



## SPECIAL EVENT APPLICATION PACKAGE

We are excited to hear about your event. This application package is designed to help individuals or groups who are planning public events, large or small, on municipal property. We hope that the guide, application and checklist will assist you in creating your community event!

### **What is a Special Event?**

The Town of Shores defines a Special Event as any event that is open to the public, for a cost or free, on municipal property (including but not limited to passive or active parkland, waterfront, parks, pavilions, roads, or parking lots).

Organizers of Special Events on municipal property must receive written approval from the Town of Saugeen Shores.

Special Events on municipal property where alcohol will be served must be in accordance with Alcohol and Gaming Commission of Ontario (AGCO) requirements, the Town of Saugeen Shores Municipal Alcohol Policy (MAP) and licensed in accordance with the LCBO.

### **Application Procedure**

#### **Step One – Submit Application for Preliminary Approval**

- a) Complete the Application Form adhering to the following submission due dates:
  - a. New event (including events with municipal road closures): 60 days' notice
  - b. New event with Hwy 21 closures (Goderich and Albert streets): 120 days' notice
  - c. Returning event (for events prior to or on July 1): April 30 annually
  - d. Returning event (for events after July 1): May 31 annually
- b) Prepare a detailed site plan/map to include with Application
- c) Submit Application and Site Plan/Map to Town
  - a. Lisa Billing is the designated staff contact ([lisa.billing@saugeenshores.ca](mailto:lisa.billing@saugeenshores.ca)) or 519-832-2008 ext. 124.
  - b. Applications can be dropped off at the municipal office, or sent by mail, fax (519-832-2140) or email.
  - c. Applications will be reviewed for completeness by designated staff
  - d. Applications will be submitted to SMT for review, recommendations and approval in principle.

- d) Preliminary Letter of Approval
  - a. Upon approval in principle, organizers will receive a written notice of Preliminary Approval and a Special Event Checklist that highlights the necessary requirements for organizers to receive Final Approval.

## **Step Two – Submit Required Event Documentation for Final Approval**

- e) Follow the Special Event Checklist
  - a. It is the responsibility of the organizer to use the checklist to ensure all requirements for the event are met. Organizers may contact designated staff for clarity on any of the requirements.
- f) Submit Required Documentation to Town
  - a. Required documentation must be submitted to designated staff a **minimum of 7 days prior** to the event unless otherwise specified.
  - b. Failure to meet event requirements may result in the cancellation of the event.
- g) Final Approval
  - a. Organizers will receive a written notice of Final Approval upon delivery of all required documentation.



## GUIDE TO PLANNING SPECIAL EVENTS IN SAUGEEN SHORES

This detailed guide and accompanying Special Event Application are designed to provide you with the information and resources required to safely and successfully host your community event in the Town of Saugeen Shores. Each section of the guide corresponds with a section on the application.

### **1. Contact Information**

The Name of the Group organizing the event must be listed on the application, and a designated contact person must be assigned. If multiple events are happening within one event, the Town will contact the Primary Contact Person only.

### **2. Event Details**

Details of the event are added to the application. This allows the Town to adequately understand all the details of the event. If additional space is needed, attach additional pages.

**A detailed site plan/map must be included with your Application. Site plans should be to scale and should include all activities, licensed areas and applicable road closures.**

Activities such as face painters, food vendors, washroom facilities, fencing and bar/beverage garden area, activity station, inflatables, tents and structures, etc. must be on the site plan.

### **3. Structures and Locates**

The organizer must apply for a Building Permit through the Town Building Department for a temporary tent that is:

- More than 60 m<sup>2</sup> (646 ft<sup>2</sup>) in area or more than 60 m<sup>2</sup> (646 ft<sup>2</sup>) in combined area if the tents are in a group;
- Tents attached to a building; or
- Assembled less than 3 m (9-10 ft.) from other buildings/structures.

[http://www.saugeenshores.ca/en/our-services/Temporary-Tent-Permits.asp?\\_mid\\_=22971](http://www.saugeenshores.ca/en/our-services/Temporary-Tent-Permits.asp?_mid_=22971)

The Building Department MUST receive your application for a Building Permit a minimum of 10 business days prior to the date of tent installation. For more information, contact the Building Department at 519-832-2008 Ext. 118.

If tents or temporary structures are being installed and holes are required in the ground, utility locates will be the responsibility of the Applicant. Locates must be completed 7 days prior to the date of the tent installation.

For locates call Ontario One Call at 1-800-400-2255 or go on-line at [www.on1call.com](http://www.on1call.com). Please note you must be present and have locates on site when structures(s) are being installed. A copy of all locates received must be submitted to the Town of Saugeen Shores a minimum of 7 days prior to your event date and tent installation.

#### **4. Road Closures**

Applications for new Special Events with a road closing must be received by the Town of Saugeen Shores 60 days prior to the date of the event. If closing Highway 21/Goderich/Albert streets, a minimum of 120 days' notice is required. New approvals to close Highway 21/Goderich/Albert streets may not be granted.

When road closures are required, the affected property owners must be notified of the closure by the Organizers', a minimum of 14 days prior to the event.

Notification should be a written letter that is hand delivered by Organizers' to affected property owners. A copy of the letter and a list of addresses to which it was delivered must be provided to the Town a minimum of 7 days prior to the event. In the instance that property owners are not home, the letter should be left in an obvious location for them to receive and/or be mailed.

Arrangements need to be made for emergency services for the affected property owners and/or corridors that lead to the Hospital.

Barricades to close the road are the responsibility of the Town of Saugeen Shores, and a fee may be required for this service.

#### **5. Insurance**

The Organizers' must maintain the required commercial general liability insurance in accordance with the stated requirements. The Corporation of the Town of Saugeen Shores must be named as an additional insured on the policy. Proof of insurance must be provided to the Town a minimum of 7 days prior to the event. Insurance requirements are as follows:

Special Events	2 million
Special Events involving Fireworks	5 million
Special Events involving Alcohol	5 million
Special Events involving Water	5 million

When a Liquor Licence or Special Occasion Permit has been obtained from the LCBO for an event, **Host Liquor Liability Insurance** must be included as part of the insurance policy. The same insurance requirements apply as stated above.

## **6. Liquor Licence**

Organizers of any licensed event (indoors or outdoors) must adhere to all requirements outlined in the Town of Saugeen Shores Municipal Alcohol Policy.

<http://www.saugeenshores.ca/en/our-services/resources/08-municipal-alcohol-policy.pdf>

**Fencing requirements for outdoor events:** Licensed area(s) must be clearly defined and separated from the unlicensed area by a minimum 36" (0.9 m) double fence/barrier or a 72" (6') single fence/barrier.

### **Licensed hours of operation:**

- a. Outdoor events: Fridays and Saturdays, 11:00 a.m. to 11:00 p.m.
- b. Outdoor events: Sunday to Thursday, 11:00 a.m. to 9:00 p.m.
- c. Indoor events: Any day, 11:00 a.m. to 1:00 a.m.

Public Event Special Occasions Permit (SOP) is a liquor license issued by the Liquor Control Board of Ontario (LCBO) for an event that is:

- a. Conducted by a charitable organization registered under the Income Tax Act (Canada) or by a non-profit association or organization for the advancement of charitable, educational, religious or community objects; or
- b. An event of provincial, national or international significance; or
- c. An event designated by Municipal Council as an event of municipal significance. Municipal significance is deemed to be an event that will benefit the entire community; a community festival or celebration of special importance that will benefit the community; or an event hosted by or supported by, a group of businesses for the purpose of promoting or enhancing the Municipality.

If your event requires designation as an event of Municipal Significance, a written request must be submitted to the Clerk a minimum of 60 days prior to the event. This notice can be included with your **Special Event Application**. The written request should outline why Council should designate the event as Municipally Significant based on the criteria above. A municipal resolution or a letter from a delegated municipal official will be required to obtain your Special Occasions Permit from the LCBO.

Prior to obtaining a Special Occasions Permit or submitting a Catering Endorsement, a letter and site plan/map must be sent by the Organizers' to the Chief Building Official, the Chief of Police, the Fire Chief, and the Health Unit.

**Letter** must include:

- Dates and hours of operation each day
- Notification that food that will be available to patrons and description of food

- Security Plan
- Alcohol management plan
- Site map/plan

The following outlines what should be included in your letter.

**Security Plan** must outline:

- If minors will be permitted to the licensed area
- How minors will be identified and managed in the licensed area, if permitted
- Security measures and where security will be located

**Alcohol Management Plan** must outline controls to prevent overconsumption:

- Use of Smart Serve certified bartenders and ticket sellers
- Maximum number of drink tickets available for purchase at one time
- Maximum number of drink tickets redeemable at one time
- Beer / alcohol pricing
- No last call will be announced
- Alcohol sales will stop 30 minutes prior to closing
- How alcoholic beverage will be served (i.e. by can, in cups, etc.)

**Licensed event site/map plan** must include:

- Outline of the licensed area to scale, including dimensions and perimeter fencing
- Seating capacity
- Exits
- Area where the alcohol will be served

**Additional Resources:** The AGCO provides a wealth of information on their website ([www.agco.on.ca](http://www.agco.on.ca)) to assist organizers in planning their licensed events, including required forms.

## **7. Food Handling / Personal Services**

If food or personal services (e.g. face painting, massage) are being offered at the event, an application form must be completed and submitted to the Grey Bruce Health Unit. Information and application forms can be found at [www.publichealthgreybruce.on.ca](http://www.publichealthgreybruce.on.ca).

**Organizers Permit:** The organizer of the event needs to fill in an **Organization Application** and submit to Public Health a minimum of 14 days prior to the event. A site plan must be submitted with the application. The application is available at:  
[https://www.publichealthgreybruce.on.ca/Portals/0/Topics/FoodSafety/Public\\_Events/GBHU-EventOrganizerPkg.pdf](https://www.publichealthgreybruce.on.ca/Portals/0/Topics/FoodSafety/Public_Events/GBHU-EventOrganizerPkg.pdf)

**Vendors Permit:** Each food vendor who will be at the event must submit a separate **Vendor Application** to Public Health for approval. This application is available at: [www.publichealthgreybruce.on.ca/Portals/0/Topics/FoodSafety/Public\\_Events/GBHU-EventVendorPkg.pdf](http://www.publichealthgreybruce.on.ca/Portals/0/Topics/FoodSafety/Public_Events/GBHU-EventVendorPkg.pdf)

The Health Unit will submit a letter of approval to the Organizer and each Vendor. A copy of these approval letters must be provided to the Town a minimum of 7 days prior to the event.

For more information, call the Grey Bruce Public Health Unit at 519-376-9420.

## **8. General Information**

### Event Assistance / Equipment

Equipment required for the event is the responsibility of the Organizers'. Equipment can be arranged with the Chamber of Commerce Events Resource Centre at 519-832-2332. Rentals include snow fencing, barricades, signage, tables, chairs, pylons, and pop-up tents. Contact the Chamber for a full list of available rentals.

Special requests for assistance or equipment from municipal staff must be made in writing, clearly stated and attached to the Special Event Application.

An **Essential Event Planning Guide** was developed in collaboration between the Town of Saugeen Shores, Tourism, and the Chamber of Commerce. This valuable resource contains many event planning resources. <http://www.saugeenshores.ca/en/community-life/resources/2016-version-Events-101-Guide.pdf>.

Contact any of the guide contributors at [specialevents@saugeenshores.ca](mailto:specialevents@saugeenshores.ca) for advisory assistance with your event.

Promote your event for free! Add your event to local tourism resources at [visitsaugeenshores.ca](http://visitsaugeenshores.ca) or [explorethebruce.com](http://explorethebruce.com).

### Outdoor Music

Outdoor music must cease at 11:00 p.m., or at the request of the Town of Saugeen Shores or the Saugeen Shores Police Services.

When amplified music will be at the event (e.g. live band or DJ), all property owners within a 2-block radius must be notified of the event and the outdoor music. Confirmation that this had been done, must be received by the Town a minimum of 7 days prior to the event.

### Water Safety Audit & Planning

Organizers of events that take place on or around the water should meet with Town of Saugeen Shores Aquatic Supervisor to conduct a water safety audit and prepare a water safety plan.

Arrangements can be made with the Aquatic Supervisor at 519-832-2627. It is strongly recommended that you conduct a water safety audit early in your event planning.

### Emergency Planning

If road closing or events interfere with main routes to emergency services, such as the Hospital, Fire Station, and/or Ambulance Station, the Organizer needs to work with the emergency service to make alternate arrangements and/or routes.

Organizers of any event that takes place in a municipal facility or on municipal property should have a plan in place that is understood and followed by all parties involved, including Organizers', event personnel and volunteers.

In the event of an emergency it is essential to have a clear and detailed plan in place to ensure that safety of all involved. Plans do not have to be submitted to the Town.

### Plan for Inclement Weather

It is strongly advised that Organizers take inclement weather into consideration while planning the event. If a rain date or alternate location for the event takes place on municipal property or at a municipal facility, the date and/or alternate location need to be outlined on the Special Event Application.



## SPECIAL EVENT APPLICATION

### **1. Contact Information**

Name of Group: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

### **2. Event Details**

Name of the Event: \_\_\_\_\_

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

Time(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

**Site Plan/Map: A detailed site plan/map must be included with the application.**

Detailed description of event outlining all activities (attach additional pages if required):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this an Annual Event? Yes  No

If yes, how many years has this event operated in the past? \_\_\_\_\_

Are there any changes from previous years' events? Yes  No

If yes, please describe the changes in detail (attach additional pages if required).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the community impact of your event in Saugeen Shores.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will the proceeds of the event be used?  
\_\_\_\_\_

### **3. Structures and Locates**

Will structures (i.e. tents, booths, etc.) be placed on public lands or streets?

**Yes**     **No**

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

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Will the Locates for utilities be completed one (1) week prior to the date of the tent installation, and a copy provided to the Town?

**Yes**     **No**

### **4. Road Closures**

Are any streets to be closed to traffic for the event?    **Yes**     **No**

If yes, provide a **detailed site plan** that includes the following details:

- Location of event;
- Location of streets to be closed;
- Alternate traffic routes;
- Any other relevant details that will Staff and/or Council at evaluating this Application

#### **Closure Specifics**

1. _____	to _____	from _____ until _____		
Street to be closed	Beginning at	Ending at	am/pm	am/pm
2. _____	to _____	from _____ until _____		
Street to be closed	Beginning at	Ending at	am/pm	am/pm
3. _____	to _____	from _____ until _____		
Street to be closed	Beginning at	Ending at	am/pm	am/pm
4. _____	to _____	from _____ until _____		
Street to be closed	Beginning at	Ending at	am/pm	am/pm
5. _____	to _____	from _____ until _____		
Street to be closed	Beginning at	Ending at	am/pm	am/pm

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

The Applicant further 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 including the Town of Saugeen Shores, Westario Power, Bruce Telecom, Bell Canada, Union Gas and Eastlink Cable. Note that permission will not be granted to disturb finished surfaces such as asphalt roads or sidewalks.

Property owners affected by the road closure must be notified by the Organizer a minimum of 14 days prior to the event in accordance with the planning guide.

Confirmation that notice has been issued must be provided to the Town a minimum of 7 days prior to the event.

## **5. 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 stated in the Guide to Planning Special Events in Saugeen Shores. The liability insurance shall name the **Corporation of the Town of Saugeen Shores** as an additional insured on the policy.

The Applicant further agrees to provide the Town with a copy of the insurance and/or certificate confirming insurance coverage. Failure to provide a copy of the insurance program and/or certificate to the Town a minimum of 7 days prior to the event may result in the Town revoking its approval of the event.

## **6. Liquor Licence**

Will alcohol be served during the Special Event?       Yes       No

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

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Special conditions are required by the Town and the Saugeen Shores Police Services to host a licensed event on municipal property.

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

## **7. Food Handling / Personal Services**

Will food be served during this Special Event?       Yes       No

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

## **8. General Information**

Is extra equipment needed for the Special Event?       Yes       No

If yes, contact the Chamber at 519-832-2332 equipment inventory.

Will amplified music be played during this Special Event?  **Yes**  **No**  
 If yes, neighbours must be notified 14 days prior to the event.

Is the event happening near the beach or pool?  **Yes**  **No**  
 If yes, a Water Safety Audit is required.

Will any routes to essential emergency services be disrupted?  **Yes**  **No**  
 If yes, alternate arrangements need to be made.

Will an Emergency Plan be in place and well communicated to all parties, volunteers, etc. involved?  **Yes**  **No**

Do you have an alternate rain date or location?  **Yes**  **No**

All outstanding approval letters and documentation must be submitted to the Town a minimum of 7 days prior to the event, unless otherwise specified. Failure to meet these requirements may result in cancellation of the event.

The Applicant hereby applies for Special Event approval and agrees to adhere to the terms and conditions set out herein. Northing herein exempts the Application from fulfilling all duties, responsibilities and requirements of all applicable Provincial and Federal legislation.

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Date Authorized Signature for Group (Applicant)

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Date Authorized Signature for Group (Applicant)

**Note:** The personal information collected on this form is collected under the authority of the Special Events 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 Dr. Port Elgin. 519-832-2008 ext. 104.

**For Office Use Only**

Date Application Received: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date of Management Team Meeting: \_\_\_\_\_

Date of Council Meeting (if required): \_\_\_\_\_

Date of Approval Letter Sent: \_\_\_\_\_

Date of Organizers & Staff Meeting: \_\_\_\_\_