer Bickerton	902-694-2667	jbickerton@amherst.ca	Culture, Events & Marketing Coordinator
Town of Amherst	Corey Crocker	902-694-0001	ccrocker@amherst.ca	Facilities Manager
Town of Amherst	Mallory Klooster	902-694-0857	mklooster@amherst.ca	Community Well Being Manager
Town of Amherst	Jessica Allen	902-694-0371	jallen@amherst.ca	Active Living Coordinator
Environment NS	Sarah Stewart		Sarah.Stewart@novascotia.ca	Food permit info
Fundy Landscaping		902-667-7488	office@fundylandscaping.com	Porta potties & portable handwashing
Maritime Event Rentals		902-694-4952	maritimeseventrentals@gmail.com	Bounce castles/games
Acadian Printing		902-667-3556	sales@acadianprinting.com	Printing, signage, etc
Carters Sports Cresting		902-667-2525	sales@carterssportscresting.com	Printing, signage, etc
	William Peterson	506-961-9431		Walk around magic
	Mike Breau	506-866-8291	d_allen@ducks.ca	Wagon rides
	Steve Wells		swells@psaans.ca	Music
	Ed Cooke	902-664-6683		Sound
	Jen & Dave Siddall	902-694-4112	siddallizedpeople@gmail.com	Music
	Kyle O'Brien Band	506-540-0518		Music
	Don Elliot	902-694-9269		Sound

# Contacts

Business	Contact Name	Phone Number	Email	Description
	Ron MacNutt		ronmacnutt@icloud.com	Sound
	Dylan Mahaney		mahaneydylan@gmail.com	Comedian
	Kris Reid		krisreid33@gmail.com	Family Entertainer
	Kevin Robart	506-851-9622		Mentalist
	Eco Metzger	902-397-2742		Face Painter
	Natalie Dixon		Natalie_Ralston2@hotmail.com	Petting Zoo
	Shelby Gatti		forevermemories2011@live.com	Forever Memories Animals
	Earl Baker		earlebakershorses@yahoo.ca	Wagon Rides
	Liz Dowe		lizbenduo@gmail.com	Music
	Abby & Lauren Letcher		rletcherfamily@eastlink.ca	Music
ACTC Band	Makyle Paul		makylepa21@gmail.com	Music

*\*please note, this is not a comprehensive list of music, entertainment, printing etc. This is just a small list of contacts that we use frequently and have gathered over the years.*

# Event Planning Worksheet – Public 2024



<b>Name of event</b>	
<b>Date of event</b>	
<b>Time of event</b>	
<b>Location of event</b>	
<b>Event coordinator/contact person</b>	
<b>Target audience</b>	
<b>Message</b>	
<b>Objectives</b>	
<b>Description of event</b>	
<b>Risk assessment</b>	
<b>Evaluation criteria established</b> <i>What were our aims/objectives?</i> <i>Did we achieve what we set out to do?</i> <i>Did it come in on budget?</i> <i>What were the intended/unintended outcomes?</i> <i>How do we measure effectiveness?</i> <i>What tools do we use to measure our success?</i>	
<b>Checklist</b> <input type="checkbox"/> Who will be involved in the event <input type="checkbox"/> Date/s of event determined <input type="checkbox"/> Location/venue for event booked <input type="checkbox"/> Target audience determined <input type="checkbox"/> Message determined <input type="checkbox"/> Objectives set <input type="checkbox"/> Risk assessment completed <input type="checkbox"/> Evaluation criteria established	

A great resource for event planning:

<https://events.novascotia.ca/guide-planning-events-nova-scotia>

Event Worksheet	Person responsible	Action	Date to be completed
<b>Budget</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Source identified</li> <li><input type="checkbox"/> Sponsorship</li> <li><input type="checkbox"/> Tracking of expenses</li> </ul>			
<b>Logistics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish requirements set up – tear down- garbage cans- power, etc</li> <li><input type="checkbox"/> Notify APD and AFD</li> <li><input type="checkbox"/> Facility Request Form</li> <li><input type="checkbox"/> Special Events Application APD</li> <li><input type="checkbox"/> Portable washrooms</li> </ul>			
<b>Invitations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mailing list generated/updated</li> <li><input type="checkbox"/> RSVPs (responsible person briefed)</li> <li><input type="checkbox"/> Names on list and titles/addresses checked for accuracy</li> <li><input type="checkbox"/> Special guests/speakers alerted</li> <li><input type="checkbox"/> Invitations sent</li> </ul>			
<b>Catering</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine menu</li> <li><input type="checkbox"/> Beverages</li> <li><input type="checkbox"/> Food</li> <li><input type="checkbox"/> Power required</li> <li><input type="checkbox"/> Equipment required</li> <li><input type="checkbox"/> Tables, tablecloths, glasses, cups, cutlery, napkins</li> <li><input type="checkbox"/> Special dietary requirements / Healthy Options</li> <li><input type="checkbox"/> Clean up requirements</li> <li><input type="checkbox"/> Booking Food Trucks / Food Vendors</li> <li><input type="checkbox"/> Map out Venue</li> <li><input type="checkbox"/> Establish Power Source / handwashing stations</li> <li><input type="checkbox"/> Food/Liquor Permit if necessary</li> </ul>			

<b>Advertising</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Facebook Event and Posts</li> <li><input type="checkbox"/> Fundy Connect</li> <li><input type="checkbox"/> Media Release</li> <li><input type="checkbox"/> Electronic Newsletter</li> <li><input type="checkbox"/> Posters</li> <li><input type="checkbox"/> Brochures/Rack Cards</li> <li><input type="checkbox"/> Newspaper Ads</li> <li><input type="checkbox"/> Radio Ad</li> <li><input type="checkbox"/> Social Media – Twitter- Instagram</li> <li><input type="checkbox"/> Radio Interview</li> <li><input type="checkbox"/> TV Segment</li> </ul>			
<b>Professional Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Entertainment – Singers- Bands</li> </ul>			

<input type="checkbox"/> Sound Service <input type="checkbox"/> MC for event <input type="checkbox"/> Lighting Service <input type="checkbox"/> Photographer <input type="checkbox"/> Videographer <input type="checkbox"/> Tables - Chairs <input type="checkbox"/> Rehearsals Scheduled			
<b>Signage</b> <input type="checkbox"/> Directional Signage <input type="checkbox"/> Promo Signage <input type="checkbox"/> Portable Signage <input type="checkbox"/> Other signage produced <input type="checkbox"/> Photo Release Signage			
<b>Program/running sheet/speeches</b> <input type="checkbox"/> Program finalised <input type="checkbox"/> Running sheet written <input type="checkbox"/> Program/running sheet sent to speakers <input type="checkbox"/> Speakers fully briefed <input type="checkbox"/> Speeches written <input type="checkbox"/> Let caterers know program - when to serve drinks/food			
<b>Value added for guests</b> <input type="checkbox"/> Gifts, Thank you <input type="checkbox"/> Programs <input type="checkbox"/> Prizes			
<b>Security/Safety</b> <input type="checkbox"/> Secure APD Foot Patrol (if necessary) <input type="checkbox"/> Occupational health, welfare and safety concerns addressed <input type="checkbox"/> Send site plan to Fire Chief (fencing, barricades, etc) <input type="checkbox"/> Provision of first aid			
<b>Audio/visual/other requirements</b> <input type="checkbox"/> PA system (if not being provided by Sound tech) <input type="checkbox"/> Lapel or handheld microphone, Mic Stand <input type="checkbox"/> Extra electrical requirements			
<b>Staffing</b> <input type="checkbox"/> Extra required <input type="checkbox"/> Staff to meet and greet guests <input type="checkbox"/> Secure Volunteers			
<b>Ambience</b> <input type="checkbox"/> Floral arrangements, Greenery <input type="checkbox"/> Background music			
<b>Guest comfort</b> <input type="checkbox"/> Wheelchair access			

<input type="checkbox"/> Toilet facilities			
<b>Hospitality</b> <input type="checkbox"/> Welcome signage at entrance <input type="checkbox"/> Ushers needed- and briefed <input type="checkbox"/> Red carpet?			
<b>Housekeeping</b> <input type="checkbox"/> Cleaning before and after <input type="checkbox"/> On standby during the event			
<b>On the day</b> <input type="checkbox"/> Time for set up by whom <input type="checkbox"/> Time for dismantle by whom <input type="checkbox"/> Tables, chairs layout <input type="checkbox"/> Floor plan <input type="checkbox"/> Registration desk			
<b>After the event</b> <input type="checkbox"/> Person responsible <input type="checkbox"/> Debrief <input type="checkbox"/> Comments on all aspects (negative and positive) <input type="checkbox"/> Guest feedback/ Surveys <input type="checkbox"/> Guidelines for improvement next time <input type="checkbox"/> Thankyou's			

# Special Occasion Liquor Licence (class 1, 2 and 3)

Apply for a Special Occasion Liquor Licence (class 1, 2 or 3). Individuals, businesses, charities, religious organizations and non-profit community organizations need a Special Occasion Liquor Licence (class 1 or 2) to serve or sell alcohol at an event. Charities, religious organizations and non-profit community organizations need a Special Occasion Liquor Licence (class 3) to sell alcohol at a community-based fundraising event.

By law, individuals, businesses, charities, religious organizations and non-profit community organizations must have a Special Occasion Liquor Licence (class 1, 2 or 3) to serve or sell alcohol at an event.

## Classes of licence

Type of licence	Type of event	Alcohol availability	Uses	Advertising
Class 1	<ul style="list-style-type: none"> <li>private event for invited guests only (not open to the public)</li> <li>event not held in private residence</li> <li>no admission fee or cover charge</li> <li>liquor is provided free of charge to guests</li> </ul>	alcohol is served, not sold	<ul style="list-style-type: none"> <li>wedding</li> <li>anniversary</li> <li>shower</li> <li>staff party</li> <li>grand opening for a business</li> <li>birthday party</li> <li>graduation party</li> <li>family reunion</li> <li>other family event</li> <li>other business event</li> </ul>	no advertising allowed
Class 2	<ul style="list-style-type: none"> <li>private event for invited guests only (not open to the public)</li> <li>event not held in private residence</li> <li>no admission fee or cover charge</li> <li>liquor is only provided for a cost to guests</li> </ul>	alcohol is sold	<ul style="list-style-type: none"> <li>wedding</li> <li>anniversary</li> <li>shower</li> <li>staff party</li> <li>grand opening for a business</li> <li>birthday party</li> <li>graduation party</li> <li>family reunion</li> <li>other family event</li> <li>other business event</li> </ul>	no advertising allowed
Class 3	<ul style="list-style-type: none"> <li>public event (anyone may attend or buy a ticket to attend)</li> <li>event is to raise funds for a community purpose</li> </ul>	alcohol is sold	<ul style="list-style-type: none"> <li>fundraiser for a community purpose by a recognized community or charitable organization or athletic organization</li> </ul>	advertising is allowed

Type of licence	Type of event	Alcohol availability	Uses	Advertising
	<ul style="list-style-type: none"> <li>admission fee or cover charge may be in place</li> <li>liquor is only provided for a cost to guests</li> </ul>			

### Private residences

You don't need a Special Occasion Liquor Licence to serve alcohol to your guests in your home. By law, you can't sell alcohol from your home.

### Buying alcohol for the event

You need your Special Occasion Liquor Licence number when buying alcohol for the event.

### Eligibility

You need to be 19 or older to apply. If you're a business, charity, religious organization or non-profit community organization, you also need to be authorized by the business or organization to apply.

To apply for a class 3 licence, you need to be a registered charity, religious organization or non-profit community organization who wants to sell alcohol at a public event to raise funds for community purposes. Athletic organizations can also apply for a class 3 licence.

You need to submit your application at least 10 business days before the event.

You need to apply separately for each event (each event needs a separate licence).

### How to apply

1. Complete the application form.
2. Check the application for details on all required supporting documents.
3. Include payment with your application.
4. Send your completed application, supporting documents and payment by mail or fax. Or visit the Alcohol, Gaming, Fuel and Tobacco Division.
5. You may also have to complete an interview and provide additional information if asked by the Alcohol, Gaming, Fuel and Tobacco Division.

## How long it takes

It should take 2 weeks to get the licence. It can take longer if more information is needed or if your application hasn't been filled in correctly.

## Cost

Activity	Fee
Special Occasion Liquor Licence (class 1)	\$12.45
Special Occasion Liquor Licence (class 2)	\$24.95
Special Occasion Liquor Licence (class 3)	\$62.30

## Payment options

Visa, MasterCard, debit card, cheque, money order, cash. A cheque or money order should be made payable to the Minister of Finance. Payment options may vary depending on how you apply.

## Before you start

First-time charity, religious organization or non-profit community organization applicants may need to provide a copy of:

- Certificate of Registration
- by-laws
- memorandum of association
- list of executives and positions held
- letter of support from a responsible official in the community (for athletic organizations only)

You may need to provide additional supporting documents including an inspection report from a fire official (in HRM, from the Halifax Fire Prevention Division).

**1. ORGANIZATION INFORMATION (if applicable):**

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name: \_\_\_\_\_  
Position with organization (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Name of person who will be present & responsible at the event: \_\_\_\_\_

**3. LICENSE TYPE and PAYMENT:**

- Class 1  
\$12.45 per Day
  - Private event for invited guests
  - Liquor is provided free of charge.
  - Event cannot be advertised or open to the public.
  - There is no admission fee or cover charge.

---

- Class 2  
\$24.95 per Day
  - Private event for invited guests.
  - Liquor is being sold.
  - Event cannot be advertised or open to the public.

---

- Class 3  
\$62.30 per Day
  - Public event open to anyone who wishes to attend.
  - Liquor is being sold.
  - Admission fee or cover charge may be in effect.
  - Event can be advertised.
  - Only issued to recognized community or charitable organizations for community fundraising purposes.
  - May be issued to Athletic Organizations on a limited basis and a letter of support from a responsible official of the community must accompany the first application.

Total number of days that the Special Occasion Liquor License is required for this event: \_\_\_\_\_  
Total license fees payable (Total Number of Days x License Class Fee per Day): \_\_\_\_\_  
Visa/Mastercard #: \_\_\_\_\_ Expiry (mm/yy): \_\_\_\_\_ / \_\_\_\_\_

**Completed forms with Credit Card #'s cannot be submitted by email only by Fax, mail or in person**  
**Cheques & Money Orders are payable to NS Alcohol, Gaming, Fuel & Tobacco**

**4. LIQUOR INFORMATION:**

Yes I understand that liquor must be purchased from the Nova Scotia Liquor Corporation, an Agency Store, Winery or Micro-Brewery under authority of the liquor license. Please ✓  
Homemade alcoholic beverages or donated liquor is not permitted.

**5. EVENT DETAILS:**

Event description: \_\_\_\_\_  
Dates: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
Estimated attendance: \_\_\_\_\_ Number of Security staff... Paid: \_\_\_\_\_ Volunteers: \_\_\_\_\_  
Entertainment?  Yes  No Cover charge?  Yes  No Amount \$: \_\_\_\_\_

**6. EVENT LOCATION:**

Premises name: \_\_\_\_\_  
Premises address: \_\_\_\_\_  
Area(s), room(s) to be licensed: \_\_\_\_\_

**Note: If the premises holds a Permanent Club/Special Premises license the manager must acknowledge in writing that their Liquor License will be suspended during your event. Managers Name Print: \_\_\_\_\_ Sign: \_\_\_\_\_**

**7. OUTDOOR LIQUOR LICENSED AREA(S):**

Outdoor liquor licensed area(s)?  Yes  No  
If Yes, will you be using:  Tent  Canopy  Fenced area ( 4 ft high Minimum)  
 Other enclosure (e.g., patio, gazebo, etc.)

**Note: Additional documents must accompany this application, including:**

- 1. A site plan of the area(s) to be licensed including: a) dimensions, b) area enclosures, and c) washroom locations.**
- 2. Fire Official Approval with Occupancy: Halifax Regional Municipality Fire (311) or hrmfire@halifax.ca, Cape Breton Regional Municipality Fire (902-563-5132) or fireprevention@cbrm.ns.ca. For locations outside of HRM & CBRM contact your local municipality to request Fire Official Approval with Occupancy.**
- 3. Security details must include: name of hired security company, number of security staff, and number of volunteers.**
- 4. If your outdoor event is in the Halifax Regional Municipality, provide a letter from Halifax Regional Police (902-490-5016) or ask for Sergeant in Charge of Special Events at ( 902-490-5039.)**

**8. READ AND SIGN THE DECLARATION:**

I, \_\_\_\_\_ solemnly declare that:  
(print name)

1. I am at least 19 years of age, and that the information contained in the foregoing is, to the best of my knowledge, true and accurate.
2. I hereby assume full responsibility for any prior costs or obligations incurred in the planning of this proposed licensed event and acknowledge that this is an application for licensing privileges only and does not in any way guarantee the granting of the Special Occasion Liquor License.
3. Permission to hold the event in the premises referred to above has been duly obtained from the appropriate authority. I understand that written authorization may be requested.
4. I hereby assume full responsibility to ensure that the fire safety measures and occupant load as determined by the Fire Marshal's office are adhered to.
5. I hereby assume full responsibility to ensure that the event referred to above is operated within the parameters of the Liquor Control Act and Liquor Licensing Regulations.
6. I hereby agree that Alcohol, Gaming, Fuel & Tobacco Division staff have the authority to enter and inspect premises at any time during the event.
7. I hereby acknowledge that the Special Occasion Liquor License is subject to terms and conditions that I must adhere to.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In keeping with the privacy provisions of the Nova Scotia Freedom of Information & Protection of Privacy Act, the Alcohol, Gaming, Fuel & Tobacco Division will only use personal information for the purpose for which the information was obtained or compiled, or for use compatible with that purpose.

**9. PRINT THIS FORM, AND ANY SUPPORTING DOCUMENTS, MAIL, FAX OR IN PERSON TO :**

Alcohol, Gaming, Fuel & Tobacco  
Service Nova Scotia  
780 Windmill Road, 2nd Floor  
PO Box 545  
Dartmouth NS B2Y 3Y8

**-- OR --**

Alcohol, Gaming, Fuel & Tobacco  
Service Nova Scotia  
1030 Upper Prince Street, Suite #1  
Sydney NS B1P 5P6

Fax: 902-424-4942

Fax: 902-563-3430

**10. QUESTIONS OR CONCERNS?**

Phone: 1-877-565-0556 - toll-free within Nova Scotia  
902-424-6160 - Halifax Regional Municipality  
902-563-3495 - Cape Breton Regional Municipality

E-mail: [AGDLicense@novascotia.ca](mailto:AGDLicense@novascotia.ca)

Webiste: <https://novascotia.ca/sns/access/alcohol-gaming.asp>

**ALLOW AT LEAST 10 BUSINESS DAYS FOR PROCESSING**

# Ticket Lottery Permit: single draw ticket raffle with prizes \$4,000 and under

**Apply for a Ticket Lottery Permit. Charities, religious organizations and non-profit community organizations need the permit to run a single draw ticket raffle with total prizes valued at \$4,000 and under.**

By law, charities, religious organizations and non-profit community organizations must have a Ticket Lottery Permit to run a single draw ticket lottery with total prizes valued at \$4,000 and under. The permit is valid until the draw date.

## Reporting requirements

With a Ticket Lottery Permit, you don't need to submit a Ticket Lottery Report for raffles with prizes valued at \$4,000 and under.

You can't use a Ticket Lottery Permit for online sales (people need to pay in person and can't pay online by credit card, debit card, e-transfer or online payment service like PayPal). Contact the Alcohol, Gaming, Fuel and Tobacco Division for information about how to get a Lottery Licence for online sales.

## Eligibility

You need to be 19 or older and authorized by the charitable, religious or non-profit community organization to apply.

When sports teams apply for a Ticket Lottery Permit for prizes valued at \$4,000 and under, the age of the team members has to be 21 or younger.

## How to apply

1. Apply online for the permit.
2. Check the application for details on all required supporting documents.
3. Submit your completed application and supporting documents.
4. Complete an interview and provide additional information if asked by the Alcohol, Gaming, Fuel and Tobacco Division.

## How long it takes

You should get the permit right away if you apply online. It should take 2 weeks to get the permit if you apply in person or by email, mail or fax. It can take longer if more information is needed or if your application hasn't been filled in correctly.

## Cost

There is no cost to apply for the permit.

## Before you start

First-time applicants may also need to provide a copy of:

- Certificate of Registration
- by-laws
- memorandum of association
- list of executives and positions held

In keeping with the privacy provisions of the Nova Scotia Freedom of Information & Protection of Privacy Act, Alcohol and Gaming will only use personal information for the purpose for which the information was obtained or compiled, or for a use compatible with that purpose.



780 Windmill Road  
2nd Floor  
P.O. Box 545  
Dartmouth, N.S. B2Y 3Y8  
Tel: (902) 424-6160  
Fax: (902) 424-4942  
NS Toll Free: 1-877-565-0556  
agdlicense@gov.ns.ca

OR 1030 Upper Prince St.  
Suite 1  
Sydney, N.S. B1P 5P6  
Tel: (902) 563-3494  
Fax: (902) 563-3430

Permit No. \_\_\_\_\_  
Approved By \_\_\_\_\_  
Date: \_\_\_\_\_

**Application for Lottery Permit**  
**for Prizes Not Exceeding \$4000.00 in Value**  
**(No Licensing Fee Applicable)**

Name of Your Organization: (Schools Cannot Apply On Line Principal Signature Required-See Below)		Telephone No.
Address: (Street, P.O. Box)		
City/Town/County:		Postal Code:
Date of Draw :	Exact Location and Address of Draw (Must <b>NOT</b> be a residence)	
Prize(s):		Prize Value(s)
Number of tickets printed:		Selling price per ticket or group of tickets:

<b>Applicant Information</b>		
Name:		Title:
Complete Address:		
Postal Code:	Telephone:	Email:
Purpose of Fundraising: _____		
<b>Charitable fundraising by a non-charitable group must be accompanied with confirmation from the charity.</b>		

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Application from schools/university must be signed by Principal/Dean _____</b> <b>NAME(PRINTED) &amp; SIGNATURE</b>
---

**Note: All questions must be answered before application will be processed**  
**It is unlawful to sell tickets on alcohol products. Applicants must be 19 years of age and older.**

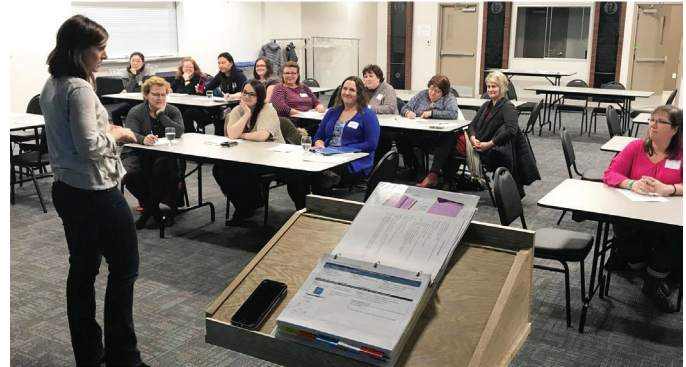
## Facility Rental Information

5 Ratchford Street, Amherst, Nova Scotia  
 Booking Inquiries: Corey Crocker  
 902-694-0001 | ccrocker@amherst.ca

### Conference Room

The conference area can host meetings, training sessions, and conferences for up to 140 people. Audio/visual equipment includes a screen and projector, lights, and microphones.

The space can also be configured for theatre and entertainment. The 12' x 24' stage is fully accessible, and theatre-style seating can accommodate up to 175 people. Adjacent to the stage is a dressing room and private washrooms for performers. Professional sound and lighting equipment have simple controls that can be operated both by skilled technicians and new users.

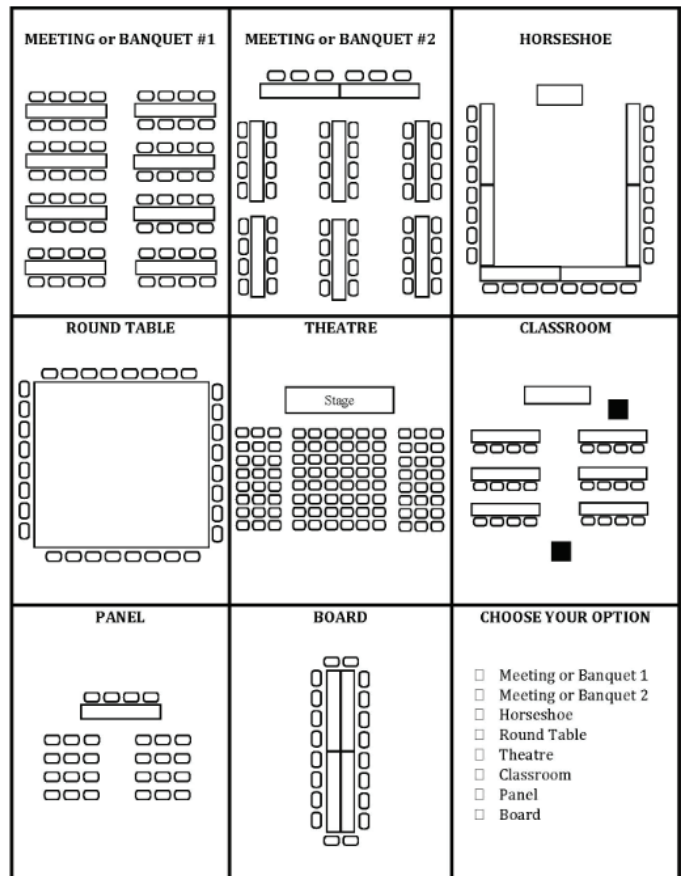


### Rental Rates

	Daily	1/2 Day	Hourly
Conference Room	\$400	\$250	\$80
Boardroom	\$125	\$80	\$25
Business Hub	\$75	\$50	-

Evening and weekend events are subject to a \$20/hour surcharge to cover additional onsite staffing.

### Conference Room Set-up Options



### Boardroom

A professional meeting space for up to 20 people, equipped with a large board table, comfortable chairs, two SmartBoards and free wi-fi.



Catering kitchens are available for the conference room and boardroom. Each is equipped with refrigeration space, dishes, glassware, and cutlery.

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Organization \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town, Province \_\_\_\_\_

Telephone \_\_\_\_\_ Postal Code \_\_\_\_\_

Conference Room

Boardroom

Business Hub

Set-up Requirements

Will you be serving liquor? Y / N

Sound System?      Microphones?      Stage Lighting?      SmartBoard?      LCD projector?

<b>Rental Fee</b>	Daily	1/2 Day	Hourly
Conference Room - regular	____ x \$400	____ x \$250	____ x \$80
Boardroom - regular	____ x \$125	____ x \$80	____ x \$25
Hub Room - regular	____ x \$75	____ x \$50	
Conference Room - community rate	____ x \$240	____ x \$150	____ x \$48
Boardroom - community rate	____ x \$75	____ x \$48	____ x 15
Hub Room - community rate	____ x \$45	____ x \$30	
Evening/weekend surcharge	____ x \$20		
Sound/lighting technician	____ x \$30		

Subtotal \_\_\_\_\_

HST (15%) \_\_\_\_\_

**Total fees** \_\_\_\_\_

Cheque       Debit/Credit

Make cheques payable to: Town of Amherst

### Facility rental terms

1. The organization or individual renting the space ("the Renter") is required to provide qualified people to operate facility equipment. Technical support is available at an additional charge of \$30 per hour.
2. The Renter can gain access to facility 15 minutes prior to rental.
3. All audio, visual, and lighting equipment must be used properly. Any damage will be charged to the Renter.
4. Any outside equipment brought into the venue must be CSA/UL approved.
5. All sets, props, instruments, etc. must be removed from the building at the end of the rental period.
6. The Renter is responsible for all costs associated with catering services.
7. The Renter is responsible for obtaining all necessary permits to serve liquor. These permits must be posted during the event.
8. If liquor is to be served, the Renter is required to carry "Commercial General Liability" insurance in the amount of two million dollars (\$2,000,000) covering the Renters production and activities, and shall include a "Tenant Legal Liability" clause in an amount no less than five hundred thousand dollars (\$500,000). The Renter's insurance must name the Town of Amherst as an additional insured. The Town of Amherst does not provide liability coverage. A copy of the Certificate of Insurance must be attached to this agreement.
9. The Community Credit Union Business Innovation Centre management reserves the right to refuse any application or to shut down any event in progress that is deemed unsafe, or where proper permits cannot be produced.
10. The Renter shall indemnify and hold harmless the Town of Amherst and Community Credit Union Business Innovation Centre in relation to the use of the facility during the term of the rental agreement on the facility.
11. The "community rate" is applied to rental fees for approved eligible groups. Applications will not be considered from businesses, government or quasi-government organizations, organizations whose core operations are funded fully or in part by government, health boards or hospitals, school boards or schools, or organizations with political affiliations.

### Renter

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF AMHERST**  
**FACILITIES REQUEST APPLICATION**

All users shall comply with Town Policy & Guidelines

NAME OF GROUP APPLYING: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS & POSTAL CODE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: H: \_\_\_\_\_ W: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

---

FACILITY(S) TO BE USED: \_\_\_\_\_  
DATES REQUIRED: \_\_\_\_\_  
TIMES REQUIRED: \_\_\_\_\_  
PURPOSE OF APPLICATION: \_\_\_\_\_  
(include a separate sheet  
If required) \_\_\_\_\_  
SIGNATURE OF APPLICANT: \_\_\_\_\_ DATED: \_\_\_\_\_

---

PLEASE NOTE, INFORMATION SUPPLIED WITH THIS FORM WILL BE DEEMED PUBLIC INFORMATION

---

**REGULATIONS:**

1. Request from organizations and groups shall be submitted to the Town of Amherst, Department of Recreation, P.O Box 516, Amherst, Nova Scotia, B4H 4A1 or email [bookings@amherst.ca](mailto:bookings@amherst.ca) Request does not guarantee acceptance. Applicant will be contacted within three (3) business days of the received request.
2. Supervision of the activity involved must be fully assumed by the organization/group authorized to use the facility(s).
3. Groups and organizations using the facility(s) are responsible for damage sustained, reporting of damage, and cleanup of the facility(s).
4. Each body granted permission to use the facility(s) must insure:
  - a. All members restrict their movement to the area of the building and/or property specified on the application.
  - b. All members leave immediately when the designated time has elapsed.
  - c. That a responsible supervisor is in attendance.
  - d. That the Town of Amherst is advised of any change(s) to the intention of the applicant.
  - e. That the Town of Amherst is provided advanced notice of cancellation.
  - f. That all parking and traffic authority regulations are adhered to. Vehicles are not permitted within any out-door facility or property other than designated parking area(s).
  - g. Town parks/green spaces are designated tobacco free. Smoking/Vaping is not permitted.
  - h. Where youth are present the promotion, selling or consumption of alcoholic beverages is prohibited unless the user receives written permission. Should alcohol be requested please provide the specifics of the request under a separate cover. Permission cannot be provided prior to a meeting to review.

---

**OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_  
FEE (IF APPLICABLE): \$ \_\_\_\_\_  
DATE APPROVED: \_\_\_\_\_



TOWN OF AMHERST  
**FACILITIES REQUEST APPLICATION**

All users shall comply with Town Policy & Guidelines

AUTHORIZED BY:

\_\_\_\_\_

Date: \_\_\_\_\_

COMMUNITY SUPPORT GRANTS  
TOWN OF AMHERST  
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ \_\_\_\_\_

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: \_\_\_\_\_



# Amherst Police Department



## SPECIAL EVENT APPLICATION

EVENT NAME: \_\_\_\_\_

Circle one:            WALKATHON / RUN            PARADE            OTHER

APPLICANT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (H) \_\_\_\_\_ (W)

ORGANIZATION/POSITION \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DETAILS OF EVENT:

DATE: \_\_\_\_\_ START: \_\_\_\_\_ END: \_\_\_\_\_

LOCATION:    STREETS    Y / N            SIDEWALKS    Y / N            CONDITION 6 APPLICABLE    Y / N

# OF WALKERS / RUNNERS: \_\_\_\_\_ # OF CYCLISTS: \_\_\_\_\_ # OF FLOATS: \_\_\_\_\_

# OF SUPERVISORS: \_\_\_\_\_ # OF CHECK POINTS: \_\_\_\_\_

ROUTE: (exact route/location of event)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only  
Do Not Write in This Space

APPROVAL REQUIRED            YES \_\_\_\_\_            NO \_\_\_\_\_

*Approved, subject to the conditions on this form.*

Application valid until: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Traffic Authority, Town of Amherst

**CONDITIONS OF APPROVAL**

Permits are required under Section 90 (7) of the Motor Vehicle Act, which states that:

*“No parade, procession or walkathon shall march, occupy or proceed along any highway within the boundaries of a City or Town, unless a permit have been granted by the Traffic Authority of the City or Town prescribing the route to be followed and time when the parade, procession or walkathon may take place.”*

This permit is issued under the following conditions:

1. The traffic control for the event, if required, shall be provided by the Amherst Police Department.
2. The entrants must obey all applicable provisions of the Motor Vehicle Act at all times. This permit does not convey any special privileges or rights to exempt any portion of the Act.
3. It shall be the responsibility of the applicant to ensure that all the necessary safety precautions are taken to ensure the safety of the entrants and all other road users.
4. Children under the age of 8 walking or cycling in the event shall be accompanied by an adult.
5. The applicant/organization shall be responsible for any civil liabilities which may arise as a result of participation in the event. This shall include but not be limited to personal injury and injuries affection.
6. A vehicle with a clearly visible amber light shall take up a position at the rear of the procession and remain there until the completion of the event.

**ADDITIONAL CONDITIONS**

---



---



---



---

**\*\*\*A SIMILAR PERMIT MAY BE REQUIRED FROM THE PROVINCIAL TRAFFIC AUTHORITY FOR THAT PORTION OF THE ROUTE/LOATION NOT INCLUDED WITHIN THE BOUNDRIES OF THE TOWN OF AMHERST\*\*\***

I have reviewed the terms and conditions of this application and agree to abide by such terms and conditions.

---

Signature of applicant

---

Date

---

APD Representative

## PEDESTRIANS

### **Pedestrian and vehicle rights of way**

125 (1) Where pedestrian movements are not controlled by traffic signals,

(a) the driver of a vehicle shall yield the right of way to a pedestrian lawfully within a crosswalk or stopped facing a crosswalk; or

(b) where the traffic on a highway is divided into separate roadways by a median, the driver of a vehicle shall yield the right of way to a pedestrian lawfully within a crosswalk or stopped facing the crosswalk on the roadway on which the vehicle is travelling.

(2) Where a vehicle has stopped at a crosswalk to yield to a pedestrian pursuant to subsection (1), it is an offence for the driver of any other vehicle approaching from the rear to overtake and pass the stopped vehicle.

(3) A pedestrian shall not leave a curb or other place of safety and walk or run into the path of a vehicle that is so closely approaching that it is impractical for the driver of the vehicle to stop.

(4) Where a pedestrian is crossing a roadway at a crosswalk that has a pedestrian-activated beacon, the pedestrian shall not leave a curb or other place of safety unless the pedestrian-activated beacon has been activated.

(5) A pedestrian crossing a roadway at any point other than within a crosswalk shall yield the right of way to vehicles upon the roadway.

(6) This section does not relieve a pedestrian or a driver of a vehicle from the duty to exercise due care. *2007, c. 45, s. 9.*

### **Movement of pedestrians**

127 (1) Pedestrians shall move whenever practicable upon the right half of crosswalks.

(2) Where sidewalks are provided it shall be unlawful for any pedestrians to walk along and upon an adjacent highway.

(3) Where sidewalks are not provided, any pedestrian walking along and upon a highway shall, when practicable, walk only on the left side of the roadway or its shoulder facing traffic which may approach from the opposite direction. *R.S., c. 293, s. 127.*

**Office Use Only**

Date Received: (yyyy/mm/dd) \_\_\_\_\_ Application # \_\_\_\_\_

- Applications from event organizers must be received at least 60 days before the event.
- Applications from vendors must be received at least 14 days before the event start date.
- Permits are NOT transferable to any person or business.
- Permits are issued for single events only

**Note: The submission of an application with payment does not guarantee application approval.**

**Type of Application**

New Application    Amendment

If applicable, provide the previous: Permit # \_\_\_\_\_

Permit name \_\_\_\_\_

## 1 Applicant

If there is more than one applicant, attach a complete list of applicants with the information below. The first applicant listed will be considered the primary applicant for this project. You can also apply for your business number, food establishment permit and food hygiene training through the Access to Business portal at <http://novascotia.ca/mybusiness>.

Company/Organization \_\_\_\_\_

Business number (BN) if applicable \_\_\_\_\_

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_

Phone/fax Primary \_\_\_\_\_ Ext. \_\_\_\_\_ Secondary \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website/Social Media page(s) (if applicable) \_\_\_\_\_

Civic address \_\_\_\_\_

\_\_\_\_\_  
City/town                      Province                      Postal code                      Country

Mailing address \_\_\_\_\_

(if different than  
civic address)

\_\_\_\_\_  
City/town                      Province                      Postal code                      Country

Preferred method of contact?    Email    Letter

## 2 Additional Contact Information

Is the Application Contact the same as Section 1?  Yes  No If yes, skip to Section 3.  
 If there is more than one contact, attach a complete list of contacts with the information below.

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_

Contact title \_\_\_\_\_

Phone/fax Primary \_\_\_\_\_ Ext. \_\_\_\_\_ Secondary \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Civic address \_\_\_\_\_

City/town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Mailing address \_\_\_\_\_

(if different than civic address) City/town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Return correspondence?  Yes  No

Note: Following application decision, all correspondence will go to the applicant.

Preferred method of contact?  Email  Letter

## 3 Activity (Permit Type)

Choose one from below (all fees include HST).

Enclose payment in the form of cash or a cheque or money order made payable to "Minister of Finance".

Type	Term of Permit	Fee
<input type="checkbox"/> Temporary Event Vendor Permit	1 day	\$24.18 + \$3.63 HST = <b>\$27.81</b>
<input type="checkbox"/> Temporary Event Vendor Permit	2–15 (consecutive) days	\$50.78 + \$7.62 HST = <b>\$58.40</b>
<input type="checkbox"/> Non-profit Temporary Event Vendor Permit	up to 15 (consecutive) days	<b>no fee</b>
Charity, purpose (must be filled in) _____		
<input type="checkbox"/> Temporary Event Organizer Permit		<b>no fee</b>

#### 4 Temporary Event Site/Location

Temporary event name \_\_\_\_\_

Civic address \_\_\_\_\_

\_\_\_\_\_  
City/town

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal code

\_\_\_\_\_  
Country

Property Identification # (PID), if known \_\_\_\_\_

#### 5 Temporary Event Permit Details

Temporary Event organizer/vendor operating name \_\_\_\_\_

Event Date(s) (yyyy/mm/dd) Event start date \_\_\_\_\_ Event end date \_\_\_\_\_

Intended hours of operation \_\_\_\_\_

Event Coordinator/ Name \_\_\_\_\_

Organizer Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#### 6 Temporary Event Application Checklist

##### Supporting Documentation

This checklist and all supporting documentation is to be submitted with the application. However, additional information may be requested.

If supporting documentation is of poor quality or incomplete, the application may be delayed, returned or rejected.

##### 6A Vendors Complete this Section

Answer all the following questions.

1. Have you submitted a list of all menu items to be served at your station?  Yes  No

2. a. Where will food for the event be prepared? (include address and Food Establishment Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Have you provided the "Permission to Use a Permitted/Approved Eating Establishment Form"?  
(If required by Public Health Officer)

Yes  No  Not Applicable

3. a. Who will be preparing food for your station?

---

---

b. Have you provided a copy of valid Food Hygiene training for those preparing food for your station?  
(If required by Public Health Officer)

Yes  No  Not Applicable

4. If transporting food for the event, how will food be transported, describe in detail.

---

---

---

---

5. Describe handwashing station set-up for your booth/station.

---

---

---

6. Describe dishwashing (how dishes and utensils will be washed).

---

---

---

7. Describe hot holding (if applicable).

---

---

---

8. Describe cooking (if applicable).

---

---

---

9. Describe food storage (if applicable).

---

---

---

10. a. Have you submitted a detailed floor/booth plan with your application?  Yes  No
- b. Check off that the detailed floor/booth plan includes the following details:
- location of all equipment including hot and cold holding equipment, dishwashing equipment (if required), and handwashing facilities
  - materials used for surfaces (floors, walls, ceiling, prep surfaces)
11. Provide any additional information you wish to convey as part of your application (optional).

---

---

---

---

**6B – Organizers Complete this Section**

Answer all the following questions.

1. a. Have you submitted a detailed site plan with the application?  Yes  No
- b. Check off that the detailed site plan includes the following details:
- location of all equipment including communal dishwashing equipment, handwashing sink(s), washroom facilities (either portable or part of a permanent structure)
  - materials used for surfaces (floors, walls, ceiling, prep surfaces)
  - vendor locations and what services are offer at each booth including handwashing sinks, dedicated dishwashing sinks, electrical service etc.
2. a. Is the proposed event site serviced by Municipal drinking water?  Yes  No
- b. If you answered “No” to 2.a. (above) have you submitted recent Bacterial Water Test Results? (Water results must be included for mobile units who source their water from a supply other than Municipal)  Yes  No
3. Have you provided a copy of valid Food Hygiene Training? (if required by Public Health Officer)
- Yes  No  Not Applicable
4. a. Are portable toilets available at the event site?  Yes  No
- b. Name of contractor \_\_\_\_\_
- c. Number of toilets available? For food handler use \_\_\_\_\_ For public use \_\_\_\_\_
5. a. Is hand washing available at the event site?  Yes  No
- b. For food handler use  Yes  No
- Describe \_\_\_\_\_

c. For public use  Yes  No

Describe \_\_\_\_\_

6. Is there solid waste disposal at the event site?  Yes  No

Describe \_\_\_\_\_

7. Is there a maintenance contract for the event site?  Yes  No

Describe \_\_\_\_\_

8. Provide any additional information you wish to convey as part of your application (optional).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7 Verify that the following submission items have been included with your application**

Facility Type	Submitted	Waiver Requested - Reason
<p><b>Temporary Event Vendor</b></p> <p>List of products/menu to be sold at the event. Must include:</p> <ul style="list-style-type: none"> <li>• All menu items being served at the temporary event</li> <li>• Source of menu items</li> <li>• Where foods are to be prepared and who is preparing the food.</li> </ul>	<input type="checkbox"/>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Permission to Use a Permitted/Approved Eating Establishment Form (if required by Public Health Officer)</p>	<input type="checkbox"/>	<p>_____</p> <p>_____</p>
<p>Floor/Booth Floor Plan Must include:</p> <ul style="list-style-type: none"> <li>• location of all equipment including hot and cold holding equipment, dishwashing equipment (if required), and handwashing facilities</li> <li>• materials used for surfaces (floors, walls, ceiling, prep surfaces)</li> </ul>	<input type="checkbox"/>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Copy of Valid Food Hygiene Training (if required by Public Health Officer)</p>	<input type="checkbox"/>	<p>_____</p>

Facility Type	Submitted	Waiver Requested - Reason
<b>Detailed Site Plan</b> Must include: <ul style="list-style-type: none"> <li>location of all equipment including communal dishwashing equipment, handwashing sink(s), washroom facilities (either portable or part of a permanent structure)</li> <li>materials used for surfaces (floors, walls, ceiling, prep surfaces)</li> <li>vendor locations and what services are offer at each booth including handwashing sinks, dedicated dishwashing sinks, electrical service etc.</li> </ul>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
<b>Recent Bacterial Water Test Results</b> (if on private supply)	<input type="checkbox"/>	_____
<b>Copy of Valid Food Hygiene Training</b> (if required by Public Health Officer)	<input type="checkbox"/>	_____

### 8 Declaration

Information in this application package which the applicant considers to be confidential business information should be clearly identified.

Are you making this request?  Yes  No

If yes, indicate which information in the Supporting Documentation is considered confidential.

I acknowledge it is an offense under Section 94 of the Health Protection Act to provide false information, and confirm to the best of my knowledge and belief the information provided in this form and supporting documentation is true and accurate and complies with the relevant provisions of the Health Protection Act, and Food Safety Regulations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(yyyy/mm/dd)

Name \_\_\_\_\_

or

I certify that I am acting with the applicant's full consent.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(yyyy/mm/dd)

Name \_\_\_\_\_

## 9 Payment

Enclose payment (cash, cheque or money order) and return completed form to your local Nova Scotia Environment District Office.

- Enclosed is a cheque or money order made payable to **"Minister of Finance."**
- Enclosed cash

To locate the nearest NSE district office, visit our website at <https://novascotia.ca/nse/dept/regional-office-locations.asp>

## Resources

**To register for a food hygiene course** <https://novascotia.ca/nse/food-protection/food-hygiene-course.asp>

### Temporary Event Guidelines

<https://www.novascotia.ca/nse/food-protection/docs/Food-Safety-Guidelines-Temporary-Events.pdf>

### Locate your PID

**Nova Scotia Coordinate Referencing System Viewer** – this site is free to use and requires you to identify your property through a street map or high resolution satellite imagery. You will have to click the property box in the Layers menu: <https://gis8.nsgc.gov.ns.ca/NSCRS/>

Visit our website at <http://novascotia.ca/nse/food-protection/> for further information on the Food Protection Program.