



## PUBLIC ENGAGEMENT REQUEST FORM

### Section 1 – Request Details

Date of Request: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

### Section 2 – Type of Request

<input type="checkbox"/> Fire Station Tour	<input type="checkbox"/> Fire Safety Presentation / Public Education
<input type="checkbox"/> Display Booth at Community Event	<input type="checkbox"/> Fire Drill Supervision / Evacuation Education
<input type="checkbox"/> Vehicle Display / Static Apparatus Display	<input type="checkbox"/> Other: _____

### Section 3 – Event / Program Details

Event/Program Title: \_\_\_\_\_

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location/Venue: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Target Audience: (e.g., children, seniors, general public) \_\_\_\_\_

Indoor/Outdoor:  Indoor  Outdoor



## PUBLIC ENGAGEMENT REQUEST FORM

### LIABILITY, WAIVER OF CLAIMS & INDEMNITY AGREEMENT

**PLEASE NOTE: Signature and witness information must be filled out prior to application**

In consideration of being permitted to participate in the activity referred to above, organized by the Town of Westlock and the Town of Westlock Fire & Emergency Services Department, I agree as follows:

**1. WAIVER OF CLAIMS:**

I waive any and all claims that I now have or may have in the future against the Town of Westlock and the Town of Westlock Fire & Emergency Services Department, and their elected officials, officers, employees, agents, volunteers, and representatives (collectively referred to as "the Releasees"), arising from or in connection with my participation in the activity.

**2. RELEASE OF LIABILITY:**

I release the Releasees from any and all liability for any loss, damage, injury, or expense I may suffer — or that my heirs, next of kin, executors, or assigns may suffer — as a result of my participation in the activity or attendance at any related Town of Westlock facility or event, due to any cause whatsoever, including but not limited to negligence, breach of contract, or breach of any statutory or other duty of care on the part of the Releasees.

**3. INDEMNITY:**

I agree to hold harmless and indemnify the Releasees from any and all liability for property damage or personal injury to any third party resulting from my participation in the activity or presence at the event or facility.

**4. BINDING EFFECT:**

I understand and agree that this Agreement is binding on me and my heirs, next of kin, executors, administrators, and legal representatives in the event of my death or incapacity.

**5. NO RELIANCE ON REPRESENTATIONS:**

I confirm that I have not relied on any oral or written representations, warranties, or statements made by the Releasees that are not explicitly stated in this Agreement.

**ACKNOWLEDGEMENT OF UNDERSTANDING:**

I acknowledge that I have read this Agreement in full, that I understand its terms, and that I am signing it voluntarily. I understand that by signing this Agreement, I am giving up certain legal rights, including the right to sue the Releasees.

Applicants Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PUBLIC ENGAGEMENT REQUEST FORM

<b>Section 4 – Town Department Coordination</b>			
<b>Department</b>	<b>Contact</b>	<b>Signature of Review/Approval</b>	<b>Date</b>
Community Services			
Operations			
Municipal Enforcement			

  

<b>Section 5: Fire Department Resource Assignments</b>	
<b>Apparatus</b>	<b>Personnel</b>

  

<input type="checkbox"/> Fire Safety House <input type="checkbox"/> Recruiting Supplies <input type="checkbox"/> Fire Safety Resources <input type="checkbox"/> Display Signage <input type="checkbox"/> Tents / Shelter	<input type="checkbox"/> Handouts / Brochures <input type="checkbox"/> Fire Safety Mascot / Costume <input type="checkbox"/> BBQ <input type="checkbox"/> Audio/Visual Equipment <input type="checkbox"/> Other: _____
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## **PUBLIC ENGAGEMENT REQUEST FORM**

### **Section 6: Internal Use – Approval & Assignment**

Reviewed by Fire Chief or Designate:

Approved

Denied

Notes: \_\_\_\_\_

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

Assigned Officer-in-Charge (OIC): \_\_\_\_\_

Assigned Apparatus/Equipment: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

Public Education Materials Prepared:  Yes  No

### **Section 7: Post-Event Summary (to be completed after event)**

Actual Attendance: \_\_\_\_\_

Event Notes / Issues: \_\_\_\_\_

Public Feedback (if any): \_\_\_\_\_

Follow-up Required:  Yes  No

If yes, details: \_\_\_\_\_