



Town of Huntsville

Application for Community Flag Raising Event

Please refer to the Town Website to review the criteria.

Name of Organization *	
Name of Contact *	
Email Address	
Mailing Address *	Phone Number *
Purpose of the Request *	

Please choose one of the following options:

(Flags cannot be larger than 3 ft. x 6 ft.)

1. **Flag Display** – No ceremony; the flag is to be flown for a specific period of time.
Date requested from: _____ Date requested to: _____

2. **Flag Raising Ceremony** – Ceremony requested; as well as the flag is to be flown for a specific period of time.

Date of Flag Raising Ceremony:	
Time of Flag Raising Ceremony:	
Person who will be picking up the Flag after the Event:	
Anticipated Number of Attendees:	

Date requested from: _____ Date requested to: _____

- Ceremony events to take no longer than 15 minutes or less. Unless otherwise agreed upon.
- All organizations shall be responsible for arranging the attendance of any media.
- All organizations shall bring their flag with them. The Town will not be responsible for keeping any organization flags after the event.
- Attendees shall meet in the Huntsville Civic Centre – Algonquin Theatre foyer at the date and time requested (unless otherwise agreed upon).

- Unless unavailable, the Mayor shall attend all Flag Raising Ceremonies. In the absence of the Mayor, a member of Council shall be designated by the Mayor in his absence.
- Attendees will hold the flag with the Mayor (or designate) for a photo op (if applicable). As the flag pole is attached to the front of the building, the flag will be provided to the Mayor (or designate) who will then have Town maintenance staff raise the flag on the organization's behalf.
- The Town reserves the right to temporarily remove any Community Flag during the requested timeframe should it be deemed necessary. (i.e. Function on the Town Hall steps)

For Office Use Only

<input type="checkbox"/>	Pre-approved	<input type="checkbox"/>	Deputation to General Committee/Council Required
<input type="checkbox"/>	Flag Display Confirmed	Date:	
<input type="checkbox"/>	Flag Ceremony Confirmed	Date & Time:	
<input type="checkbox"/>	Facilities Confirmed	<input type="checkbox"/>	Algonquin Theatre Approval
<input type="checkbox"/>	Booking of Mayor's Calendar	<input type="checkbox"/>	Council Agenda:
<input type="checkbox"/>	Council/Staff Notification		
<input type="checkbox"/>	Mayor's Alternate Required:		
<input type="checkbox"/>	Flag Returned:		

Notice of Collection

The personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. The information is collected to administer the display of flags for our community. Questions about this collection can be directed to the Clerk's Department, Town Hall, 37 Main Street East, Huntsville, ON, P1H 1A1, 705-789-1751 ext. 2255, tanya.calleja@huntsville.ca.