

Special Event Application
August 9-11, 2024
Request for municipal resources

Use of Municipal Resources requested:

- Use of event fence – transport to grounds (fencing was purchased through Rodeo funds)
- Use of stage for under the tent – For safety reasons, request that set deliver to site and set up
- Small water tank to allow Committee to water stock throughout the weekend
- Rodeo tent shelters (3) and admission booth
- 5 – 8 tables and ticket selling booth for beverage area in tent
- Tractor and loader – if required during the event
- Possible space for wood chips on site in the event of rain – ensure health and safety of patrons
- Access to \$2,000.00 float for weekend – Admission float
- Bank key, deposit slips and bags to allow for deposits throughout the weekend

Scheduling of Municipal staff requested:

Sign Agreement with Rodeo Management Group (RMG)

- Assist with preparing and executing marketing and promotion of the weekend activities
- Generate invoices and send out admission tickets to sponsors – in coordination with Sponsorship Chair
- Pick up sponsor cheque when requested
- As invoiced, prepare cheques for entertainment throughout the weekend
- As invoiced, prepare cheque for Rodeo Management Group
- Order portable toilets for the weekend – mirror past compliment
- Secure locates and permits for tent – Diamond #2 – south east of 3rd base
- Block out usage of grounds on Thursday, Friday, Saturday and Sunday – allow for tent setup on Diamond #2 on Thursday
- Staff on site the weekend of the event – clean up grounds during and following the event
- Usage of ramps for access to camping area
- Access to picnic tables and transport to tent area – approximately 20
- Use of tables (8) and ticket selling booth for bar area
- To ensure safety, staff set up stage under the tent
- To ensure safety, bleacher inspection and repair prior to the event
- Preparation of grounds and rodeo ring for the event
- Noise by-law request – Saturday until 2 am
- Garbage cans placed throughout the grounds
- Admission booth delivered to Diamond #1
- Print off Sponsor package – 100 copies
- Access to water troughs for livestock
- Store signage and drop off to Mike's Signs for date change

- Promote event in coordination with the Committee
- Schedule security as requested by Committee
- Reserve tent as requested by Committee
- Book parking attendants as requested by the Committee – local Karate Club
- Fire Department – hose down ring/roadway if required Saturday and Sunday – this will ensure adequate footing in the ring and also provide dust control