



## **COMMUNITY EVENT RECOGNITION REQUEST FORM**

**Requests must be received at least four (4) weeks prior to the date of proclamation, flag raising or building lighting.** Requests may be mailed to: Comox Town Hall, 1809 Beaufort Avenue, Comox BC V9M 1R9 or e-mailed to [town@comox.ca](mailto:town@comox.ca). Telephone enquiries should be directed to Town Hall Reception at (250) 339-2202 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.

<b>Organization you are representing:</b>		
<b>Primary purpose of Organization:</b>		<b>Number of members:</b>
<b>Mailing address of Organization:</b>		<b>Contact Name:</b>
		<b>Phone:</b>
<b>City:</b>	<b>Postal Code:</b>	<b>Email:</b>
<b>Type of Community Event Recognition Requested (choose all that you are requesting):</b>		
<input type="checkbox"/> Proclamation  _____ (Dates – day, week or month)	<input type="checkbox"/> Flag-Raising  _____ (Dates - maximum 7 days)	<input type="checkbox"/> Building Lighting  _____ (Colours - maximum 2 colours)  _____ (Dates - maximum 7 days)
<b>Purpose of Event Recognition (please check all that apply):</b>		
<input type="checkbox"/> Civic Promotion	<input type="checkbox"/> Arts and Cultural Celebration	
<input type="checkbox"/> Public Awareness Campaign	<input type="checkbox"/> Special Honour of Individual	
<input type="checkbox"/> Charitable Fundraising Campaign	<input type="checkbox"/> Other (specify):	
<b>Description of Organization and relevant information related to your request (attach additional page if needed):</b>		
<b>Has a similar request been submitted in the past five years?</b>		<input type="checkbox"/> NO
<input type="checkbox"/> YES (provide date of previous request): _____		
<b>Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition:</b>		
<b>Date of application:</b>	<b>Signature of applicant:</b>	<b>Print name:</b>

**DRAFT WORDING OF PROCLAMATION TO BE INCLUDED ON REVERSE**

**Draft wording of Proclamation:**

Note, the Town of Comox may revise this wording of the Proclamation. As appropriate, the cause should outline the local significance and demonstrate the local connection and/or how it benefits the majority of the citizens of Comox.

**OFFICE USE ONLY**

**Request meets Community Event Recognition Policy (YES/NO):**       YES       NO

**If NO:**

- Group not located in Comox Valley**
- Event/Request related to ideological or religious beliefs**
- Event/Request contrary to Town policy or bylaw**
- Campaign intended for profit-making**

**Community Flag Raising Dates (max 7 days):**

**Light-up of Town Hall Dates (max 7 days):**

**Colours:**

*Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website at <http://comox.ca>. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to Town Hall at (250) 339-2202.*