

Special Event Application Form

Applications must be complete and submitted 60 calendar days prior to the planned event, together with payment of application fee, to the Municipality of Grey Highlands.

Mailing Address: 206 Toronto Street South, Markdale ON N0C 1H0

Telephone Number: 519-986-2811

Email Address: facilities@greyhighlands.ca

See Appendix 1 for illustration of steps and timeline for application review/approval.

Applicant Information

Applicant Name: _____

Organization: _____

Address: _____

Telephone: Day _____ Evening _____

Email: _____

Proposed Event Information

Event Name: _____

Event Description: _____

Date(s) and Start Time / End Time (include any days required for set-up and clean-up):

Is the event: ☐ First Time ☐ Annual Numbers of Years Held: _____

Location (include facility name, property address, property owner):

Overview of Proposed Event				Council approval required
Yes	No	Component	Details	
		Open to the public?	Indicate expected attendance: _____ Attendance >1,000 requires Council's approval.	*
		Entrance fee to attend?	Provide fee structure on next page.	
		Road use/closure required?	Provide details on next page. Attach map.	
		Alcohol used/sold?	Copy of Special Occasion Permit required. Events with alcohol require Council's approval.	*
		Event to be deemed municipally significant?	Deeming an event to be municipally significant may be required to apply for/obtain a Special Occasion Permit for a public event. Council resolution required.	*
		Tents, stage or portable structures to be installed on the site?	Provide details on next page, show proposed structures on site map. Building Permit and inspection(s) may be required.	
		Music to be played?	If playing live or recorded music, SOCAN tariff may apply (Society of Composers, Authors and Music Publishers of Canada).	
		Amplified sound system at event?	If using amplified sound system, Noise Exemption may be required.	
		Food concessions?	Health Unit Food Permit required.	
		Mobile food service?	Copy of Refreshment Vehicle Licence required (if licensed by jurisdiction other than Grey Highlands) and/or food truck inspection conducted by Fire Chief.	
		Lottery, raffle and other Games of Chance?	Lottery licence required.	
		Open fire?	Burn Permit required.	
		Carnival or amusement rides? Bouncy castle?	Provide details on next page (type, size, supplier, etc.)	
		Petting zoo, animal show or other use of animals?	Provide details on next page.	
		Use of Municipal resources requested (barricades, snow fence, electrical/water hookup)?	Provide details on next page (specify need, quantity, dates/time, delivered or picked up). Cost as per Municipal Fees & Charges By-Law applicable. Limited resources available. Council's approval required.	*
		Scheduling of Municipal staff requested?	Example: firefighters stationed at track side.	
		Any digging required for tent stakes, pegs, fence posts, signs, etc?	Provide details on next page (specify need, location, etc.). May be necessary to obtain utility locates for services in/near area.	
		Has the Grey County OPP Detachment been notified?	OPP notification mandatory.	
		Will provision be made for emergency medical service?	Provide details on next page (Grey County EMS? Trained staff/volunteers on site?)	

Use this page to provide **more detail** on the event components checked as “Yes” on the Event Overview. Attach additional pages as required.

Also required as part of this application is a **detailed site plan** (attach as a separate page). The site plan shall include:

- North directional arrow.
- Location of all temporary and permanent structures.
- Location showing how vehicles will enter/exit the site, relevant street/road names and intersections.
- Directional arrows to indicate route to be followed for parade, race, etc.
- Location of barricades, spectator area and on/off site parking.
- Location of command post, medical/first aid stations, emergency vehicle access points and all exits.
- Location of food service areas, restrooms, hand wash stations, beer garden, designated smoking area, gates, fences and entry/exit points.
- If event is to be held on privately owned property, indicate distance from event facilities/structures to property lines.

Details:

[illegible]

Insurance, Emergency Services and Security Requirements

Insurance:

As an attachment to the Special Event application, the applicant shall provide written proof that the applicant has obtained a General Liability Insurance Policy in relation to the event with limits of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury, death and damage to property including the loss of use thereof. The Policy must name the Municipality of Grey Highlands as an additional named insured. The Policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of Grey Highlands with 30 days written notice of cancellation or material change that would diminish coverage.

The Municipality reserves the right to increase the liability amount and/or request additional coverages for events deemed to pose a higher risk to the Municipality.

Emergency Services:

If your event requires First Aid/Ambulance Services on site, you may contact Grey County Emergency Medical Services at 519-376-5744. There are also private service providers that may meet the requirements of your event, for example, St. John's Ambulance.

Security Requirements:

The security and safety of all private and public events is the responsibility of the event applicant. The applicant must copy the Municipality of Grey Highlands on their written notification of the event to the Grey County OPP Detachment, 317057 Highway 6/10, P. O. Box 307, Chatsworth ON N0H 1G0, 519-794-7827.

Events occurring on Municipal property may require the completion of an operational plan upon request by the Municipality of Grey Highlands or the Grey County OPP Detachment. The operational plan may require security provisions consisting of any combination of volunteer security, paid private security or paid duty police officers. The required number and type of security personnel is dictated by the type of event, attendance capacity and size of the venue.

Emergency Access:

Emergency access to sites, buildings and participants must be maintained during events. The Ontario Fire Code and Ontario Building Code require fire access routes. For more information, please contact the Fire Chief, Grey Highlands Fire & Emergency Services, 519-986-1216 ext 227.

Applicable Legislation, By-Laws, Policies and Procedures

This section highlights some of the governance documents which may pertain to special events being held in the Municipality of Grey Highlands. It is the applicant's responsibility to determine which governance documents pertain to your event, to submit any forms and fees which may be required, and to obtain more information when necessary.

Accessibility:

As the applicant, it is your responsibility to ensure that your organization complies with the *Accessibility for Ontarians with Disabilities Act, 2005*.

Alcohol:

If you are planning on having alcoholic beverages at your event, you will need to adhere to both provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol. Provincially, all alcohol licensing is handled by the Alcohol & Gaming Commission of Ontario (AGCO) and issued through the Liquor Control Board of Ontario (LCBO) stores. You will not be permitted to serve alcohol on municipal property without applying for and obtaining a license from AGCO. Municipally, Grey Highlands has a Municipal Alcohol Policy. This policy is intended to complement approvals and conditions required through the AGCO license process. It is your responsibility to obtain a copy of the Municipality's alcohol policy and review and adhere to the requirements. The policy may be viewed and downloaded here: <http://www.greyhighlands.ca/downloads/476.pdf>

Burn Permit:

A burn permit is required for all burning within the Municipality of Grey Highlands. As required by the Ontario Fire Code, open-air burning is only permitted with approval from the Fire Chief which is granted in the form of an authorized burn permit obtained from the Municipality of Grey Highlands. Further information may be viewed and downloaded here:

<http://www.greyhighlands.ca/living.php?pgid=202>

Food Handling:

Any on-site food preparation and vending is subject to guidelines and inspection administered by the Grey Bruce Health Unit. Visit the Health Unit's Food Handling web page at: www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Public-Events/Special-Event-Application

Lottery Licence:

In Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) is responsible for regulating and overseeing licensed lottery events (such as bingo, raffles and sale of break open tickets) conducted by charitable and religious organizations to raise funds to support charitable purposes. The Registrar of AGCO and Municipal

Councils may issue lottery licences to charitable organizations. For more information please contact the Clerk's Office, Municipality of Grey Highlands, 519-986-1216 ext 242.

Mobile Food Service Equipment:

A copy of the Refreshment Vehicle Licence is required (if licensed by a jurisdiction other than the Municipality of Grey Highlands Grey Highlands) and/or a food truck inspection conducted by the Grey Highlands Fire Chief. Any mobile food service equipment, whether or not permanently parked, containing propane or other hydrocarbon fuel fire cooking appliances shall provide verification of compliance with TSSA (Technical Standards & Safety Authority). The food booth, trailer, chip wagon or enclosed cooking area must be equipped with a proper commercial range hood, exhaust and fixed fire extinguishing system in accordance with NFPA #96 (National Fire Protection Association) if there is any deep frying, grilling or char-broiling taking place within the confines of the vehicle. For more information please contact the Fire Chief, Grey Highlands Fire & Emergency Services, 519-986-1216 ext 227.

Municipality of Grey Highlands By-Law regarding Special Events:

The Municipality of Grey Highlands has a by-law in effect to regulate and govern the holding of Special Events in the Municipality. This document may be viewed and downloaded at: <http://www.greyhighlands.ca/downloads/1290.pdf>

Noise:

The Municipality has a By-Law in place to prohibit or regulate certain noises likely to disturb those nearby. This By-Law may be viewed and downloaded here: <http://www.greyhighlands.ca/downloads/281.pdf> For more information please contact the Municipal By-Law Enforcement Officer at 519-986-1587.

Road Use/Closure:

Event applicants requiring use of any road allowance, including sidewalks, within the Municipality of Grey Highlands must present full details in the application, together with a map of the proposed route. Signage and/or barricades clearly designating road closures and alternate routes will be required. Giving consideration to the nature and purpose of the event, the applicant may be required to employ the services of one or more paid duty officer to ensure the safe and orderly flow of traffic during the event.

Note that for any road use/closures requiring approval from Grey County, the Municipality of Grey Highlands will not issue (or will revoke) its approval until the Grey County approval is obtained.

Room Capacity:

The occupancy load for each room and space in municipally owned buildings and

other public buildings is posted at each venue and on the Municipality's website. Depending on the event being hosted and if alcohol is being served, the number will vary at each location. For more information please contact the Fire Chief, Grey Highlands Fire & Emergency Services, 519-986-1216 ext 227.

Smoking:

Changes to the *Smoke-Free Ontario Act* may affect your event, in particular if it is an outdoor event. Smoking is banned in outdoor public areas, including bar and restaurant patios, and within 20 meters of children's playgrounds, municipal sport fields and spectator areas. The applicant is encouraged to contact the Grey Bruce Health Unit (519-376-9420 or 1-800-263-3456) in advance of the event to ensure all obligations are met.

SOCAN Tariff:

Events playing music, including but not limited to a band, disc jockey, radio, personal music player, etc., may be subject to a SOCAN tariff (Society of Composers, Authors & Music Publishers of Canada). More information is available at www.socan.ca or by calling the Facilities Rental Coordinator at 519-986-1216 ext. 236.

Tents/Temporary Structures:

This section references the Ontario Building Code which can be found online at www.ontario.ca/laws/regulation/120332. All tents are required to meet all conditions listed in Division B Section 3.14 of the Ontario Building Code. A site plan must accompany the permit application which shows the location of tent(s) and all other structures on the site, as well as portable washrooms if applicable. After the tent is erected, the Municipality requires an inspection by the Fire Department and the Building Department prior to occupancy. Stages and portable bleachers may also require inspection and if applicable, a Building Permit. For more information contact Building Services at 226-909-0668.

Waste Disposal and Recycling:

Waste collection and disposal are the applicant's responsibility. More information on waste collection limits, recycling programs and collection schedules may be viewed and downloaded here: <http://www.greyhighlands.ca/living.php?pgid=217>

Responsibilities, Acknowledgements and Consent of the Applicant

Responsibilities and Acknowledgements:

Should the special event be approved, I agree to the following as an applicant or on behalf of the organization for whom this application is being made:

- To ensure the physical setting is kept safe for participants and the general public attending the event.
- If I become aware of a situation that could lead to injury or property damage, I will take immediate and decisive action to prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident including but not limited to bodily injury to a participant/public/myself or damage to municipal owned property or third party property, I will: call emergency services (911) when assistance is required; advise the Municipality of the incident the next business day (Clerk, 519-986-1216 ext. 233); and cooperate with municipal staff, police and investigating authorities, and any insurance companies involved.
- To use municipal facilities and equipment provided, if applicable, in a manner consistent with its intended use and application.
- To abide by the by-laws, rules, regulations, policies and procedures of the Municipality of Grey Highlands.
- I understand that the issuance of a Special Event Permit in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct myself/organization in a manner that does not contravene any federal, provincial or county law.

Agreement to Indemnify and Hold Harmless:

The undersigned applicant agrees to save harmless and indemnify the Municipality of Grey Highlands and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Municipality and/or its elected representatives, officers, employees or agents by any person or persons arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and against in respect of, or pertaining to the special event described in this application or anything pertaining to the Special Event Permit should one be granted.

Release of Waiver of Liability:

The undersigned applicant hereby releases, waives and forever discharges the Municipality and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Municipality may be responsible in respect of the conduct of the said event.

Consent to Collect, Use and Disclose Personal and Other Information:

Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality's special event permits and applications. Personal information, along with other information provided with this application, will be shared among authorized municipal staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Clerk by calling 519-986-1216 ext. 233 or emailing clerks@greyhighlands.ca

I certify that I have read this entire application form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from the Municipality of Grey Highlands for the event will be revoked or suspended.

I certify that I am at least 18 years of age, I am a knowledgeable person regarding the event*, and if applicable, authorized to act on behalf of the organization applying for the permit.

*A "knowledgeable person regarding the event" is defined as a person who is aware of the procedures necessary and risks involved with organizing such events.

Applicant's Signature

Date of Signature

Applicant's Name

Application fee payable to the Municipality of Grey Highlands:

Moderate Events with 50 – 999 attendees

\$50 administration fee* + \$50 application fee** = \$100 total fee

Major Events with 1,000 attendees or more

\$50 administration fee* + \$500 application fee** = \$550 total fee

The applicant may also be required to post a performance bond, a letter of credit or other surety irrevocable up to 90 days after the conclusion of the event.

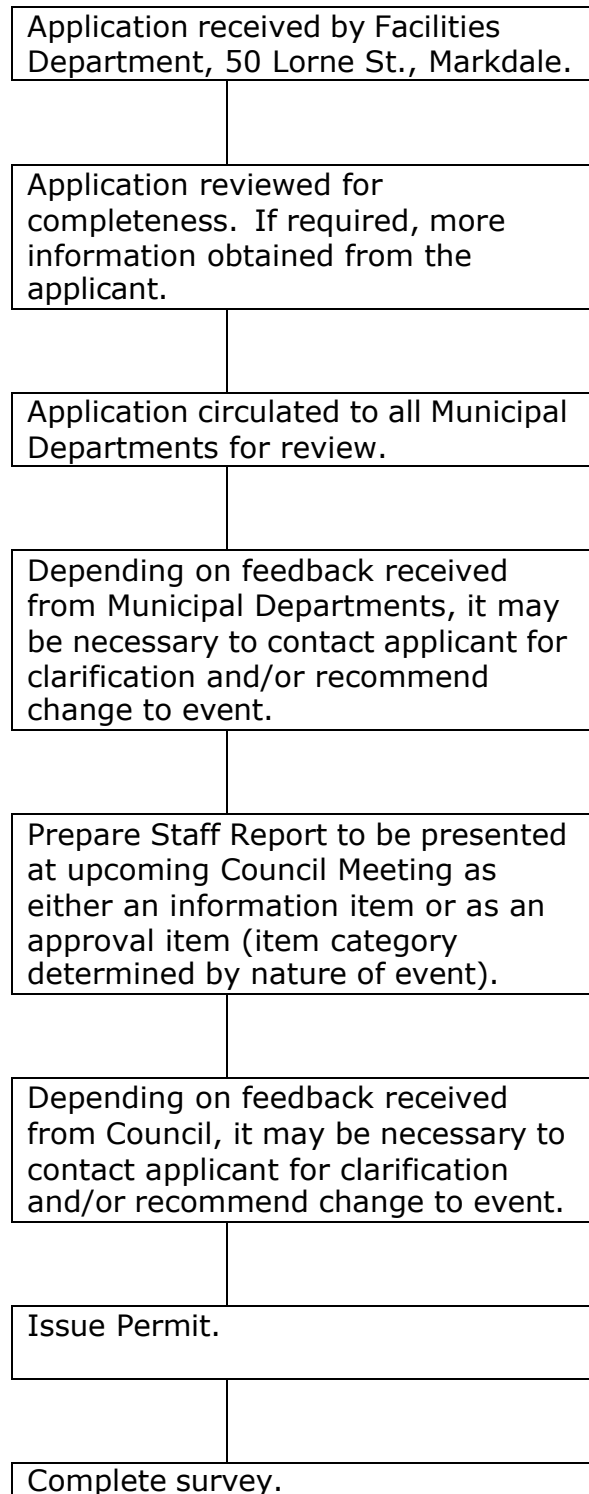
*Administration fee is non-refundable and cannot be waived.

**Application fee may be waived at the discretion of the Director of Economic and Community Development if the event is for charitable or not-for-profit purposes or for the benefit of the Grey Highlands community.

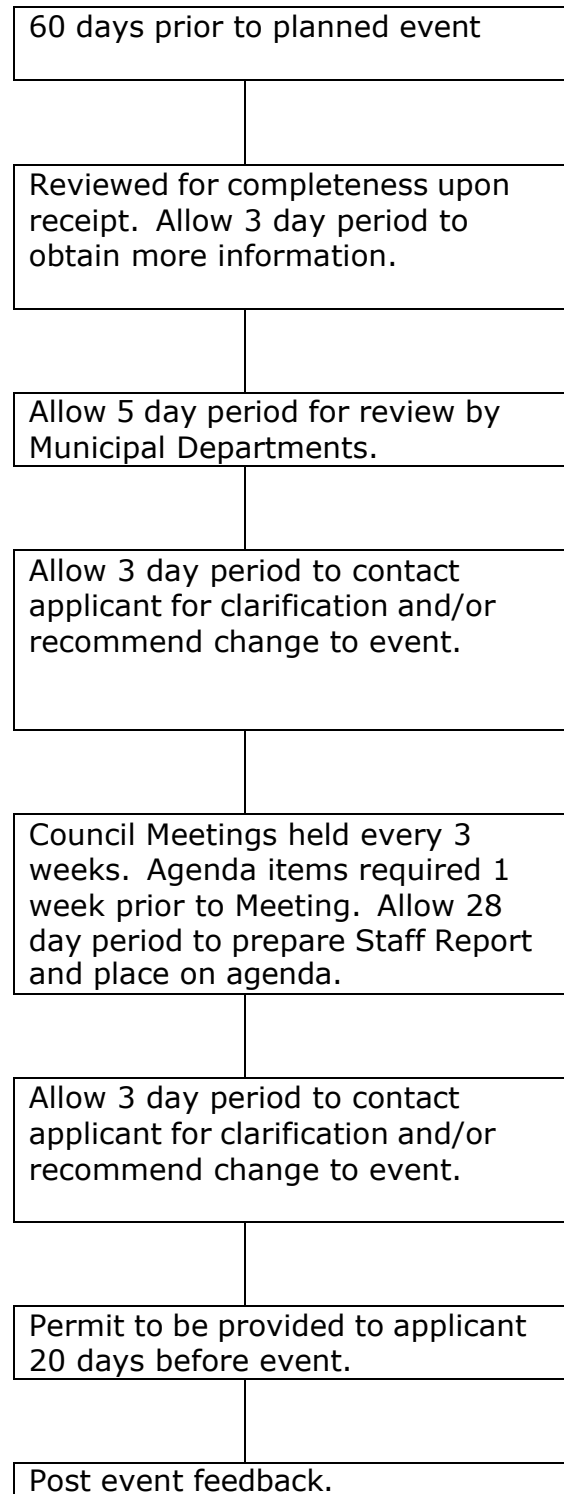
APPENDIX 1

Process and Timeline for Approval of Special Event Application

PROCESS



TIMELINE



Special Event Renewal Application

NOTE: This application may only be used for the renewal of an annual Special Event. If applying for a first-time event, the full application form must be used.

Renewal applications must be complete and submitted 60 calendar days prior to the planned event, together with payment of application fee, to the Municipality of Grey Highlands.

Mailing Address: 206 Toronto Street South, Markdale ON N0C 1H0

Telephone Number: 519-986-2811

Email Address: facilities@greyhighlands.ca

See Appendix 1 for illustration of steps and timeline for renewal review/approval.

Event Name: _____

Sponsoring Organization: _____

This Year's Contact Information

Name: _____

Address: _____

Telephone: Day _____ Evening _____

Email: _____

This Year's Date

Date(s) and Start Time / End Time (include any days required for set-up and clean-up):

The event proposed for this year will mark the _____ annual event.

Any Changes to the Event this Year?					Council approval required
Yes	No	N/A	Component	What is on file at the Municipal Office	
			Location	Information on file shown below. If a change in location this year, please check Yes and provide new information on page 4.	
			Attendance	Attendance at last year's event: _____ If change, please provide new estimate: _____ Attendance >1,000 requires Council's approval.	*
			Road closure	Road closure information on file shown below. If change required this year, please check Yes, provide new information on page 4 and attach new map.	
			Alcohol	Copy of Special Occasion Permit required each year. Council's approval required each year.	*
			Deem municipally significant?	Council resolution required each year.	*
			Tents, portable structures	Building Permit and inspection(s) may be required each year. Information on file shown below. If change required this year, please check Yes, provide new information on page 4 and attach new site map.	
			Mobile food service	Copy of Refreshment Vehicle Licence required each year (if licensed by jurisdiction other than Grey Highlands) and/or inspection conducted by Fire Chief. Information on file shown below. If change this year, please check Yes and provide new information on page 4.	
			Lottery, raffle	Lottery licence required each year.	
			Open fire	Burn Permit required each year.	

			Use of Municipal resources	Information on file shown below. If change this year, please check Yes and provide new request on page 4. Council's approval required each year.	*
			Scheduling of Municipal staff	Information on file shown below. If change this year, please check Yes and provide new request on page 4. Council's approval required each year.	
			Grey County OPP Detachment	OPP notification mandatory each year.	
			Emergency medical service	Information on file shown below. If change in service provider this year, please check Yes and provide new information on page 4.	

Recommendations coming forward from previous year's event that need to be addressed:

Use this space to provide **more detail** on the event components that will be changed/added/deleted this year. Attach additional pages as required.

Details:

[illegible]

Insurance:

As an attachment to the renewal application, the applicant shall provide written proof that the applicant has obtained a General Liability Insurance Policy in relation to the event with limits of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury, death and damage to property including the loss of use thereof. The Policy must name the Municipality of Grey Highlands as an additional named insured. The Policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of Grey Highlands with 30 days written notice of cancellation or material change that would diminish coverage.

The Municipality reserves the right to increase the liability amount and/or request additional coverages for events deemed to pose a higher risk to the Municipality.

Responsibilities and Acknowledgements:

Should the special event be approved, I agree to the following as an applicant or on behalf of the organization for whom this renewal application is being made:

- To ensure the physical setting is kept safe for participants and the general public attending the event.
- If I become aware of a situation that could lead to injury or property damage, I will take immediate and decisive action to prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident including but not limited to bodily injury to a participant/public/myself or damage to municipal owned property or third party property, I will: call emergency services (911) when assistance is required; advise the Municipality of the incident the next business day (Clerk, 519-986-1216 ext. 233); and cooperate with municipal staff, police and investigating authorities, and any insurance companies involved.
- To use municipal facilities and equipment provided, if applicable, in a manner consistent with its intended use and application.
- To abide by the by-laws, rules, regulations, policies and procedures of the Municipality of Grey Highlands.
- I understand that the issuance of a Special Event Permit in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct myself/organization in a manner that does not contravene any federal, provincial or county law.

Agreement to Indemnify and Hold Harmless:

The undersigned applicant agrees to save harmless and indemnify the Municipality of Grey Highlands and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Municipality and/or its elected representatives, officers, employees or agents by any person or

persons arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and against in respect of, or pertaining to the special event described in this renewal application or anything pertaining to the Special Event Permit should one be granted.

Release of Waiver of Liability:

The undersigned applicant hereby releases, waives and forever discharges the Municipality and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Municipality may be responsible in respect of the conduct of the said event.

Consent to Collect, Use and Disclose Personal and Other Information:

Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality's special event permits and applications. Personal information, along with other information provided with this renewal application, will be shared among authorized municipal staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Clerk by calling 519-986-1216 ext. 233 or emailing clerks@greyhighlands.ca

I certify that I have read this entire renewal form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from the Municipality of Grey Highlands for the event will be revoked or suspended.

I certify that I am at least 18 years of age, I am a knowledgeable person regarding the event*, and if applicable, authorized to act on behalf of the organization applying for the permit.

*A "knowledgeable person regarding the event" is defined as a person who is aware of the procedures necessary and risks involved with organizing such events.

Applicant's Signature

Date of Signature

Applicant's Name

Application fee payable to the Municipality of Grey Highlands:

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\$50 administration fee* + \$50 application fee** = \$100 total fee

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\$50 administration fee* + \$500 application fee** = \$550 total fee

The applicant may also be required to post a performance bond, a letter of credit or other surety irrevocable up to 90 days after the conclusion of the event.

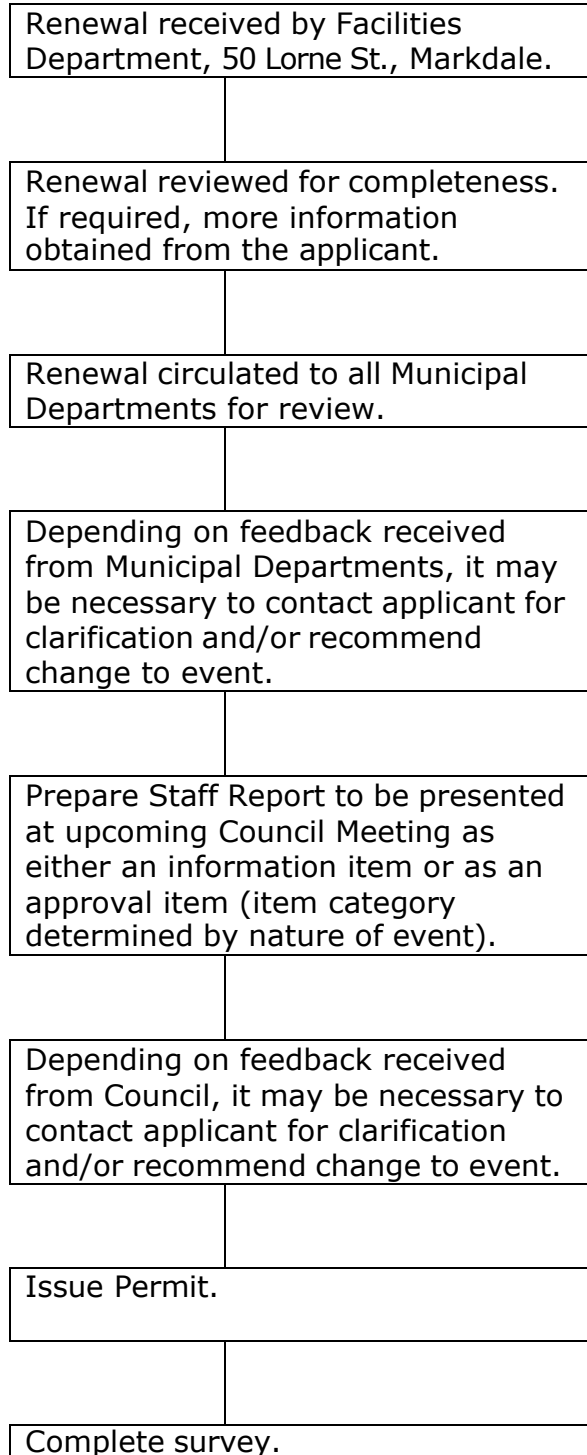
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**Application fee may be waived at the discretion of the Director of Economic and Community Development if the event is for charitable or not-for-profit purposes or for the benefit of the Grey Highlands community.

APPENDIX 1

Process and Timeline for Approval of Special Event Renewal

PROCESS



TIMELINE

