



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



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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: _____



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

Section 5: Fire Department Resource Assignments	
Apparatus	Personnel

<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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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: _____