



**THE CORPORATION OF THE
TOWN OF SAUGEEN SHORES**

SPECIAL EVENTS APPLICATION

Contact Information

Name of Group: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____ E-Mail: _____

Details of the Event

Name of the Event: _____

Date(s): _____

Time(s): _____

Location: _____

Description of Event (In Detail): _____

Is this an Annual Event? Yes No

How many years has this event operated in the past?

Are there any changes from last year's event? Yes No

If yes, please describe: _____

The proceeds of the event will be used for the following project(s):

Site Plan

A site plan **must** be attached to this application outlining the location of the event; location of structures; and any other detail that will assist Staff and/or Council in evaluating this application.

The Applicant agrees to abide by all terms and conditions of the Town of Saugeen Shores' applicable Policies and By-laws.

Structures

The Applicant agrees that prior to installing any barriers and/or barricades or in any way disturbing the surface or other soil or material within the road right-of-way, they will obtain utility locates from the utility companies by contacting Ontario One Call and Eastlink Cable.

Will structures be placed on public lands or streets? **Yes** **No**

If Yes, please describe in detail the types of structures:

Will the locates for utilities be completed one week prior to the event? **Yes** **No**

A copy of the locates must be submitted to the Municipal Office.

Road Closure

Are any streets to be closed to Traffic? **Yes** **No**

If yes, provide the following details:

- 1. _____ to _____ from _____ until _____
Name of Street to be closed Beginning at Ending at AM / PM AM / PM

- 2. _____ to _____ from _____ until _____
Name of Street to be closed Beginning at Ending at AM / PM AM / PM

- 3. _____ to _____ from _____ until _____
Name of Street to be closed Beginning at Ending at AM / PM AM / PM

A map showing the parade route, street(s) to be closed and alternate traffic routes must accompany the Special Events Application

Insurance

The Applicant agrees to maintain liability insurance of a commercial general form with a minimum limit in accordance with the Town of Saugeen Shores Policy as stated in the Special Event Application Guidelines. The liability insurance shall name the Corporation of the Town of Saugeen Shores as an additional named insured on the policy.

The Applicant further agrees to provide the Town with a copy of the insurance program and/or certificate confirming insurance coverage. Failure to provide a copy of the insurance program and/or certificate to the Town of Saugeen Shores two weeks prior to the event may result in the Town of Saugeen Shores revoking its approval of the event.

Liquor License

Will liquor be served during the Special Event? **Yes** **No**

If yes, who will be holding the Liquor License/Permit?

Special conditions may be required by the Town of Saugeen Shores and the Saugeen Shores Police Services to have a Liquor License on Town property.

Has the Town been contacted with respect to these conditions? **Yes** **No**

Food Handling/Preparation

Will food be served during this Special Event? **Yes** **No**

If yes, the letter of approval from the Health Unit must be provided prior to the event.

General

Applications for Special Events must be received by the Town of Saugeen Shores 60 days prior to the date of the Special Event.

The Applicant hereby applies for Special Event approval and agrees to adhere to the terms and conditions set out herein. Nothing herein exempts the Applicant from fulfilling all duties, responsibilities and requirements of all applicable Provincial and Federal legislation.

Date

Authorized Signature for Group (Applicant)

Date

Authorized Signature for Group (Applicant)

For Office Use Only

Date Application Received _____

Date of Event _____

Date of Management Team Meeting _____

Date of Council Meeting (if required) _____

Date Approval Letter Sent _____

Note: The personal information collected on this form is collected under the authority of the Special Event Application and will be used to identify the Organization and Contact person of the Special Event. Questions about this collection should be addressed to the Clerk at 600 Tomlinson Drive, Port Elgin, 519-832-2008.