



Event Permit Application Form

An Allocation Clerk will contact you via email or phone in 2 business days to discuss your event.

RETURN VIA EMAIL TO: reservations@fortstjohn.ca
or in person at the Visitor information Centre

Event Title: _____ Event Date: _____

Organization Name: _____ Registered Non-profit Society #: _____

Event Organizer: _____

Mailing Address: _____ City: _____

Email Address: _____ Phone Number: _____

Alternate Phone Number: _____ On Site Contact (if different from above): _____

Event type (list what type of event you are hosting, for example: Car Show, Tradeshow, Run/Walk, Fundraiser, Block Party. Be as Specific as possible:

Set Up Date: _____ Set Up Time: _____

Tear Down Date: _____ Tear Down Time: _____

Location Type (Select all that apply):

- Park
- Facility
- Parking Lot
- Trail/Walkway
- Roadway
- Residential Neighborhood

Event Equipment Details (Select all that apply):

- Tents
- Tables
- Chairs
- Detour Signage
- Generator
- Stage
- Sound System
- Bleachers
- Bouncy Castles
- Portable Washrooms
- Hand Washing Stations

Event Equipment Details (Select all that apply):

- Garbage Bins
- Recycle Bins
- Sprinkler Shut Off
- Power Access
- Washroom Access
- Sidewalk Sweep/Plow
- Roadway Sweep/Plow
- RCMP Request (\$ fee)
- Other: _____

The City of Fort St. John is committed to protecting your privacy. Any personal information you provide to us is collected pursuant to 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act for the purpose of administering City services.

Should you have any questions about the collection of this personal information please contact the Corporate Officer via email at bmccue@fortstjohn.ca.