

Special Event Application Form

Personal information on this form is collected under the authority of the Municipal Act 2001 P.S.O. c45. The information will be used for the purpose of determining eligibility and issuance of Special Event permits. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761.

Applications must be received:

- At least **120 days prior** to the event, for **large events**
- At least **90 days prior** to your event, if your event is taking place for the **first time** or **has significantly changed**.
- At least **60 days prior** to your event, if your event is an **annual event** and has **no significant changes**.

**Failure to submit your complete application on time could result in the event not receiving approval.

Please print clearly or complete electronically. You must **complete all questions** on this form.

Event Information		
Event Name		
First Time Event	<input type="checkbox"/> Yes, first time event <input type="checkbox"/> Returning Event Date of last event:	
Event Location		
Event Date(s)		
Set Up Begins	Date:	Time:
Event Begins	Date:	Time:
Event Ends	Date:	Time:
Clean Up Ends	Date:	Time:
Will the event date be changed due to rain/inclement weather?	<input type="checkbox"/> Cancelled <input type="checkbox"/> Rescheduled	
Type of Event (check all that apply) (See Special Event Guide for more information)	<input type="checkbox"/> Run/Walk/Bike/Triathlon/Motorized Ride <input type="checkbox"/> Festival/Fair <input type="checkbox"/> Parade <input type="checkbox"/> Public Gatherings, Information or Awareness Sessions, Commemorative Services (includes weddings, demonstrations or rallies) <input type="checkbox"/> Games or Leisure Activities <input type="checkbox"/> Other:	
Expected Daily Attendance		
The event is: (check all that apply)	<input type="checkbox"/> Private (invitation only) <input type="checkbox"/> 19+	<input type="checkbox"/> Open to the General Public - Free <input type="checkbox"/> Open to the General Public - Entry Fee

Applicant Information

Name of organization	
Address (including Postal Code)	
Is your group a Charitable or Non-Profit Organization?	<input type="checkbox"/> Yes - Charity <input type="checkbox"/> Yes - Non-Profit <input type="checkbox"/> No
Phone Number	
Website	
Name of Contact Person	
Email Address	
Day of Event Cellphone Number	

Signature

I, the undersigned, hereby acknowledge and certify that:

- I have read and understood the Municipality of Leamington Special Event Guide pertaining to the special event for which I am now making application;
- The information contained in this application is true and complete to the best of my knowledge, and that failure to provide complete or accurate information may delay the licensing process;
- I have the authority to bind the Event Organization.

Applicant Name:	Signature:
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Date:

Hold Harmless and Indemnification Agreement

I, the undersigned, agree that I shall release, waive and forever discharge the Corporation of the Municipality of Leamington from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that I shall at all times indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Municipality as a result of the Event Organizer's event.

Applicant Name:	Signature:
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Date:

COVID

All events must comply with the rules and regulations made under the Emergency Management and Civil Protection Act and the Reopening Ontario Act, 2020 including any guidelines issued by the Windsor Essex County Health Unit. Failure to maintain compliance with such rules, regulations and guidelines are grounds to revoke or refuse to issue a Special Events Permit.

Required Documents - All applicants must submit:

- Event Layout Plan (includes location of parking, food service area, tents, designated smoking area, etc).
- Certificate of Insurance (see Special Event Guide for more information)

Note: Required documents specific to each category are listed below, however the Municipality of Leamington reserves the right to ask for additional information to substantiate compliance with other legislation.

Forms are available at www.learmington.ca/specialevents or can be obtained from the Special Events Coordinator upon request.

Will your event take place on a:

- Road
- Sidewalk

Additional Required Documents:

- Temporary Road Closure Application
- Notification letter for neighbours

Please note that any road closures will require police presence (Paid Duty officers). Event Organizers will need to enter into a Paid Duty contract with the OPP and pay the applicable fee at least 3 weeks prior to the event.

Will your event take place on the following municipal property:

- Kinsmen Ball Diamonds
- Kinsmen Recreation Complex
- Leamington Soccer Fields
- Marina Patio
- Marina Pavilion
- Mersea Park Ball Diamonds
- Rick Atkin Park Gazebo
- Seacliff Park Amphitheatre
- Seacliff Park Pavilion

Additional Required Documents:

- Rental Agreement

Please note that smoking is prohibited anywhere on the property of the Kinsmen Recreation Complex and within 20 meters (66 feet) of ball diamonds, soccer fields and playgrounds.

Will your event have a:

- Tent (larger than 10ft x 10ft)
- Stage
- Bleachers

Additional Required Documents:

- Building Permit Application
- Fire Safety Plan

Please note that a tent permit will require inspection by Building Services (day before event) and Fire Services (day of event).

Will your event require fencing, staking or digging?

- Yes No

Additional Required Documents:

- Locates for gas, electrical and other services through Ontario One Call 1-800-400-2255

Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on the Event Layout Plan.

<p>Will your event have live music or amplified sound?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please consult with the Legislative Services to determine if a Noise By-law Exemption is required.</p>
<p>Will your event require any of the following services/equipment <u>from the Municipality of Leamington</u>:</p> <p><input type="checkbox"/> Fencing <input type="checkbox"/> Safety Cones <input type="checkbox"/> Garbage Pickup</p>	<p>Please consult with the Legislative Coordinator to determine if the loan of equipment or requested services are available for your event. Please note that additional fees may be applicable.</p>
<p>Will your event serve or sell alcohol?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Additional Required Documents:</p> <p><input type="checkbox"/> Special Occasion Permit application to the Alcohol and Gaming Commission of Ontario (AGCO)</p> <p>Please note that a Special Occasion Permit will require a notification letter to the Municipality of Leamington <u>at least 30 days</u> prior to the permit being issued.</p>
<p>Will your event serve or sell:</p> <p><input type="checkbox"/> Food - served by event organization</p> <p><input type="checkbox"/> Food - served by caterer</p>	<p>Additional Required Documents:</p> <p><input type="checkbox"/> Special Event Organizer application to the Windsor-Essex County Health Unit <u>at least 30 days</u> prior to the permit being issued.</p> <p><input type="checkbox"/> A list of caterers provided to the Legislative Coordinator <u>at least 7 days</u> prior to the event.</p> <p>Please note that under the Smoke-Free Ontario Act, smoking is prohibited within 9 meters (29.5 feet) of a patio (designated area of outdoor food service).</p>
<p>Will your event have Open Air Burning?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please consult with Fire Services at 519-326-6291 Ext: 3245.</p>
<p>Will your event have fireworks or pyrotechnical displays?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Additional Required Documents:</p> <p><input type="checkbox"/> Fireworks Permit Application</p>
<p>Will your event include fundraising or lottery games?</p> <p><input type="checkbox"/> Fundraising <input type="checkbox"/> Lottery</p>	<p>Please consult with the Licensing Assistant to determine if a Lottery Licence is required.</p>
<p>Will your event use an additional hydro source such as a generator?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Additional Required Documents:</p> <p><input type="checkbox"/> Fire Safety Plan <input type="checkbox"/> Electrical inspection by the Electrical Safety Authority (ESA) 1-800-667-4278.</p>
<p>Will your event have vendors or merchandise for sale?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Additional Required Documents:</p> <p><input type="checkbox"/> A list of vendors and type of merchandise to be sold, provided to the Licensing Assistant <u>at least 7 days</u> prior to the event.</p>

<p>Will your event have carnival or amusement rides?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Additional Required Documents:</p> <p><input type="checkbox"/> Certificate of Insurance from the vendor (see Special Event Guide for more information)</p> <p><input type="checkbox"/> Mechanical Fitness Permit issued by the Technical Standards and Safety Authority</p>
<p>Will your event have bouncy castles or inflatable devices?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Additional Required Documents:</p> <p><input type="checkbox"/> Certificate of Insurance from the vendor (see Special Event Guide for more information)</p> <p><input type="checkbox"/> Safety information for each device issued by the Technical Standards and Safety Authority</p>
<p>Will your event have animals or a petting zoo?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the Provincial Animal Welfare Services Act.</p> <p>Please consult Provincial Animal Welfare Services at 1-833-926-4625 for the mandatory standards of care outlined in the new Provincial Animal Welfare Services Act.</p> <p>All animal exhibit areas must be shown on the Event Layout Plan, illustrating how the animal exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer intends to contain and mitigate the potential for animal wastes to impact adjacent receptors.</p>

Please complete and submit the application to:
Municipality of Leamington
111 Erie Street North, Leamington, ON N8H 2Z9
519-326-5761
specialevents@leamington.ca