

## Special Event Checklist

The following is a check list to review to determine what forms you may be required to complete and submit with the Special Event Application.

	Documents Required	Contact	Reference
Event Layout Plan ** Required for all events	As part of the Special Event Application, an Event Layout Plan is required to be submitted with your Application.	Municipality of Leamington Legislative Coordinator 519-326-5761 Ext. 1108	Please refer to Sample Event Layout section on p.33
Insurance **Required for all events	<p>Release of Indemnity and insurance is required for all event as follows:</p> <p>(a) A signed Release and Indemnity is required to be submitted with your Special Event Application; and</p> <p>(b) The Event Organizer must take out and maintain and provide proof of commercial general liability insurance of no less than \$2,000,000 including but not limited to bodily injury including death, property damage, advertising injury, volunteers to be added as insureds, and a provision for cross liability and severability of interest..</p> <p>To satisfy this requirement, the Event Organizer will provide the Municipality with a Certificate of Insurance providing evidence of the required insurance policy underwritten by an insurer licensed to conduct business in the Province of Ontario.</p>	Municipality of Leamington Legislative Coordinator 519-326-5761 Ext. 1108	The Release of Indemnity is included in the Special Event Application.
Do you require use of a municipal facility or venue?	<p>The Municipality has a number of facilities available you may wish to rent for your event.</p> <p>For a complete list of facilities visit: <a href="http://www.leamington.ca">www.leamington.ca</a></p>	<p>Municipality of Leamington Recreation Services 519-322-2337 Ext. 2001.</p> <p>Pavilion located at Leamington Marina 519-326-0834.</p>	
Will your event take place on a road or sidewalk?	<a href="#">Temporary Road Closure Application Form</a>	Municipality of Leamington Engineering Services 519-326-5761 Ext. 1303	
Will alcohol be served at your event?	Please submit an <a href="#">Application for Special Occasion Permit (SOP)</a> to the Alcohol and Gaming Commission of Ontario	AGCO <a href="http://www.agco.ca">www.agco.ca</a>	<a href="#">Risk Management Policy</a>

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	Application for Paid Duty Officers may be made by contacting Leamington OPP, Contract Manager.	<a href="#">Essex County Ontario Provincial Police.</a> 519-326-2544	<a href="#">Form for Municipal Alcohol Policy</a>
Will you be selling or serving food or beverages (non-alcoholic)	Windsor-Essex Health Unit Application forms to submit:  <a href="#">Special Event Organizer Application Form</a>  <a href="#">Food Vendor Application Form</a>  Event Organizers must provide the Municipality with a list of vendors serving food or beverages at the event. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and a valid business licence from their local municipality.	Windsor-Essex Health Unit 519-258-2146 Ext. 1450  Municipality of Leamington Legal and Legislative Services, Legislative Coordinator 519-326-5761 Ext. 1108	
Will you have fireworks or pyrotechnical displays?	<a href="#">Application for Permit to Discharge Display Fireworks or Theatrical Fireworks</a>	Municipality of Leamington Fire Services 519-326-6291 Ext: 3245	<a href="#">Fireworks By-law 600-05</a>
Will you have open air burning?	Applications are not available online, because the Fire Prevention Officer must do a site visit. If you are renewing an annual fire permit and there are no changes, it may be obtained at the fire station during business hours. No site visit is required. Open Air Burning Permits and renewals are \$20.00 (tax included).	Municipality of Leamington Fire Services 519-326-6291 Ext: 3245	<a href="#">Open Air Burning By-law 34-10</a>
Will you be installing tents, stages canopies or similar structures?	<a href="#">Building Permit Application</a>  A Fire Safety Plan may be required when using a tent. <a href="#">Fire Safety Plan Application</a>	Municipality of Leamington Building Services 519-326-5761 Ext. 1402  Municipality of Leamington Fire Services 519-326-6291 Ext: 3245	

<p>Will you be fencing, staking or digging?</p>	<p>Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on their Event Layout Plan.</p> <p>Locates must be obtained for gas, electric and all other services in or near the area to be excavated or in any areas where an object will penetrate the ground by contacting Ontario One.</p>	<p>Ontario One Call at 1-800-400-2255 (free service) or visit <a href="http://www.on1call.com/">http://www.on1call.com/</a>.</p>	
<p>Will you require hydro at your event?</p>	<p>An application for electrical inspection is required and must be filed with the Electrical Safety Authority (ESA).</p> <p>Permit applications can be obtained from ESA's website: <a href="https://www.esasafe.com/business/special-events">https://www.esasafe.com/business/special-events</a></p>	<p>Electrical Safety Authority (ESA), Customer Service Centre, 1-877-ESA-SAFE (372-7233).</p> <p>For festivals, concerts, and/or live performances that need to be expedited, contact a Customer Service Representative at 1-800-667-4278.</p>	
<p>Will you be using a generator at your event?</p>	<p>Please include generator information on your Fire Safety Plan to be submitted with your Special Event Application.</p> <p><a href="#">Fire Safety Plan Application</a></p>	<p>Municipality of Leamington Fire Services 519-326-6291 Ext: 3245</p>	
<p>Will you be having live music or amplified sound?</p>	<p>Events requiring the presence of amplified sound outside of the hours prescribed in the By-law require the granting of a Noise Exemption Permit.</p> <p><a href="#">Application for Exemption to the Noise By-law</a></p> <p>If you will be having music at your event, you are required to obtain a licence from the Society of Composers, Authors and Music Publishers of Canada.</p>	<p>Municipality of Leamington By-law Enforcement Services 519-326-5761 Ext: 1119</p> <p>The Society of Composers, Authors and Music Publishers of Canada (SOCAN) 41 Valleybrook Drive Toronto ON M3B 2S6 Tel: 1.800.55.SOCAN (76226) <a href="http://www.socan.ca">www.socan.ca</a></p>	<p><a href="#">Noise By-law 431-03 as amended</a></p>

<p>Will there be a carnival or amusement rides?</p>	<p>Please provide the Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority for the current year for each amusement device in operation.</p> <p>Please provide a certificate of insurance from the vendor in the minimum amount of \$2 million dollars in commercial liability insurance with the Municipality of Leamington named as additional insured on the policy for the days of the event.</p>	<p>Please contact the Technical Standards and Safety Authority for further information at 1-877-682-TSSA (8772)</p>	
<p>Will there be bouncy castles/inflatable devices?</p>	<p>Please provide the safety information for each bouncy castle and inflatable device.</p> <p>Please provide a certificate of insurance from the vendor in the minimum amount of \$2 million dollars in commercial liability insurance with the Municipality of Leamington named as additional insured on the policy for the days of the event.</p>	<p>Please contact the Technical Standards and Safety Authority for further information at 1-877-682-TSSA (8772)</p>	
<p>Will you have a petting zoo /animals?</p>	<p>The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the Ontario SPCA 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>	<p>Please contact the Windsor/Essex County Humane Society 519-966-5751</p>	<p><a href="#">Animal Control By-law 668-06</a></p>
<p>Will there be fundraising activities (e.g. toonie toss or raffle)?</p>	<p>Only approved charitable organizations are eligible for a lottery licence.</p> <p><a href="#">Eligibility Review Request</a></p> <p><a href="#">Lottery Licence Applications</a></p>	<p>Municipality of Leamington Legislative Coordinator 519-326-5761 Ext. 1108</p>	<p>Alcohol and Gaming Commission of Ontario <a href="http://www.agco.ca">www.agco.ca</a></p>
<p>Will you have any promotional signage?</p>	<p>Applications for Over the Road Banner Display and/or temporary signs are required to be submitted at least 2 weeks in advance of the start date.</p> <p>Banner Application Form</p> <p><a href="#">Mobile Sign Permit Application Form</a></p>	<p>Municipality of Leamington By-law Enforcement Services 519-326-5761 Ext: 1119</p>	<p><a href="#">Regulation of Signs By-law 110-11</a></p>

Will you be selling merchandise?	Event Organizers must provide the Municipality with a list of vendors selling merchandise or other goods. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and a valid business licence from their local municipality.	Municipality of Leamington Legal and Legislative Services, Legislative Coordinator 519-326-5761 Ext. 1108	
Smoke Free Ontario Act	The Province has made it illegal to smoke in public outdoor spaces. This applies to all public events being held on Town owned or leased property. It includes all elements of an event such as beer tents, midways, concessions, etc.	Windsor Essex County Health Unit 519-258-2146 Ext. 3100	<a href="#">Outdoor Smoking By-law 311-13 as amended</a>  <a href="#">Ministry of Health and Long-Term Care Smoke-Free Ontario information</a>
Accessibility	<p>Event Organizers are required to comply with Municipality of Leamington's Policy "Accessibility Standards for Customer Service (Pursuant to Accessibility for Ontarians with Disabilities Act, 2005; Ontario Regulation 429/07)".</p> <p>The Municipality encourages Event Organizers to consider incorporating ways to make their special event more accessible. Access Ontario has created a guide and checklist of event accessible ideas to consider when planning your special event. Access Ontario  <a href="https://www.ontario.ca/page/accessibility">https://www.ontario.ca/page/accessibility</a></p>	<p>Municipality of Leamington Accessibility Committee c/o Building Services 519-326-5761 Ext. 1402</p> <p>Access Ontario 1 (647) 502-7047  <a href="http://Accessontario.com">Accessontario.com</a></p>	<a href="#">Municipality of Leamington– Accessibility Standards for Customer Service</a>  <a href="#">Access Ontario Guide to Planning Accessible Events</a>