



SPECIAL EVENT APPLICATION

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 Name	
Date Application Submitted	

Organization Information

Organization Name	
Address (including Postal Code)	
Telephone Number	
Fax Number	
Website	
Is your group a Charitable or Non-Profit Organization?	

Applicant Information (Contact Person)

Name	
Position in Organization	
Address	<input type="checkbox"/> Same as above
Telephone Number	
Email address	
Day of Event Cellphone	

Description of Event

First Time Event	<input type="checkbox"/> Yes, first time event <input type="checkbox"/> Returning Event Date of last event:
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 <input type="checkbox"/> 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:
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

Event Activities

Please indicate the various event activities (check all that apply) Note: additional licences and permits may be required. (See Special Event Checklist for more information)	<input type="checkbox"/> Road Closure(s) <input type="checkbox"/> Over the Road Banner <input type="checkbox"/> Alcohol <input type="checkbox"/> Food sold/served <input type="checkbox"/> Fireworks/ pyrotechnical displays <input type="checkbox"/> Open Air Burning <input type="checkbox"/> Tents/Canopies/Stages/Bleachers <input type="checkbox"/> Loan of Equipment	<input type="checkbox"/> Fences/Stakes or Digging Needed <input type="checkbox"/> Hydro/Generator <input type="checkbox"/> Live Music/Amplified Sound <input type="checkbox"/> Carnival/Amusement Rides <input type="checkbox"/> Bouncy Castles/Inflatable Devices <input type="checkbox"/> Petting Zoo/Animals <input type="checkbox"/> Fundraising/Lottery Games <input type="checkbox"/> Promotional Signs <input type="checkbox"/> Vendors/Merchandise for sale
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Event Participation

Expected Daily Attendance	
The event is	<input type="checkbox"/> Private (invitation only) <input type="checkbox"/> Open to the General Public <input type="checkbox"/> Ticketed <input type="checkbox"/> 19+

Documentation

Documents Required	<input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Event Layout Plan <input type="checkbox"/> Other permits identified through the Special Event Checklist
Additional documents deemed pertinent in the granting of this application may be required at the request of the Municipality of Leamington.	

Hold Harmless Agreement /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.

X _____
 Signature of Applicant Date of Signature

Declaration

I, the undersigned, do solemnly declare that all information provided in and with this application is factual and correct and agree to abide by and adhere to all relevant by-laws, rules and regulations, matters and things as are, or may be enacted by the Municipality of Leamington, and to any applicable federal or provincial legislation or regulation in effect, enacted, or amended, from time to time, and make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath.

X _____
 Signature of Applicant Date of Signature

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.

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