



## Event Hosting Program Application

Event Date(s): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Host Individual, Group or Organization: \_\_\_\_\_

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

Address/City: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Type of Event (please select one X):

Art & Culture

Recreational & Leisure

Business

Event Reach (please select one X):

Local

Regional

National

International

Has the event been held in North Bay in the past? Please explain:

If yes, did the event successfully receive funds from this program? Please select one:

Yes

No

Explanation of event's bidding and/or competitive process, requirements and time frame (if applicable):

Confirmation of media coverage (specify type of coverage, i.e. radio, tv, newspaper)

What area facilities are being used to host the event?

Please provide a brief explanation how the Event Hosting Program funds will be used:

Anticipated number of local and out-of-town people attending the event:

In town attendees =

Out-of-town visitors =

What is the origin of out-of-town visitors?

Confirmation of the confirmed accommodations and number of location(s):

Number of rooms confirmed: \_\_\_\_\_

Number of nights: \_\_\_\_\_

Total room nights: \_\_\_\_\_

Are you providing a “spousal and/or guest” program for attendees and their guests during their free time to explore the region? If yes, please describe:

**DETAILED BUDGET:** Please attach a separate sheet with a detailed budget for the event including any/all other financial contributions and an explanation as to how the funds will be used. If a detailed budget is not provided, your application will be deemed incomplete and therefore will not be sent to the Review Committee for consideration.

**Please submit application a minimum of two (2) months prior to the date of the event.**

You can send your completed application by fax, email or regular mail to:

Parks, Recreation & Leisure Services Department  
The Corporation of the City of North Bay  
200 McIntyre Street East  
North Bay, ON Canada  
P1B 8H8

Telephone: (705) 474-0626 ext.2312

Toll Free: (800) 465-1882

Fax: (705) 474-9782

Email: [erin.vaughan@cityofnorthbay.ca](mailto:erin.vaughan@cityofnorthbay.ca)

**Each application will be reviewed on a case by case basis. Please be sure to provide enough detail in your application to ensure appropriate evaluation.**